

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

REGULAR MONTHLY MEETING

Jefferson County Commission Meeting Room

MINUTES

Wednesday, July 27, 2022

3:00 PM

Attendees:

Steve Cox
Will Liston
Jean Vezzosi

Jacki Shadle
Bessie Nelson
Sheriff Thomas Hansen

1. **President Steve Cox called the meeting to order @ 3:00 PM**
2. **Approval of Minutes**
 - a. June 22, 2022
Motion to approve: Will Liston
2nd: Jean Vezzosi
Approved unanimously
3. **Promotion Process WV§7-14-13**
 - a. Public Comment – No public comment
Note Sheriff Hansen arrived at the meeting
Open dialog between the Civil Service Commissioners and Sheriff Hansen.
 - b. Schedule a public hearing to approve the Rules and Regulations.
Note Sheriff Hansen left the meeting
4. **Discipline Process - WV§7-14-17**
Motion to table this topic until the next meeting: Jean Vezzosi
2nd: Will Liston
Approved unanimously
5. **Position Classification Plan - WV§7-14-6**
 - a. Will needs job descriptions
 - b. Will is going to work on a draft***Motion to table this topic until the next meeting: Jean Vezzosi***
2nd: Will Liston
Approved unanimously
6. **Additional part-time police work - WV§7-14-15A**
Motion to table this topic until the next meeting: Jean Vezzosi
2nd: Will Liston
Approved unanimously

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

7. Eligibility List

- a. Applicant's request to temporarily suspend or remove their name from the eligibility list
- b. The following is a proposed change to Section 4.12 Appointment from eligibility list:

No candidate shall be permitted to suspend or temporarily delay their eligibility.

8. Adopt JCDSCSC Mission Statement:

The Jefferson County Deputy Sheriffs Civil Service Commission (JCDSCSC) was formed pursuant to West Virginia Code §7-14-3. The JCDSCSC prescribes and enforces rules and regulations to ensure fair employment for the Jefferson County Deputy Sheriffs.

Motion to approve: Will Liston

2nd: Jean Vezzosi

Approved unanimously

9. Administrative update

- a. Applicants
 - i. 4 applicants tested & passed on June 25, 2022
 - ii. Currently have 5 eligible candidates for hire
 - iii. 4 of applicants eligible for entry testing
 - iv. Promotion exam - 8 of applicants eligible for promotion
- b. Annual Report- presentation postponed until August 4

10. New Business

- a. Elect Officer for FY 2023
- b. Advertising at the County Fair August 20 - 27

11. Adjourn the Meeting

Motion to adjourn: Jean Vezzosi

2nd: Will Liston

Approved unanimously

Meeting was adjourned at 5:15 pm

BESSIE-FINANCE OFFICE

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202200011570
08/18/2022 @ 09:37:59 AM
CIVIL SERVICE COMMISSION
Book 1 @ Page 152
Pages Recorded 2