

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

REGULAR MONTHLY MEETING

Jefferson County Commission Meeting Room

MINUTES

Wednesday, May 25, 2022
3:00 PM

1. Attendees:

Steve Cox
Will Liston
Jean Vezzosi

Jacki Shadle
Bessie Nelson

2. President Steve Cox called the meeting to order @ 3:01 PM

3. Approval of Minutes

a. April 19, 2022

Motion to approve: Will Liston
2nd: Jean Vezzosi
Approved unanimously

b. April 28, 2022

Motion to approve: Will Liston
2nd: Jean Vezzosi
Approved unanimously

4. Promotion Process WV§7-14-13

- a. Commissioners will contact the following to obtain promotion process information currently in place:
 - i. Raleigh County (Beckley)
 - ii. Monongalia County (Morgantown)
 - iii. John Teale
- b. Bessie to work on draft to incorporate Berkeley County Article II, Section III, paragraphs: E, F, G & H

5. Discipline Process - WV§7-14-17

Motion to table this topic until the next meeting: Jean Vezzosi
2nd: Will Liston
Approved unanimously

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

Motion to table this topic until the next meeting: Jean Vezzosi
2nd: Will Liston
Approved unanimously

7. JCSO Background Packets

- a. Bessie will hand out these packets at the June 25 testing.
- b. Debbie Lowe will provide an updated cover letter with a 'return by' due date

Will Liston made a motion to give a letter to written exam participants to contact the Jefferson County Sheriff's Office (JCSO) to obtain background packet

2nd: Jean Vezzosi

Discussion

0 yeas 3 nays = Motion did not pass

Jean Vezzosi made a motion to provide a list of applicants and their contact information who took the written exam to JCSO so JCSO can contact the applicants with the next steps in the hiring process.

2nd: Will Liston

Approved unanimously

8. JCDSCSC Mission Statement

Jean Vezzosi will draft a mission statement for the webpage before the next meeting.

9. Administrative update

- a. Next testing is scheduled June 25, 2022
 - i. Physical Ability Test @ CTMS @ 10:00 am
 - ii. Written Exam @ Library immediately following physical testing
 - iii. Currently have 11 applicants eligible to test
- b. 1 new applicant
- c. 7 eligible candidates
- d. 7 removed candidates
- e. The 3 candidates on the eligible list that was provided to the sheriff on April 18, 2022 were removed by the sheriff for failure to provide background statements.
- f. A new eligible list was emailed to the sheriff on May 18, 2022.
- g. Steve Cox brought up that Bessie Nelson's is strictly administrative support. If she receives any questions outside of the administrative role, she is to forward these questions to the Commissioners.

10. Annual Report

- a. Contents
 - i. Bessie is tracking accomplishments
 - ii. Bessie will brainstorm on the content for the presentation to the County Commission
- b. Present to County Commission at the July 7 9:00 am meeting

11. Adjourn the Meeting

Motion to adjourn: Will Liston

2nd: Jean Vezzosi

Approved unanimously

Meeting was adjourned at 5:32 pm

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 20220009115
06/23/2022 @ 10:02:49 AM
CIVIL SERVICE COMMISSION
Book 1 @ Page 146
Pages Recorded 2