

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, February 15, 2023
4:00 PM

Attendees:

Will Liston

Jean Vezzosi (remote)

Jacki Shadle

Bessie Nelson

Robert Sell

Matt Armel

Will Wilhelm

Kelsey Stipanovic

1. Will Liston called the meeting to order at 4:19 PM

2. Approval of Minutes

January 18, 2023

Motion to approve: Jean Vezzosi

2nd: Will Liston

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. At the request of the deputies, Will Liston will research Supreme Court Case History

2. The sheriff and the deputies want to keep this

ii. This will be added to the March 15, 2023 meeting

- b. Revise: Section 7.04(c) Previous Service: Scores received on the two (2) most recent performance evaluations received in their current rank as of the date of the vacancy for which the person is being promoted shall be added and divided by the number of performance evaluations to obtain an average score. In the event only one (1) performance evaluation exists, the score from that performance evaluation will be used as the average.

i. Discussion

ii. Vote

Motion to approve: Jean Vezzosi

2nd: Will Liston

- c. Add: Part X. Position Classification Plan

i. Discussion

1. Deputies association will forward revision request in writing.

- a. Requesting to remove:

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

Phone: 304.728.3340 Email: JCDSCSC@jeffersoncountywv.org Web Site: www.jeffersoncountywv.org

- b. First Aid & CPR Certification Requirements
- c. "...and civil services hearings" from essential functions
- 2. The JCSO will submit these revisions in writing
- ii. This will be added to the March 15, 2023 meeting

4. Discuss Captain Promotion

- a. The Captain position became available on January 3, 2023 with the death of Captain Dave Colbert.
- b. There is only one Lieutenant with two years in the current rank.
- c. Discussion and determine if any of the promotional requirements can be waived by the JCDSCSC if only one qualifying candidate applies.
- d. Discussion:
 - i. Advertise vacancy as required by code
 - ii. Waive the Merit Previous Servicer and Experience portions of the promotional process
 - 1. The JCDSCSC can't waive any portion of the rules and regulations
 - 2. The eligible Lieutenant will be notified that he will need to take the written exam
 - iii. The fitness portion will be determined by a medical examination per Rules and Regulations
- e. Bessie will order the written exam from the WV Dept of Personnel

5. Discuss notifying applicants when the Sheriff removes them from the eligibility list

- a. Historically, the sheriff's office notified JCDSCSC and JCDSCSC sent letters to applicants
- b. Discuss the requirements under WV Code §7-14-10 & §7-14-11
 - i. The civil service certifies the candidate for the eligibility list
 - ii. The Sheriff's office conducts the background checks
 - iii. It is not the responsibility of the JCDSCSC to notify the applicants when the Sheriff has requested removal from the eligibility list
 - 1. Bessie to notify the Sheriff's office

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

- a. Clarify the intent of time in service
 - i. time in rank
 - ii. continued service
- b. The JCDA will research and propose any recommended changes

7. 2023-2024 FY Budget Requests submitted:

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

1. Update on IO Solutions

- a. Current cost for exams
- b. Update on WV personnel approval
- c. Discussion
 - i. Continue to use the entry exam provided by WV Dept of Personnel
 - ii. Will need to discuss keeping the test scores for promotional exam for 2 years and changing the rules and regulations at the March 15, 2023 meeting

Motion by Jean Vezzosi:

Any promotional vacancies after February 15, 2023 will use the 3rd party vendor vendor for all promotional written exams
2nd: Will Liston

2. Administrative update

- a. Applicants
 - i. Currently have 4 eligible candidates for hire
 - ii. 3 candidates tested on January 28, 2023
 - 1. 2 passed the written exam
 - 2. List sent to D. Lowe to contact regarding background checks
 - iii. Currently have 3 applicants eligible for entry testing for the
- b. Corporal promotion
 - i. Compared evaluations scores:
 - 1. All in current rank vs previous 2
 - 2. No change in ranking
 - ii. The promotional scores were posted and submitted to the sheriff
 - iii. William Wilhelm was promoted to Corporal effective 02/06/2023. He also took his oath of office on 02/06/2023.
- c. Letters were sent to the sheriff certifying 4 deputies hired under the current Civil Service Commission
- d. The Sheriff requested a new eligibility list on February 1 which only contained 1 name

3. New Business

- a. Training – March 22 (inclement weather March 30)

- i. Maintenance Conference Room (reserved)
 - 1. Guest speaker – Father Raymond Fecteau
 - 2. John Teare confirmed availability for March 22 & 30
 - 3. Agenda
 - 4. List of invitees
 - ii. Bessie to email invitations to all Deputies and other agencies
 - b. Additional part-time police work - WV§7-14-15A - tabled
 - c. Brainstorm with the JCSO & JCDA to create a Recruitment Flyer
 - i. Gather ideas but wait until the FY24 budget has been approved
 - ii. JCDSCSC to draft a letter to County Commissioners in support of the Deputy Pay Wage Scale
- 4. Adjourn the Meeting**
Motion to adjourn: Jean Vezzosi
2nd: Will Liston
Meeting was adjourned at 6:20 pm

BESSIE NELSON

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300002514
03/16/2023 @ 10:55:12 AM
CIVIL SERVICE COMMISSION
Book 1 @ Page 252
Pages Recorded 4