

# Jefferson County Deputy Sheriffs Civil Service Commission

VACANT, President  
Will Liston, Vice President  
Jean Vezzosi, Commissioner



Jacki Shadle, County Clerk  
Giordana Baker, Administrative Support

ESTABLISHED 1971

## MONTHLY MEETING

Jefferson County Commission Meeting Room

## MINUTES

Wednesday, September 20, 2023  
4:00 PM

### Attendees:

|              |              |                   |
|--------------|--------------|-------------------|
| Will Liston  | Jacki Shadle | Kelsey Stipanovic |
| Jean Vezzosi | Matt Armel   | Gail Boober       |

### 1. Will Liston called the meeting to order at 4:02

### 2. Public Comment

### 3. Approval of Minutes

August 16, 2023 – Regular Meeting

**Motion to approve: Jean Vezzosi**

**2<sup>nd</sup> Will Liston**

Approved

### 4. Discussion on adding to the Rules and Regulations

Section 3.03 (g)(v) "Shall have the power to utilize JCDSCSC budgeted funds to obtain legal advice and/or representation for current and former commissioners, for issues that arise while acting in their official capacity."

**Motion to Approve by Will Liston**

**2<sup>nd</sup> Jean Vezzosi**

**Motion Approved**

### 5. IO Solutions

a. Update on survey status

Matt Armel reported that there are still partial surveys needing completion and they are still working on it.

### 6. JCC removed Steve Cox from the JCDSCSC at the July 20<sup>th</sup> meeting.

a. Elect new President

b. Vice President (if applicable)

Tabled

### 7. Administrative update

a. Deputy Ellis was promoted to Corporal

b. Positive feedback for the new form for scoring

c. Posted Applicant Results

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)

- d. Lieutenant Ben Williams has secured Jefferson High School for future dates for new applicant testing. Commission agreed to move the October 28, 2023 testing from CTMS to JHS and advertise the new testing location.

**Motion by Jean Vezzosi to move all future testing to JHS**  
**2<sup>nd</sup> Will Liston**  
**Approved**

**8. Annual Report to the County Commission**

Jean Vezzosi will sign the report and present to the county commission at their next meeting. Giordana will put in an agenda request.

**9. Unfinished Business**

- e. Update - Part XI. Additional part-time work – WV §7-14-15A  
Matt Armel is still working with MK  
Matt introduced Gail Boober as the commissioner representing the JCDSA.

**10. New Business**

- a. Discuss offering the WV Law Enforcement Civil Service Training Seminar  
Tabled

**11. Adjournment**

**Will Liston made a motion to adjourn at 4:40**  
**2<sup>nd</sup> Jean Vezzosi**

GIORDANA

Jefferson County  
Jacqueline C Shadle, Clerk  
Instrument 202300012021  
10/19/2023 @ 12:52:56 PM  
CIVIL SERVICE COMMISSION  
Book 1 @ Page 472  
Pages Recorded 2