

# 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**  
Tuesday, September 20, 2022  
4:00 PM

### Attendees:

Steve Cox  
Will Liston  
Jean Vezzosi (remote)

Jacki Shadle  
Bessie Nelson

1. **President Steve Cox called the meeting to order @ 4:02 PM**
2. **Approval of Minutes**
  - a. August 17, 2022  
**Motion to approve: Will Liston**  
**2<sup>nd</sup>: Jean Vezzosi**  
**Approved unanimously**
3. **Discipline Process - WV§7-14-17**
  - a. Public Comment – none
  - b. Discussion
    - i. Commissioners are to review the code and compare to John Teare's draft to create a draft
    - ii. Schedule a workshop for September 24 to create the draft**Motion to table this topic until the next meeting: Will Liston**  
**2<sup>nd</sup>: Jean Vezzosi**  
**Approved unanimously**
4. **Position Classification Plan - WV§7-14-6**
  - a. Will Liston is in the process of reviewing the current job descriptions
  - b. Bessie Nelson to draft a letter to the sheriff and deputies for input**Motion to table this topic until the next meeting: Jean Vezzosi**  
**2<sup>nd</sup>: Will Liston**  
**Approved unanimously**
5. **Additional part-time police work - WV§7-14-15A**
  - a. Discussion
    - i. Need to schedule a workshop with John Teare, JCSO & JCDA to create a draft**Motion to table this topic until the next meeting: Jean Vezzosi**  
**2<sup>nd</sup>: Will Liston**  
**Approved unanimously**

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**6. Administrative update**

a. Applicants

- i. Currently have 5 eligible candidates for hire
- ii. Currently have 2 applicants eligible for entry testing on September 24, 2022
  - 1. Tests were ordered on Monday, September 19.
  - 2. Will reschedule if tests aren't received by Friday.
- iii. Corporal testing
  - 1. 6 written exam results are in
  - 2. 1 written exam to be taken on Oct 5
  - 3. Letter sent to the Sheriff requesting performance evaluation scores for 7 deputies eligible for promotion
- iv. There are currently 4 positions open

- b. The Rules and Regulations need to be amended to reflect the following under Part VII. Promotions Section 7.02 (d):

**The promotional eligibility listing will expire immediately after the vacancy(s) is/are filled that required a new eligibility listing.**

**7. New Business**

- a. Explore the possibility of using IO Solutions for written exams
- b. Assign Bessie with the task of tracking assignments for commissioners

**8. Adjourn the Meeting**

*Motion to adjourn: Jean Vezzosi*

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

*Approved unanimously*

***Meeting was adjourned at 5:41 pm***

RETURN TO BESSIE

Jefferson County  
Jacqueline C Shadle, Clerk  
Instrument 202200014349  
10/20/2022 @ 02:57:49 PM  
CIVIL SERVICE COMMISSION  
Book 1 @ Page 180  
Pages Recorded 2