



Civil Service Commission
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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission Meeting Minutes

Tuesday, April 13, 2021– 8:30 AM

I. Roll Call

The Circleville Civil Service Commission met via Teleconference on Tuesday, April 13, 2021. The meeting was called to order at 8:30 AM. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson and Valerie Dilley, Commission Secretary. Amy Elsea, Commission Member, was absent. Guests: None.

II. Approval of Agenda

Mr. Tootle offered a motion to amend the agenda to add an additional violation under Background Standard H, 1 to the Recommendation for Removal of Ms. Conrad from the Communications Officer eligibility list. Ms. Young seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

Ms. Young offered a motion to approve the March 9, 2021 meeting minutes. Mr. Tootle seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following items of correspondence were received:

- Notice of Promotional Testing to Sgt. Phil Roar and Sgt. Doug Davis
- Appointment of Desirae Logsdon to Account Clerk I, Auditor's office

V. Unfinished Business

None

VI. New Business

A. Ratification of 3-22-2021 Emergency Vote for Certification of Police Officer Eligibility List

Mr. Tootle offered a motion to ratify the 3-22-2021 emergency vote for certification of the Police Officer Eligibility List. Ms. Young seconded the motion. Vote: All Yeas.

B. Ratification of 3-22-2021 Emergency Vote for Certification of Communications Officer Eligibility List

Ms. Young offered a motion to ratify the 3-22-2021 emergency vote for certification of the Communications Officer Eligibility List. Mr. Tootle seconded the motion. Vote: All Yeas.

C. Certification of new Police Officer Eligibility List

Mr. Tootle offered a motion to certify the new Police Officer Eligibility List. Ms. Young seconded the motion. Vote: All Yeas.

D. Certification of new Communications Officer Eligibility List

Ms. Young offered a motion to certify the new Communications Officer Eligibility List. Mr. Tootle seconded the motion. Vote: All Yeas.

E. Certification of new Fire Fighter Eligibility List

Ms. Young offered a motion to certify the new Fire Fighter Eligibility List. Mr. Tootle seconded the motion. Vote: All Yeas.

F. Recommendation for Removal from Police Officer Eligibility List – Angel Bowens (I,2), Heidi Bray (A,2)

-Ms. Young offered a motion to accept the Recommendation for Removal of Angel Bowens from the Police Officer eligibility. Mr. Tootle seconded the motion. Vote: All Yeas.

-Ms. Young offered a motion to accept the Recommendation for Removal of Heidi Bray from the Police Officer eligibility. Mr. Tootle seconded the motion. Vote: All Yeas.

G. Recommendation for Removal from Communications Officer Eligibility List – Adam Althouse (H,2), Andrea Conrad (H,1)

-Ms. Young offered a motion to accept the Recommendation for Removal of Adam Althouse from the Communications Officer eligibility. Mr. Tootle seconded the motion. Vote: All Yeas.

-Mr. Tootle offered a motion to accept the Recommendation for Removal of Andrea Conrad from the Communications Officer eligibility. Ms. Young seconded the motion. Vote: All Yeas.

H. Request to open testing periods for Fire Fighter, Police Officer and Communications Officer

Mr. Tootle offered a motion to open testing periods for Fire Fighter, Police Office and Communications Officer. Ms. Young seconded the motion. Vote: All Yeas.

I. Public/Informal Time

Ms. Dilley provided an update on the Police Sergeant Promotional Process scheduled for May 8, 2021.

II. Adjournment – Meeting adjourned at 8:41 AM.