

# Jefferson County Deputy Sheriffs Civil Service Commission

Jean Vezzosi, Interim President  
Gail Boober, Interim Vice President  
VACANT, Commissioner



Jacki Shadle, County Clerk  
Giordana Baker, Administrative Support

ESTABLISHED 1971

## MONTHLY MEETING

Jefferson County Commission Meeting Room

## MINUTES

Wednesday, November 15, 2023  
4:00 PM

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### Attendees:

Jean Vezzosi  
Gail Boober

Matt Armel  
Jacki Shadle

### 1. Jean Vezzosi called the meeting to order at 4:00PM

### 2. No public comment

### 3. Approval of Minutes

September 20, 2023 – Regular Meeting

**Gail Boober made a motion to accept the minutes.**

**Motion passed**

### 4. IO Solutions

Sgt Armel gave an update and the Sgt portion is complete. Still waiting on Lt and Chief. Will update us next meeting.

### 5. Update on Part-time Work

Gail Boober contacted several other counties and will request their policy and contracts and report back to the commission.

### 6. Term of Commissioners

a. As per WV Code §7-14-3 all current commission terms are for 4 year appointments.

b. There was discussion of the need for a full commission. **Jean Vezzosi made a motion to request the county fill the vacant seat.**

**Recommend the County Commission to appoint interim commissioner to the board. Motion passed**

Giordana will put in an agenda request.

### 7. Administrative update

a. 3 tested

b. All passed the physical exam

c. 2 passed written

- d. Annual Report was emailed to all the County Commissioners since there was no quorum at the meeting when it was to be presented.
- e. Next CSC Monthly Meeting December 20, 2023 with a time change. Meetings will now begin at 5PM.

**8. Calendar for 2024**

- a. New Calendar for 2024 was approved
- b. **Gail Boober motioned that testing be every two months instead of quarterly. Motion passed**

**9. Eligibility List**

- a. Discussed the eligibility list
- b. The eligibility list will be constantly evolving as new applicants test and applicants are hired.
- c. Test results will be posted for 2 weeks
- d. Removal of applicant from list was approved with no further action needed

**10. Fair Labor Standards Act**

- a. Jean Vezzosi wanted copies to be handed out for commissioners to reference it as needed.

**11. Adjournment**

**Gail Boober made a motion to adjourn at 5:14PM.  
Motion passed**

Jefferson County  
Jacqueline B Shadle, Clerk  
Instrument: 20240000641  
01/18/2024 @ 10:48:34 AM  
CIVIL SERVICE COMMISSION  
Book 1 @ Page 478  
Pages Recorded: 2