



Civil Service Commission
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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission Meeting Minutes

Tuesday, May 12, 2020– 8:30 AM
Teleconference meeting due to COVID-19 pandemic

I. Roll Call

The Circleville Civil Service Commission met via teleconference on Tuesday, May 12, 2020. The teleconference meeting was called to order at 8:30 AM. Members present: Matthew Tootle, Chairperson, Amy Elsea, Member and Valerie Dilley, Interim Secretary. Stacy Young, Vice-Chairperson, was absent and excused. Guests: Tony Chamberlain, HR/Safety Director.

II. Approval of Agenda

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

III. Reading/Approval of Minutes

Ms. Elsea offered a motion to approve the April 14, 2020 meeting minutes. Mr. Tootle seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following correspondence was read and approved:

- A. Appointment of David Froesel III to the position of Police Officer effective 4-13-2020
- B. Appointment of Kimberly Hunter to the position of Administrative Assistant for Public Safety effective 4-27-2020

V. Unfinished Business

None

VI. New Business

A. Review and Certification of Fire Fighter Eligibility List

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

B. Review and Certification of Police Officer Eligibility List

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

C. Review and Certification of Communications Officer Eligibility List

No candidates passed the test. No action taken.

Mr. Chamberlain advised the Commission that the City is considering a modification to the score requirements.

VII. Public/Informal Time

Mr. Chamberlain updated the Commission on Fire Promotional Testing. All testing is currently on hold due to COVID-19. The City will also hold a promotional test for Police Sergeant later in the year.

VIII. Adjournment

Ms. Elsea offered a motion to adjourn. Mr. Tootle seconded the motion. Meeting adjourned at 8:38 AM.

The next meeting is scheduled for Tuesday, June 9, 2020.