

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, March 15, 2023
4:00 PM

Attendees:

Steve Cox

Will Liston (remote)

Jean Vezzosi (remote)

Jacki Shadle

Bessie Nelson

Robert Sell

Matt Armel

Kelsey Stipanovic

1. Steve Cox called the meeting to order at 4:01 PM

2. Approval of Minutes

February 15, 2023

Motion to approve: Will Liston

2nd: Jean Vezzosi

Approved unanimously

3. Public Hearing on proposed revisions to the Rules and Regulations for JCDSCSC:

a. Remove: Section 7.03(c)(v) The written examination requires a minimum passing score of 60% in order for an applicant to be given further consideration.

i. Discussion

1. The sheriff and the deputies want to keep this

2. Concur with JCDSA to leave in.

ii. Vote

Motion by Jean Vezzosi

2nd by Will Liston

Approved unanimously

b. Add: Part X. Position Classification Plan

i. Discussion

1. JCDA recommended edits to job descriptions

2. Everything else looks goods

ii. Vote

Motion by Will Liston to add Part X Position Classification Plan

2nd by Jean Vezzosi

Approved unanimously

4. Discuss 7.02 (c)(iv) Experience & 7.04 (d) Experience

i. Clarify the intent of time in service, time in rank and continued service

- ii. JCDA will research JCSO promotion policy
- iii. Vote
Motion by Jean Vezzosi to table until April meeting.
2nd by Will Liston
Approved unanimously

- 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
 - c. Review Section 4.07(b)
 - d. May need to rewrite this section
 - e. Vote
Motion by Jean Vezzosi to table until April meeting.
2nd by Will Liston
Approved unanimously

- 6. Sheriff's requests to add an additional Lieutenant position**
- a. Discussion
 - i. Eligibility - Promotion dates from 2021 promotional testing
 - ii. Need for Lieutenant
 - 1. It is the consent of JCDSCSC that the civil service commission doesn't need to approve the addition of a 3rd lieutenant. The civil service commission approve the ranks only.
 - b. JCDSCSC will draft a letter to the sheriff

- 7. IO Solutions**
- a. Surveys have been sent to JCDA
 - i. These shall be completed by individuals and not a group
 - b. Agenda request for 3/16/2023 County Commission Meeting to obtain guidance on who signs the contract

8. 2023-2024 FY Budget:

	FY24 Budget Requests	FY 24 Budget as of 3/15/2023
<i>Travel (421400):</i>	\$1,000.00	\$1,000.00
<i>Postage (421800):</i>	\$500.00	\$500.00
<i>Advertising (422000):</i>	\$2,500.00	\$2,500.00
<i>Training & Education (422100):</i>	\$1,000.00	\$1,000.00
<i>Professional Services(422300):</i>	\$10,000.00	\$2,000.00
<i>Contracted Services(423000):</i>	\$1,000.00	\$1,000.00
<i>Materials & Supplies (434100):</i>	<u>\$3,000.00</u>	<u>\$3,000.00</u>
Total Budget Request	\$19,000.00	\$11,000.00

9. Administrative update

- a. Received a conditional offer of employment for Brent Moreland
- b. Applicants
 - i. Currently have 1 eligible candidates for hire
 - ii. Currently have 3 applicants eligible for entry testing
- c. Training – March 22 (inclement weather March 30)
 - i. Emails were sent to area jurisdictions and our deputies (77 invited)
 - ii. Currently have 23 registered, 2 tentative, 3 declined
 - iii. Received approval from the State for 8 CEU's for this seminar
 - iv. Agenda
 - 1. Guest speaker – Father Raymond Fecteau
 - a. Received resume
 - b. Received class material
 - c. Email W-9
 - d. Suggested payment for instructor services is \$250
 - 2. John Teare
 - a. Received request from City of Ranson to discuss hiring & promotions in Chapter 8 as well as Chapter 7
 - b. Vacation Hours
 - c. Suggested topics
 - d. Suggested payment for instructor services is \$750
 - 3. Refreshments
 - a. Bessie to purchase donuts, coffee & water
 - b. Submit request for reimbursement
 - 4. Research the need for a pCard

10. New Business

- a. Additional part-time police work - WV§7-14-15A
 - i. Work on a draft to be discussed at the next meeting

11. Adjournment

1. Adjourn the Meeting

Motion to adjourn: Jean Vezzosi

2nd: Will Liston

Meeting was adjourned at 5:55 pm

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300004209
04/20/2023 @ 12:43:00 PM
CIVIL SERVICE COMMISSION
Book 1 @ Page 303
Pages Recorded 3

