

# 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, April 19, 2023

4:00 PM

### Attendees:

Steve Cox  
Will Liston (remote)  
Jean Vezzosi  
Jacki Shadle

Bessie Nelson  
William Wilhelm  
Matt Armel  
Kelsey Stipanovic

1. **Steve Cox called the meeting to order at 4:00 PM**
2. **Approval of Minutes**  
March 15, 2023  
**Motion to approve:** Jean Vezzosi  
**2<sup>nd</sup>:** Will Liston  
*Approved unanimously*
3. **Discussion on Adding:** Part XI. Additional part-time work – WV §7-14-15A
  - a. Discussion
    - i. Currently, the County has contracts with outside companies
    - ii. County needs to recoup costs (overhead)
  - b. Prepare a draft
    - i. Want input from the JCSA
    - ii. Request copies of the contracts
    - iii. Check on restrictions
4. **Discuss 7.02 (c)(iv) Experience & 7.04 (d) Experience**
  - a. Clarify the intent of time in service vs time in rank and/or continued service or both
    - i. Historically the sheriff's office policy awarded additional points for the number of years in rank in addition to time in service
    - ii. That was not the intent of the rules when the rules and regulations were written
  - b. Motion to clarify and amend the Rules & Regulations – Jean Vezzosi  
**2<sup>nd</sup>:** Will Liston
  - c. Prepare a draft and schedule public hearing in 2 weeks on May 3, 2023 @ 4:00 pm
5. **Discuss 4.07(b) Refusal of JCDSCSC to examine or certify**
  - a. Re-address this topic from the February 15, 2023 meeting
  - b. WV Code §7-14-10 & §7-14-11

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

Phone: 304.728.3340 Email: [JCDSCSC@jeffersoncountywv.org](mailto:JCDSCSC@jeffersoncountywv.org) Web Site: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

- i. If sheriff removes before eligibility list = no hearing
- ii. If sheriff removes after eligibility list = hearing
- c. Update the removal notification letter to generic content only

**6. Discuss revisions to 7.03 Competitive Examinations (§7-14-9)**

- a. Add (d) Written and Medical Examination Exemptions
- b. Discussion
  - i. This will be evaluated on a case by case basis
  - ii. No need to amend the Rules and Regulations

**7. IO Solutions – Update**

- a. The County Commission voted unanimously to approve the contract
- b. Study guide information
- c. Surveys
  - i. M. Armel sent a list of deputies to Will Liston
  - ii. Will is going to check his email and forward the list to IO Solutions

**8. Administrative update**

- a. FY 2024 budget was approved for \$11,000
- b. Received a conditional offer of employment for Brent Moreland
- c. Deputy testing scheduled for April 29, 2023
  - i. Currently have 4 applicants eligible for entry testing
- d. 4 candidates tested for promotion to the vacant Lieutenant position
  - i. Waiting on test scores from the WV Dept of Personnel
  - ii. Scheduled a meeting with Debbie to review evaluations on 4/25

**9. New Business**

- a. Annual Report to the County Commission
- b. Questions were raised as to why promotional exams are being held separately for each position.
  - i. Promotional eligibility is the date the position is vacated
  - ii. A position is vacated when someone is promoted

**10. Adjourn the Meeting**

***Motion to adjourn: Jean Vezzosi***  
***2<sup>nd</sup>: Will Liston***  
***Meeting was adjourned at 5:41 pm***

Jefferson County  
Jacqueline C Shadle, Clerk  
Instrument 202300005572  
05/18/2023 @ 12:21:50 PM  
CIVIL SERVICE COMMISSION  
Book 1 @ Page 309  
Pages Recorded 2