



Civil Service Commission
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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

**Circleville Civil Service Commission
Meeting Minutes**
Tuesday, August 9, 2022 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, August 9, 2022 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission Member and Valerie Dilley, Commission Secretary. Guests: None.

II. Approval of Agenda

Ms. Elsea offered a motion to approve the August 9, 2022 agenda as written. Ms. Young seconded the motion. Vote: All Yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – July 12, 2022

Ms. Young offered a motion to accept the July 12, 2022 meeting minutes. Ms. Elsea seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

- Appointment of Dane Patrick, Wastewater Operator, effective 7-26-2022
- Appointment of Brian Washington, Maintenance Worker II, effective 8-22-2022

V. Unfinished Business

None

VI. New Business

A. Certification of Communications Officer Eligibility List

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

B. Request to open testing period for entry level Police Officer and entry level Communications Officer

Ms. Young offered a motion to open a testing period for entry level Police Officer and entry level Communications Officer. Ms. Elsea seconded the motion. Vote: All Yeas.

C. City's proposal to add language to the Background Removal Standards

Ms. Young offered a motion to accept the City's proposal to add the following language to the Background Removal Standards:

Section L: Previous Disqualifications and Future Consideration

1. *When an applicant is disqualified on two or more occasions for any reason listed in the Background Removal Standards, the Appointing Authority may request permanent removal of the applicant from consideration for future employment.*

Mr. Tootle accepted the motion. Vote: All Yeas.

D. Proposed Lateral Transfer Program for Circleville Fire Department

The City requested to table this item until the next meeting.

VII. Public/Informal Time

VIII. Adjournment

Meeting adjourned at 8:39 AM