

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, October 19, 2022

4:00 PM

Attendees:

Will Liston
Jean Vezzosi

Jacki Shadle
Bessie Nelson

1. Will Liston called the meeting to order @ 4:02 PM

2. Approval of Minutes

a. September 20, 2022

Motion to approve: Jean Vezzosi

2nd: Will Liston

Approved unanimously

3. Public Hearing on proposed revisions to the rules and regulations for JCDSCSC:

a. Section 7.02(d) Eligibility

i. Public Comment – none

ii. Discussion - none

iii. *Motion to approve: Jean Vezzosi*

iv. *2nd: Will Liston*

Approved unanimously

b. Section VIII. Removal; Discharge; Suspension & Reduction in Rank; Reduction I Force and Maximum Age

i. Public Comment – none

ii. Discussion - none

iii. *Motion to approve: Jean Vezzosi*

iv. *2nd: Will Liston*

Approved unanimously

c. Section IX. Hearings

i. Public Comment – none

ii. Discussion - none

iii. *Motion to approve: Jean Vezzosi*

iv. *2nd: Will Liston*

Approved unanimously

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

a. Discussion:

i. Will Liston is reviewing the current JCSO job descriptions

- ii. Bessie Nelson to review JCSO job description and compare to WV Code and JCDSCSC rules and regulations
- iii. Bessie Nelson to schedule a workshop to draft the Position Classification Plan
- iv. Recommend scheduling a workshop with the Sheriff for position pay, compensation and benefits
- b. ***Motion to table this topic until the next meeting: Jean Vezzosi***
2nd: Will Liston
Approved unanimously

5. Additional part-time police work - WV§7-14-15A

- a. Discussion
- b. ***Motion to table this topic until the next meeting:***
2nd:
Approved unanimously

6. Administrative update

- a. Applicants
 - i. Currently have 6 eligible candidates for hire
 - ii. Currently have 2 applicants eligible for entry testing
 - iii. Corporal promotion (6 deputies are eligible):
 - 1. testing is complete and written exam scores have been received
 - 2. waiting on performance evaluation scores from the sheriff
 - a. Original request was via letter on September 19 (see attached)
 - b. Second request was via email on October 17 (see attached)
 - c. Bessie to draft a letter to sheriff and 6 deputies who tested for the corporal promotion outlining the next steps
- b. letter was sent on October 6 to the Sheriff, JCDA, all deputies requesting feedback on position classification plan and additional part-time police work (see attached) – no feedback to date

7. New Business

- a. For consistency purposes, propose the following changes to the rules and regulations:
 - i. Section 4.07(a): ten (10) business days to fourteen (14) calendar days [2 occurrences];
 - ii. Section 4.07(b): ten (10) business days to fourteen (14) calendar days [2 occurrences];
 - iii. Section 4.10(c): five (5) business days to seven (7) calendar days [2 occurrences];
 - iv. Section 4.12(d)(iii): five (5) business days to seven (7) calendar days [1 occurrence]
 - v. Section 8.02(a): ten (10) calendar days to fourteen (14) calendar days. [2 occurrences]

- vi. Section 8.02(b): ten (10) calendar days to fourteen (14) calendar days. [2 occurrences]
- vii. Section 8.02(c): ten (10) calendar days to fourteen (14) calendar days. [3 occurrences]
- viii. Section 8.02(d): ten (10) calendar days to fourteen (14) calendar days. [2 occurrences]
- ix. Section 8.02(f): ten (10) calendar days to fourteen (14) calendar days. [1 occurrence]
- x. Section 8.03(a)(iv): ten (10) calendar days to fourteen (14) calendar days. [1 occurrence]
- xi. Section 8.03(b)(i): ten (10) calendar days to fourteen (14) calendar days. [1 occurrence]

- b. Bessie Nelson to draft 2023 schedules for testing with rain dates and monthly meeting for 2023

8. Adjourn the Meeting

Motion to adjourn: Jean Vezzosi

2nd: Will Liston

Approved unanimously

Meeting was adjourned at 5:18 pm

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202200015530
11/17/2022 @ 10:26:50 AM
CIVIL SERVICE COMMISSION
Book 1 @ Page 211
Pages Recorded 3

10/10/10

