



Civil Service Commission  
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Matthew Tootle  
Chairperson  
  
Stacy Young  
Vice-Chairperson  
  
Amy Elsea  
Member

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**Circleville Civil Service Commission  
Meeting Minutes**  
Tuesday, August 17, 2021– 8:30 AM

**I. Roll Call**

The Circleville Civil Service Commission met via Teleconference on Tuesday, August 17, 2021. The meeting was called to order at 8:30 AM. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, 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. Elsea seconded the motion. Vote: All yeas.

**III. Reading/Approval of Minutes**

Ms. Young offered a motion to approve the June 8, 2021 meeting minutes. Ms. Elsea seconded the motion. Vote: All yeas.

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

**IV. Reports/Correspondence**

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

- Notice of Promotional Testing for Communications Center Commander (Stringfield, Puckett, Wamsley, Bickers)
- Appointment of Justin Rhoads to Maintenance Worker I, Dept. of Public Service, effective 7-26-2021
- Appointment of Kristopher Corns, Fire Fighter/Paramedic, effective 8-9-2021

**V. Unfinished Business**

None

**VI. New Business**

**A. 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.

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

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

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

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

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

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

**VII. Public/Informal Time**

**VIII. Adjournment** – Meeting adjourned at 8:40 AM