



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 14, 2020– 8:30 AM
Teleconference meeting due to COVID-19 pandemic

I. Roll Call

The Circleville Civil Service Commission met via teleconference on Tuesday, April 14, 2020. The teleconference meeting was called to order at 8:31 AM. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Member and Valerie Dilley, Interim Secretary. Guests: Tony Chamberlain, HR/Safety Director.

II. Approval of Agenda

Ms. Elsea offered a motion to approve the agenda as written. Ms. Young seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

Mr. Tootle offered a motion to approve the March 10, 2020 meeting minutes. Mr. Young seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following correspondence was read and approved:

- A. Resignation Notice of John Wilt, Fire Department Lieutenant eff. 4-7-2020
- B. Email notification from Tonyea Adams revising her retirement date from 4-17-2020 to 5-15-2020

V. Unfinished Business

None

VI. New Business

A. Review and Certification of Police Officer Eligibility List

Ms. Elsea offered a motion to certify the Police Officer Eligibility List. Ms. Young seconded the motion. Vote: All yeas.

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

Mr. Tootle offered a motion to open testing periods for the positions of Fire Fighter, Police Officer and Communications Officer. Ms. Elsea seconded the motion. Vote: All yeas.

VII. Public/Informal Time

The Commission discussed how to address candidate appeals in a reasonable amount of time during the pandemic. Mr. Chamberlain suggested giving candidates two options: teleconference or a face-to-face hearing while following State mandates and guidelines for social distancing.

VIII. Adjournment

Ms. Young offered a motion to adjourn. Ms. Elsea seconded the motion. Meeting adjourned at 8:43 AM.