

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, January 18, 2023
4:00 PM

Attendees:

Steve Cox

Will Liston

Jean Vezzosi

Bessie Nelson

Victor Lupis

Robert Sell

Steve Holz

Matt Armel

1. Steve Cox called the meeting to order at 4:04 PM

2. Approval of Minutes

November 16, 2022

Motion to approve: Will Liston

2nd: Jean Vezzosi

Approved unanimously

3. Public Hearing on proposed revisions to the rules and regulations for JCDS CSC by adding the Position Classification Plan.

4. Position Classification Plan - WV§7-14-6

a. Job Descriptions

- i. Will Liston explained the highlights of the proposed changes to job descriptions to be incorporated in the Position Classification Plan.
- ii. In particular, Education and Experience. High School Degree or equivalent per WV Code §30-29-14.

- b. Jean Vezzosi made a motion to disburse the rough draft of the job descriptions with the edits noted and to include the State Code §7-14-16(5) Powers and duties of commission that requires the Civil Service to prepare a Position Classification Plan. Will Liston seconded. Approved unanimously.

Motion to distribute the rough draft of the job descriptions with the edits noted and to include the State Code §7-14-16(5) Powers and duties of commission that requires the Civil Service to prepare a Position Classification Plan to the senior command staff: Jean Vezzosi

2nd: Will Liston

Approved unanimously

(Matt Armel & Steve Holz arrived to the meeting)

5. 2023-2024 FY Budget Requests

The commissioners are to provide their budget requests to Bessie by January 31, 2023.

6. Administrative update

- a. Applicants
 - i. Currently have 6 eligible candidates for hire
 - ii. Currently have 5 applicants eligible for entry testing
 - iii. Testing is scheduled for Saturday, January 28, 2023
- b. Corporal promotion (7 deputies are eligible)
 - i. Waiting on performance evaluation scores from the sheriff
 - ii. Sheriff Hansen's FOIA request for test scores
- c. Draft Letter certifying deputies
 - i. Bessie will send the letter certifying the 4 hires made under the current commission.
 - ii. The civil service will send letter to the sheriff certifying all future hires.

7. Promotional Process Correspondence

- a. Discussion regarding the correspondence received from the Jefferson County Deputy Sheriff's Association dated December 15, 2022 regarding Promotional Process:
 - i. Open dialog between the commissioners and the senior command staff regarding the deputies unanimous opposition to the Rules and Regulations Section 7.04 (c) Previous Service reflecting all performance evaluations in current rank vs using most recent two (2) years.
 - ii. The commission will take this request under advisement, however, the current Rules and Regulations will remain in force for the current open Corporal promotion.
- b. It was mutually agreed that Will Liston will schedule a meeting with either the sheriff or a senior staff member to review the evaluations at the sheriff's office.
 - i. He will record and average the scores from all evaluation performances in their current rank.
 - ii. He will record and average the scores from the most recent two years' performance evaluations.
 - iii. He will compare those scores to see if the ranking would change.
 - iv. He requested to bring Bessie Nelson to this meeting for administrative support.
 - v. Chief Deputy Victor Lupis will communicate this information to the Sheriff as he desires to have this matter resolved quickly. He will contact Steve Cox with the results.

- c. The deputies are requesting the following:
 - i. Section 7.04 (c) changed to reflect 2 years in the current rank.
 - ii. All changes to the Rules and Regulations be communicated to them via email with the changes extract so they can review the highlights.
 - iii. Clarification in the Rules and Regulations to reflect the evaluations at the time of the vacancy.
- d. The Commissioners and the Senior Command Staff commended the efforts from all parties that tonight's meeting was very productive and look forwarding to working together in a 'workshop' atmosphere in the future.

8. New Business

- a. Steve Cox will contact John Teale for available dates in the Spring for training

9. Adjourn the Meeting

Motion to adjourn: Jean Vezossi

2nd: Will Liston

Approved unanimously

Meeting was adjourned at 5:51 pm

BESSIE

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300001500
02/16/2023 @ 10:16:48 AM
CIVIL SERVICE COMMISSION
Book 1 @ Page 249
Pages Recorded 3