



Civil Service Commission  
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Matthew Tootle  
**Chairperson**

Stacy Young  
**Vice-Chairperson**

Amy Elsea  
**Member**

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

**I. Roll Call**

The Circleville Civil Service Commission met via Teleconference on Tuesday, June 8, 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 and excused. 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. Young offered a motion to approve the May 11, 2021 meeting minutes. Mr. Tootle seconded the motion. Vote: All yeas.

**IV. Reports/Correspondence**

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

- Notice of Administrative Leave with Pay to Paul Lucas dated 4-27-2021
- Notices of Police Sergeant Promotional Assessment Final Score – McIntyre, Fisher, Ferrell, Speakman, Oberer, Nicholson, Fox, Yoder dated 5-12-2021
- Promotion of David McIntyre to the position of Police Sergeant effective 5-16-2021
- Appointment of Alexander Estrada to the position of Police Officer effective 5-18-2021
- Probationary Termination of Paul Lucas effective 5-21-2021
- Promotion of Kyle Leasure to the position of Water Distribution Maintenance Supervisor effective 5-23-2021
- Appointment of Tamara Robison to the position of Administrative Assistant effective 6-7-2021

**V. Unfinished Business**

None

**VI. New Business**

**A. Ratification of 5-12-2021 emergency vote to certify the results of the Police Sergeant Promotional Assessment**

Mr. Tootle motioned to ratify the May 12, 2021 emergency vote to certify the results of the Sergeant Promotional Assessment. Ms. Young seconded the motion. Vote: All Yeas.

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

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

**C. Request to open testing period for the positions of Police Officer and Communications Officer**

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

**I. Public/Informal Time**

**II. Adjournment** – Meeting adjourned at 8:34 AM