

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 & REGULAR MONTHLY MEETING

Jefferson County Commission Meeting Room

MINUTES

Wednesday, May 17, 2023
4:00 PM

Attendees:

Steve Cox
Will Liston (remote)
Jean Vezzosi

Bessie Nelson
Matt Armel
William Wilhelm

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300008059
07/20/2023 @ 09:59:16 AM
CIVIL SERVICE COMMISSION
Book 1 @ Page 368
Pages Recorded 2

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

2. Approval of Minutes

April 19, 2023 – Regular Meeting

May 4, 2023 – Public Hearing Meeting

Motion to approve: Jean Vezzosi

2nd: Will Liston

Approved unanimously

3. Discussion on Adding: Part XI. Additional part-time work – WV §7-14-15A

a. Discussion

i. JCDSA wants to outside contracts to remain with the County

1. Retirement
2. Overtime

ii. JCDSA would like the rate for these contracts (special events) to be paid at a set hourly rate

1. It has been recommended that JCDSA and the JC Finance Director work together setting this rate
2. It is important to ensure the County charges enough to cover all expenses as it is a violation of State Code to burden taxpayers with additional expenses

b. Prepare a draft and send to JCDSA for review

c. This topic has been tabled at this time waiting additional information

4. IO Solutions

a. Update on survey status

- i. Received 1 completed survey from middle management
- ii. Sgt. Armel will supply Will with the name of another lieutenant via email to share with IO Solutions to send another survey
- iii. Will to contact IO Solutions to send reminder emails to existing recipients of the surveys

5. Letter from Sheriff Hansen requesting additional entry level testing

Address: 100 East Washington Street, PO Box 208, Charles Town WV 25414

Phone: 304.728.3340 Email: JCDS CSC@jeffersoncountywv.org Web Site: www.jeffersoncountywv.org

- a. Discussion
 - i. Available candidates – 1 candidate at this time
 - ii. Options
 - 1. WV Code requires a competitive written examination and the top 3 candidates be submitted to the Sheriff upon his request for an eligibility list
 - 2. Brainstorm on increased recruitment efforts
 - a. Marketing firm
 - b. Send flyer to:
 - i. Local colleges
 - 1. Shepherd
 - 2. Blue Ridge CTC
 - 3. Fairmont
 - 4. American Public University
 - ii. LEPSIS
- b. Steve Cox will draft a letter to the Sheriff denying his request based on the WV Code requirements
- c. The JCDS CSC is open to adding an additional testing if 3 or more persons apply prior to the July testing

6. Administrative update

- a. April 29, 2023 – None of the 4 candidates showed up & no one has responded that they are still interested
- b. Sergeant promotional testing is scheduled for May 24
 - i. 7 Corporals eligible
 - ii. Tests have been ordered and received from WV Dept of Personnel
- c. Received a conditional offer of employment for Brent Moreland
 - i. Sent the certification letter to the Sheriff
 - ii. On the May 18, 2023 Jefferson County Commission agenda for approval

7. New Business

- a. Annual Report to the County Commission
 - i. Submit ideas to Bessie
- b. Time of experience in rank vs time in service
 - i. This was addressed at the May 4, 2023 public hearing
 - ii. The JCDS CSC is open to readdressing this in the future if the JCDSA requests it
- c. Workshop – campaign to attract new recruits

8. Adjournment

Motion to adjourn: Jean Vezzosi

2nd: Will Liston

Meeting was adjourned at 5:42 pm