



Civil Service Commission  
104 E. Franklin Street  
Circleville, OH 43113  
740-477-1731  
Fax: 740-477-5829  
[www.circleville.oh.us](http://www.circleville.oh.us)

Matthew Tootle  
**Chairperson**

Stacy Young  
**Vice-Chairperson**

Amy Elsea  
**Member**

**Circleville Civil Service Commission  
Meeting Minutes**  
Tuesday, May 11, 2021– 8:30 AM

**I. Roll Call**

The Circleville Civil Service Commission met via Teleconference on Tuesday, May 11, 2021. The meeting was called to order at 8:30 AM. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission Member and Valerie Dilley, Commission Secretary. Guests: Tony Chamberlain, HR/Public Safety Director.

**II. Approval of Agenda**

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

**III. Reading/Approval of Minutes**

Ms. Elsea offered a motion to approve the April 13, 2021 meeting minutes. Ms. Young seconded the motion. Vote: All yeas.

**IV. Reports/Correspondence**

The following items of correspondence were received and entered into record:

- Notices of Police Sergeant Promotional Assessment to 12 eligible Police Officers (an additional date was added to the assessment following notification due to the number of participants, all were notified via email)
- Appointment of Ashton Salyers to the position of Police Officer effective April 14, 2021
- Appointment of Laura Bray, Tyler Albaugh, Zachary Reid and Thomas Glasstetter to the position of Fire Fighter/EMT effective April 19, 2021
- Appointment of Ryan Collins to the position of Communications Officer effective May 3, 2021
- Appointment of Patrick Murphy to the position of Police Officer effective May 3, 2021
- Appointment of Tyler Cobb to the position of Maintenance Worker effective May 3, 2021
- Appointment of Matthew Harrell to the position of Police Officer effective May 17, 2021
- Appointment of Timothy Sanford to the position of Police Officer effective May 24, 2021
- State Personnel Board of Review Annual Report of Activities (2020)
- Commission's 2022 budget request (no changes from 2021)

**V. Unfinished Business**

None

**VI. New Business**

**A. Ratification of April 20, 2021 emergency vote to certify the results of the Deputy Chief of Police Promotional Assessment**

Mr. Tootle motioned to ratify the April 20, 2021 emergency vote to certify the results of the Deputy Chief of Police Promotional Assessment. Ms. Elsea seconded the motion. Vote: All Yeas.

**B. Certification of new Police Officer Eligibility List**

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

**C. Certification of new Fire Fighter Eligibility List**

Ms. Elsea offered a motion to certify the Fire Fighter Eligibility List. Mr. Tootle seconded the motion. Vote: All yeas.

**D. Request to open a testing period for the position of Communications Officer**

Ms. Elsea offered a motion to open a testing period for the position of Communications Officer. Mr. Tootle seconded the motion. Vote: All yeas.

**I. Public/Informal Time**

II. **Adjournment** – Meeting adjourned at 8:36 AM.