

Jefferson County Deputy Sheriffs Civil Service Commission

VACANT, President
Will Liston, Vice President
Jean Vezzosi, Commissioner



Jacki Shadle, County Clerk
Giordana Baker, Administrative Support

ESTABLISHED 1971

MONTHLY MEETING

Jefferson County Commission Meeting Room

MINUTES

Wednesday, August 16, 2023
4:00 PM

Attendees:

Jean Vezzosi (Remote)
Will Liston

Bessie Nelson
Matt Armel

1. Will Liston called the meeting to order at 4:01PM

2. Approval of Minutes

June 21, 2023 – Public Hearing

Motion to approve: Will Liston

2nd: Jean Vezzosi

Approved unanimously

July 19, 2023 – Regular Meeting

Motion to approve: Will Liston

2nd: Jean Vezzosi

Approved unanimously

3. IO Solutions

a. Update on survey status

i. Matt Armel reported 2 additional surveys have been submitted
3 are pending.

ii. Chief Lupis has partially completed his survey.

b. Study guide information

i. No discussion

c. Options going forward

i. If no further surveys are completed Matt Armel said they will move forward with what surveys were submitted

4. JCC removed Steve Cox from the JCDSCSC at the July 20th meeting.

a. Elect new President

b. Vice President (if applicable)

Will Liston made a motion to table this to the next meeting.

Approved unanimously

5. Administrative update

a. New Applicant Testing:

i. 9 applied

- ii. 5 tested
- iii. 4 passed
- iv. 1 failed

6. Annual Report to the County Commission

- a. Review & update
- b. County Commission Agenda Request – August 17, 2023
Will Liston made a motion to table this until the next meeting.
Approved unanimously

7. New Business

- a. Part XI. Additional part-time work – WV §7-14-15A
 - i. Matt Armel met with Makayla Zonfrilli and are working on a solution
 - ii. Matt Armel may reach out to John Teare to gather more information on the definition of part time work.
- b. Letter for Promotion
 - i. Discussed the letter that was drafted to bring to the SO for calculating the scores.
 - ii. Discussed adopting the letter as policy and including in Rules and Regulations.
- c. Matt Armel mentioned that the deputies would like to have a more active role in the entry level testing.
 - i. Matt Armel said Ben Williams offered using Jefferson HS for the PT and written portion of the tests.
 - ii. Giordana Baker will get in touch with Ben Williams to organize the October testing

8. Adjournment

Will Liston closed the meeting at 4:40PM

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300010969
09/22/2023 @ 02:14:30 PM
CIVIL SERVICE COMMISSION
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