

# Jefferson County Deputy Sheriffs Civil Service Commission

Steve Cox, President  
Will Liston, Vice President  
Jean Vezzosi, Commissioner



Jacki Shadle, County Clerk  
Bessie Nelson, Administrative Support

ESTABLISHED 1971

## PUBLIC HEARING MEETING

Jefferson County Commission Meeting Room

## MINUTES

Wednesday, July 19, 2023  
4:00 PM

### Attendees:

Steve Cox

Will Liston

Jean Vezzosi

Jacki Shadle

Makayla Zonfrilli

Matt Armel

Kelsey Stipanovic

Robert Sell

Giordana Baker

### 1. Steve Cox called the meeting to order at 4:00 PM

### 2. Approval of Minutes

May 17, 2023 – Regular Meeting

**Motion to approve:** Will Liston

**2<sup>nd</sup>:** Jean Vezzosi

June 21, 2023 – Public Hearing

Will Liston made a motion to table this to allow the commissioners time to review

**2<sup>nd</sup>:** Jean Vezzosi

### 3. IO Solutions

a. Update on survey status

i. The survey responses are inconclusive

1. Lack of responses

2. Waiting on the Chief Deputy's response

3. There have been contradicting responses received

b. Matt Armel will contact IO Solutions directly

c. IO Solutions requires a minimum score for promotions

i. WV state code does not require a minimum score for promotions

ii. Matt Armel and Will Liston to follow up regarding the minimum score

d. Options going forward

i. It was the consensus from the JCDA and JCDSCSC to continue pursuing this avenue to replace the current promotional testing.

### 4. Elect President and Vice President for July 1, 2023 – June 30, 2024 term

a. **President**

Will Liston made a motion to elect Steve Cox as president

**2<sup>nd</sup>:** Jean Vezzosi

Vote 2-1

b. **Vice President**

Jean Vezzosi made a motion to elect Will Liston as vice president

2<sup>nd</sup>: Steve Cox  
Approved unanimously

**5. Administrative update**

- a. Promotional Testing Rescored:
  - i. Corporal promotion (January 2023) didn't change
    - 1. William Wilhelm promotion didn't change
  - ii. Captain promotion (March 2023) didn't change
    - 1. Victor Lupis promotion didn't change
  - iii. Lieutenant promotion (April 2023) ranking did change
    - 1. Ronald Fletcher promotion was rescinded
    - 2. Benjamin Williams accepted the promotion
  - iv. Sergeant promotional testing was conducted May 24
    - 1. 6 Corporals tested
    - 2. The initial ranking did change but no promotion was certified
    - 3. Douglas Fletcher accepted the promotion
- b. Recruitment Campaign
  - i. Updated the County website
    - 1. Employee Opportunities
      - a. Added the Deputy Sheriff to the list of open positions
      - b. Updated the JCSD Application to an fillable PDF
  - ii. Met with Mara Bauserman w/Blue Umbrella Marketing
    - 1. Proposal
      - a. Focus on target audience
      - b. Online application
      - c. Local Events
    - 2. Funding?
      - a. The Civil Service made the initial contact with this marketing firm
      - b. The JCSD can follow up
      - c. Mara Bauserman indicated she would reach out to Sheriff Hansen for follow-up

**6. New Business**

- a. Annual Report to the County Commission
  - i. Review & update
  - ii. County Commission Agenda Request – August 3, 2023
- b. Sheriff Hansen is on the County Commission agenda for tomorrow, July 20 to discuss potential removal of civil service commissioner(s)
  - i. Requested that the civil service commissioners attend
- c. Part XI. Additional part-time work – WV §7-14-15A

**7. Adjourn the Meeting**

**Motion to adjourn:** Jean Vezzosi  
2<sup>nd</sup>: Will Liston  
**Meeting was adjourned at 5:39 pm**

Jefferson County  
Jacqueline C Shadle, Clerk  
Instrument 20230009227  
08/17/2023 @ 03:19:43 PM  
CIVIL SERVICE COMMISSION  
Book 1 @ Page 417  
Pages Recorded 2