

1st Ind to Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) Meeting
Minutes, RE: Wednesday, February 19, 2025 Meeting

PRESIDENT DALE A. BUCK, ESQ

February 19, 2025

MEMORANDUM FOR BCDSCSC, ADMINISTRATIVE ASSISTANT

Approved / Disapproved. Distribute electronically to all Berkeley County Deputy Sheriff Civil Service Commissioners, Berkeley County Commissioners, Berkeley County Sheriff and Staff as required.

A handwritten signature in blue ink, appearing to read "Dale Buck", with a large, stylized initial "D" and "B".

DALE A. BUCK, ESQ.,
President/Commissioner, BCDSCSC



**BERKELEY COUNTY
DEPUTY SHERIFF CIVIL SERVICE COMMISSION
400 West Stephen Street, Suite 103
Martinsburg, WV 25401-3802**

February 19, 2025

MEMORANDUM FOR COMMISSION PRESIDENT DALE A. BUCK, ESQ

FROM: Mr. John Alderton, Administrative Assistant, Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC)

SUBJECT: Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC)
Meeting Minutes : RE: Wednesday, February 19, 2025 Meeting

1. **Date, Time & Place.** The Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) met on Wednesday, February 19, 2025, 400 West Stephen Street, 2nd Floor, Commission Chambers. Martinsburg, West Virginia. The meeting commenced, at 5:00 PM and was streamed on **YouTube** at: <https://www.youtube.com/watch?v=jFcWeOEIygM> . **The meeting starts at the 6:20 minute mark.** The meeting was opened by the Honorable Anthony (*Tony*) J. Petrucci, County Clerk, for Berkeley County.

2. **Personnel in Attendance:**

Mr.	Dale A. Buck	President of Commission
Mr.	Stephen D. Dopson	Commissioner
Mr.	Anthony (<i>Tony</i>) J. Petrucci	County Clerk, for Berkeley County
Mr.	John H. Alderton	Deputy County Clerk/ BCDSCSC
		Administrative Assistant
Chief	Eric Burnett	Berkeley County Sheriff's Office
Corporal	Jody Strickler	Berkeley County Sheriff's Office

NOTE. The below listed Commissioner was in attendance virtually:

Mr.	James Moffitt	Commissioner
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3. **Purpose.** The purpose of the meeting was to elect a new president for the calendar year 2025 and to discuss and/or approve a variety of topics. See the agenda (**Attachment 1**) for those issues/items. The following is a summarization of the discussion surrounding each issue/item, listed on the agenda.

4. **Election of President for Calendar Year 2025 & Swearing in of President.** Mr. Anthony (*Tony*) J. Petrucci, County Clerk for Berkeley County opened the meeting by welcoming everyone to the meeting. He then requested a motion to address the issue of Election for President, for the Calendar Year 2025. President Dopson made a motion to nominate Commissioner Dale Buck as President. Commissioner Moffitt, seconded the motion. Mr. Petrucci called for any further discussion. There being none he called for a vote. The vote was unanimous for Commissioner Dale Buck to serve as the President for Calendar Year 2025.

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Mr. Petrucci, then administered the Oath of Office for President to Commissioner Buck. Mr. Petrucci excused himself from the remainder of the meeting, while President Buck transitioned back to his seat.

NOTE: President Buck, took a few moments to recognize and acknowledge outgoing President, Commissioner Stephen D. Dopson, who has been the President for the past thirteen months and has been an active President. While President he was Chairman of the Rules & Regulations Revision Committee. President Buck, thanked Commissioner Dopson for his efforts and hard work.

5. **Approval of Meeting Minutes, dated January 15, 2025.** President Buck, inquired if the commissioners had read the meeting minutes. All replied they had. President Buck, then called for a motion to approve. Commissioner Dopson made a motion, to approve the meeting minutes as written for the January 15, 2025 meeting. Commissioner Moffitt, seconded the motion. President Buck, called for any discussion. With there being no discussion. President Buck called for a vote. The vote was unanimous and the motion carried. **(CLOSED)**

6. **Budget Update (Informational)** - Current FY 2024-2025 Budget & Proposed 2025-2026 Budget. Mr. Alderton gave a summary of the current civil service budget, As represented on the County Clerk's financial report dated February 14, 2025 the following information was conveyed:

(1) Current Budget Report: Only change since last month is the budget report now reflects 12.9% allocated for the current year. Basically, this is as a result relating to a Journal Advertisement in the amount of \$408.00. We are still awaiting invoices in the amount of \$710.96 and 210.00 from LocaliQ Advertising. The \$710.96 is to cover the cost of Advertisements in The Herald Mail (Hagerstown, MD), Waynesboro Record Herald (Waynesboro, PA) & Chambersburg Public Opinion (Chambersburg, PA). The amount of \$210.00 is to cover the cost associated with Online Job Board advertising such as InDeed, ZipRecruiter, Glassdoor, etc.

Berkeley County, WV



YEAR-TO-DATE BUDGET REPORT

FOR 2025 13							
ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 General County							
421 Civil Service							
00152421 Contractual Services							
00152421 52218 Postage	750	0	750	45.50	.00	704.50	6.1%
00152421 52220 Advertise Publica	5,000	0	5,000	1,989.49	.00	3,010.51	39.8%
00152421 52223 Professional Ser	10,000	0	10,000	.00	.00	10,000.00	.0%
TOTAL Contractual Services	15,750	0	15,750	2,034.99	.00	13,715.01	12.9%
TOTAL Civil Service	15,750	0	15,750	2,034.99	.00	13,715.01	12.9%
TOTAL General County	15,750	0	15,750	2,034.99	.00	13,715.01	12.9%
TOTAL EXPENSES	15,750	0	15,750	2,034.99	.00	13,715.01	

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YEAR-TO-DATE BUDGET REPORT

FOR 2025 13							
	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	15,750	0	15,750	2,034.99	.00	13,715.01	12.9%
** END OF REPORT - Generated by Marcia No11 **							

(2) Proposed Budget for FY 2025-2026. Mr. Alderton updated the commissioners, by informing them the County Clerk's Civil Service budget presentation was originally scheduled for Thursday, January 23, 2025. However, it was rescheduled by the County Commission to Thursday, February 13, 2025, at 2:25 PM.

(3) The budget presentation, did take place on Thursday, February 13, 2025, at 2:25 PM. The presentation went good. The county clerk was pleased. Mr. Alderton was requested to address an increase in Postage for a total of \$1,500.00. Also addressed was the Advertisement/Publication Line item of 52220 in the amount of \$10,700.00 and the new Training/Education Line item 5222, in the amount of \$16,500.00, as these both had significant increases. President Gochenour, Vice President Catlett and Commissioner Hardy did ask a few questions.

(4) President Gochenour asked a question relating to Study Books. Mr. Alderton broke down the difference in a study guide and study books.

(5) Mr. Alderton thanked Chief Burnett and Chief Young for coming to the budget presentation to show their support for the Civil Service Commission.

NOTE: The budget presentation can be viewed by going to:
<https://www.youtube.com/watch?v=gFZhTGohhlA>

7. Old Business:

a. **Issue 2024-0003.** Investigating Test Providers for Deputy Sheriff Promotional Examination Services. Mr. Alderton provided the following information.

(1) Mr. Alderton requested the Sheriff's Office provide him with the Departmental Policy Manual, in particular, what areas they want to concentrate on. Additionally, he inquired, what if any particular portions of WV State Code they want addressed in the test. Along with a break down of; what type questions should be incorporated in Level 1 Tier (First Line Supervisor) and Second Line Supervisor (Lieutenant, Captain & Major).

(2) Commissioner Dopson raised a concern about obligating any funds out of this year's (2024-2025) budget to write any tests. His concern was should the County Commission not fund the new tests for 2025-2026. Mr. Alderton stated we are not signing a contract with the company, therefore if the County Commission doesn't approve the budget we are not penalized by the company, because there is no contract.

(OPEN)

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b. **Issue 2024-0013.** Open Hire Process IAW Current Rules & Regulation. Commissioner Dopson, conveyed the committee is getting very close to finishing. He stated, currently, we're fine tuning such things as; grammar, punctuation and administrative errors. Although, Commissioner Dopson stated the next meeting is to be held on Thursday, February 20, 2025.

He stated the committee will finish up their work, and put a Final-Draft out to everyone for their review with an opportunity to provide comments back to the revision committee.

Chief Burnett inquired of the commissioners, if the Rules & Regulations addressed awarding 2 points per year for seniority/longevity? Commissioner Dopson, said he believed so. However, he couldn't recall specifically. Commissioner Dopson, offered to find out for Chief Burnett.

(OPEN)

c. **Issue 2024-0029.** Request for New Open Hire Physical Agility & Written Examination. RE: **December 14, 2024 Test.** Mr. Alderton provided the following summary:

(1) Awaiting word back from the Sheriffs Office as to the status of two (2) applicants undergoing the background checks.

(2) It's unknown if the Sheriff will submit a letter for either applicant to be removed or stricken from the eligibility list. **NOTE:** If he does, the applicant(s) would IAW state code be afforded a public hearing should they desire one.

(3) It was addressed that in the event either applicant requests a public hearing, we cannot provide any names to the Sheriff, from the test results of the upcoming test on Saturday, March 8, 2025. A resolution must be reached to exhaust the eligibility list created in December of 2024.

(4) Currently, the Sheriff's Office has six (6) openings.

(OPEN)

d. **Issue 2024-0032.** Request for New Open Hire Physical Agility & Written Examination. RE **March 2025.** Mr. Alderton provided the following information:

(1) We had requested to have a job application posted to the county web page. However, it didn't quite happen the way we had wanted. Mr. Alderton met with Mr. Chad Winebrenner, Deputy County Administrator & Human Resource Manager to try and resolve the issue. He was extremely helpful. Mr. Winebrenner advised Mr. Alderton, he would get with Mr. Matt Umstead, Director of Strategic Communication & Planning for Berkeley County.

(2) At the request of Mr. Winebrenner, Mr. Umstead did post the job announcement to the County web page.

(3) During the meeting with Mr. Winebrenner also discussed was the establishment of a Civil Service Facebook Page. This discussion was because of the Civil Service meeting held on January 15, 2025, the commissioners expressed having a Facebook Page.

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(4) Mr. Petrucci supported the concept, and submitted a letter (**See Attachment 2**) to Mr. Chase Winebrenner to establish a Facebook Page. However, it was elevated to Mr. Gary Wine, County Administrator, who in-turn passed it on to Mr. Chad Winebrenner.

(5) Mr. Winebrenner advised we're not approved to have a social media presence through the Civil Service Office. Any social media post we would like to have made is to go through Mr. Umstead.

(6) Mr. Umstead worked with a graphic design artist and created a very nice job posting announcement and posted it to social media.

(7) As of the date of today's meeting, February 19, 2025, we've had 5 applications turned in. Which is good, because the deadline to turn in applications isn't until 5:00 PM, Wednesday, February 26, 2025.

(8) The testing is to be conducted on Saturday, March 8, 2025. Commencing with the Physical Agility Test at Martinsburg High School Football Field. Then immediately following, the Written Examination will be held at the Berkeley County Sheriff's Office.

(9) Mr. Alderton inquired about test proctors for the Physical Agility Test and Written Examination. Commissioner Moffitt, volunteered to be the test proctor for the Physical Agility Test and President Buck volunteered to be the test proctor for the Written Examination.

(OPEN)

e. **Issue 2025 – 0001, Annual Report for Calendar Year 2024. §7-14-6 Powers and Duties.** Mr. Alderton reported the 2024 Annual Report is near completion and will be available for approval at the Wednesday, March 19, 2025 meeting. Currently, it's seventy-five (75) pages. The 2024 Annual Report will have technology incorporated into it. For-example; when viewing the document electronically, the Table of Contents has hyperlinks associated with the topic. Click on the topic and it will take you directly to the page where it's located in the report. Page numbers have been added for the first time.

8. **New Business.** The only item under New Business listed is **Issue 2025 – 0002, Social Media RE: Facebook and/or Instagram Presence.** Mr. Alderton reported this was previously covered in the meeting. **NOTE:** See paragraph 1d above. Mr. Alderton requested a motion be made to formally close this item.

Commissioner Dopson made the motion to close this item **Issue 2025 – 0002, Social Media RE: Facebook and/or Instagram Presence.** Commissioner Moffitt seconded the motion. President Buck inquired if there was any further discussion. With there being none, President Buck called for a vote. The vote passed unanimously in favor of closing the issue.

(CLOSED)

9. Items From the Floor.

a. Mr. Alderton briefed: Issue of Promotion related to Sergeant Heagy's Vacancy created on July 1, 2024.

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(1) Mr. Alderton received an email from Chief Young on Tuesday, March 14, reminding us they still have a vacancy for the Rank of Sergeant, since July 1, 2024.

(2) The vacancy is as result of Corporal Chronister declined the promotion, which he tested for on September 13, 2024. The promotion was offered to him and he declined to accept it, due to having to forfeit his K9 partner.

(3) As of the date of today's meeting, February 19, 2025 there the only person eligible to test Corporal Chronister, who declined the promotion in September of 2024. However, on Monday, March 17, 2025, Corporal Tyler Dopson becomes eligible to test.

(4) Chief Young is of the belief Corporal Chronister is not eligible to test. As he passed up the promotion when it was offered to him.

(5) Mr. Alderton, stated he is not of that same belief. He went on to state nothing has changed to make Corporal Chronister "ineligible". Therefor he is still eligible to test. It does not state in the state code or our rules & and regulation the if you decline a promotion, that makes you ineligible in the future.

(6) President Buck stated in his opinion Corporal Chronister remains eligible to test.

(7) Commissioner Dopson, spoke up only to address how are rules & regulations read. That Corporal Chronister is currently, the only one eligible to test. Our rules state that date for eligibility is set at the date of vacancy, which in this case is July 1, 2024. Additionally, this comes down to an error in the current version of the rules & regulations. Then Commissioner Dopson recused himself, due to having a relative affected by the outcome of this issue.

(8) President Buck stated he has some proposed language to bring to the Rules & Regulation Revision committee meeting set to be held tomorrow (March 20, 2025).

(9) Commissioner Moffitt stated he believed a new date should be established when the new test date is advertised.

(10) Mr. Alderton referred the commissioners to a footnote in the rules and regulations which relates to a ruling by Judge Wilkes referring to date of vacancy/eligibility.

(11) As result of much discussion, Commissioner Dopson made a motion to table this item until the Rules and Regulation Committee meets. He felt there isn't enough information at the present time to make a decision today. Commissioner Moffitt seconded the motion. There was more follow on discussion. Chief Burnett addressed the commissioners. However, the audio was unable to be heard. The motion was unanimous to Table the issue for the present time.

(12) This topic will now become **Issue Item Number 2025 – 0003, Promotional Exam Request for Rank of Sergeant due to Sergeant Heagy Demotion (Voluntary) Request, which created the vacancy as of July 1, 2024 (TABLED)**

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b. Chief Burnett inquired if the Sheriff's Office needed to have the Commission's approval related to a grant. Chief Burnett stated the Sheriff's Office is seeking a grant related to Check Points. All three (3) of the Commissioner's were unanimous in discussion, no permission was needed by the commission.

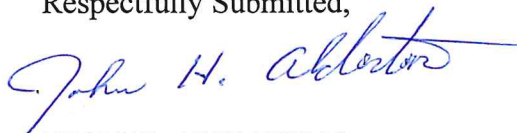
10. **Announcements (Informational)**. Mr. Alderton briefed the following announcements:

a. **Radio Interview – WEPM**. Mr. Alderton informed the commissioners, Sheriff Blair had asked Mr. Alderton, if he would like to appear with him for a radio interview. The WEPM radio interview was held on Tuesday, February 4, 2025. Timing was perfect, as they were able to talk about the current vacancies, and that applications are being accepted through 5:00 PM on Wednesday, February 26, 2025. The entire interview can be heard by going to: <https://open.spotify.com/episode/5o8zP8crrXmNTv9LTayfQB>

b. **Next Meeting**. The next meeting of the Berkeley County Deputy Sheriff Civil Service Commission is scheduled for 5:00 PM, Wednesday, March 19, 2025. Hopefully, in the Commission Chambers. **NOTE**: Per Ms. Penny Shewell, the commission chambers cannot be reserved until the first day of every month.

11. **Adjournment**. President Buck, inquired if there was a motion to adjourn. Commissioner Dopson then made a motion to adjourn. Commissioner Moffitt seconded the motion. President Buck called for any further discussion. With there being none, President Buck called for a vote. The motion carried unanimously. The meeting was adjourned at 5:59 PM. **NOTE**: For a complete review of Open/Closed/Tabled items for the Calendar Year of 2024, **See Attachment 3**.

Respectfully Submitted,



JOHN H. ALDERTON
BCDSCSC, Administrative Assistant

3 Attachment(s):

1. Meeting Agenda, Wednesday, February 19, 2025
2. Letter Requesting Civil Service be Granted Access to Establish a Facebook & Instagram Page, Letter is Dated January 17, 2025
3. Open/Closed/Tabled Issues/Item(s) Table of Contents, dated February 19, 2025

cc:

BCDSCSC File



Anthony J. Petrucci
Clerk

County Clerk of Berkeley County

400 West Stephen Street, Suite 103

Martinsburg, WV 25401-3802

Phone: (304) 264-1927 Fax: (304) 267-1794

January 17, 2025

TO: MR. CHASE WINEBRENNER, BERKELEY COUNTY IT DIRECTOR

FROM: ANTHONY "TONY" J. PETRUCCI, BERKELEY COUNTY CLERK

SUBJECT: Granting Facebook & Instagram Access for Civil Service Commission

I hope this letter finds you well. I am writing to request that access to Facebook and Instagram be granted to John Alderton, Administrative Assistant of the Berkeley County Deputy Sheriff Civil Service Commission. Although Mr. Alderton currently has internet access, these specific sites are blocked, limiting our ability to effectively communicate with the public.

The Civil Service Commission relies heavily on sharing important updates, such as application periods and other critical information. Currently, we are constrained to using traditional print media, which is both costly and less effective. For example, placing a small 1x1 inch "Help Wanted" advertisement in the local journal costs between \$408.00 and \$430.00 for a single-day run. This approach is not only expensive but also fails to reach the younger demographic who are less likely to engage with print media.

In order to modernize our communication strategy and expand our outreach, it is essential that we utilize social media platforms like Facebook and Instagram. These platforms will allow the Commission to reach a broader audience more efficiently, helping us disseminate important messages and engage with the community in a more interactive and cost-effective manner.

We kindly request that the necessary permissions be granted to allow Mr. Alderton access to these platforms. This will enable the Civil Service Commission to enhance its public engagement and ensure that our messages reach those who need them most.

Thank you for your consideration of this request. Please let us know if any additional information is required to facilitate this process.

Sincerely,

ANTHONY "TONY" J. PETRUCCI
Berkeley County Clerk

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ATTACHMENT "2"

Open/Closed/Tabled Issue Running List

Table of Contents

Issue Item Number	Title	Opened	Closed - Tabled	OPR
2024 - 0001	Nomination of BCDSCSC President	January 27, 2024	April 24, 2024	All Commissioners
2024 - 0002	BCDS Chief Young's Request for Reinstatement Submittal/Withdrawal.	March 27, 2024	March 27, 2024	All Commissioners
2024 - 0003	REVISED Title; Investigating Test Providers for Deputy Sheriff Promotional Examination Services. Titled changed 9-18-2024, Civil Service Meeting Former Title: Online Testing for the Berkeley County Deputy Sheriff Department for Open Entry and Promotional exams.	????????	This item was TABLED on May 22, 2024, pending more information relating to a budget – financial obligation. ----- This item was readdressed on 9-18-2024 and was also TABLED again on 9-18-2024	All Commissioners
2024 - 0004	Amendment to BCDSCSC Rules & Regulation RE: Virtual Attendance.	March 27, 2024	April 24, 2024	All Commissioners
2024 - 0005	Hiring of Deputy Charles Hess.	October 19, 2023	March 27, 2024	All Commissioners
2024 - 0006	Promotional Exam for Corporal on Monday, March 25, 2024. RE: due to Steerman vacancy	January 23, 2024	April 24, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0007	Letter of Resignation for Lt Kurt Yoder, Effective March 12, 2024, received this Office on March 13, 2024	March 13, 2024	March 27, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0008	Promotional Exam Request for Rank of Lieutenant due to Lt Yoder's resignation, which created the vacancy as of March 13, 2024	March 27, 2024	July 17, 2024	All Commissioners

Open/Closed/Tabled Issue Running List

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Issue Item Number	Title	Opened	Closed - Tabled	OPR
2024 - 0009	Promotional Exam Request for Rank of Sergeant due to Lt Yoder's resignation, which created the vacancy as of March 13, 2024	March 27, 2024	July 17, 2024	All Commissioners
2024 - 0010	Promotional Exam Request for Rank of Corporal Due to Lt Yoder's resignation, which created the vacancy as of March 13, 2024	March 27, 2024	July 17, 2024	All Commissioners
2024 - 0011	Transfer Request from Mr. Timothy Everhart	March 27, 2024	March 27, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0012	Part-Time Employment Amendment. IAW WV State Code §17-14-15a, to Rules & Regulations	January 27, 2024	April 24, 2024	Chief T.A. Young /Chief of Staff Eric Burnett
2024 - 0013	Open Hire Process IAW Current Rules & Regulation. Rules & Regulation Update/Review	April 24, 2024		President Dopson
2024 - 0014	Position Classification Plan – Does the Chief Administrator's Position Need to be added?	March 27, 2024	April 24, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0015	Master Classification & Proposed Rank Structure.	April 24, 2024	May 22, 2024	Chief T.A. Young All Commissioners
2024 - 0016	Draft of Revised Berkeley County Deputy Sheriff Civil Service Application	April 24, 2024	July 17, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0017	Open Hire Physical Agility & Written Examination (August 3, 2024)	May 22, 2024	August 21, 2024	All Commissioners
2024 - 0018	(Informational) Job Fair Participation (May 8, 2024)	May 22, 2024	May 22, 2024	Deputy County Clerk/ Administrative Assistant

Open/Closed/Tabled Issue Running List

Table of Contents - Continued

2024 - 0019	(Informational) Resignation of Deputy Thadeuss Wright (Last Work Day, June 1, 2024)	May 22, 2024	May 22, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0020	Provisional Appointment(s)	July 17, 2024	July 17, 2024	All Commissioners
2024 - 0021	Preference Points for Certified Officers	July 17, 2024	July 17, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0022	(Informational) Demotion (Voluntary) Letter of Request. Re Sergeant Harold Heagy	July 1, 2024	July 17, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0023	Promotional Exam Request for Rank of Sergeant due to Sergeant Heagy Demotion (Voluntary) Request, which created the vacancy as of July 1, 2024	July 1, 2024	October 16, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0024	Request for New Open Hire Physical Agility Test & Written Examination. RE October 26, 2024	August 21, 2024	January 15, 2025	Deputy County Clerk/ Administrative Assistant
2024 - 0025	Conditional Hiring Request for Approval RE: Applicant Bryce Reinhardt	September 18, 2024	September 18, 2024	All Commissioners
2024 - 0026	Request to Stricken/Remove Applicant RE: Jerry Lee Moschel	September 18, 2024	October 16, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0027	Request to Stricken/Remove Applicant RE: Stefan Cebotari	September 18, 2024	November 20, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0028	Conditional Hiring Request for Approval RE: Applicant Aden Drake	September 18, 2024	October 16, 2024	All Commissioners
2024 - 0029	Request for New Open Hire Physical Agility & Written Examination. RE December 14, 2024	October 30, 2024		Deputy County Clerk/ Administrative Assistant

2024 - 0030	Request to Stricken/Remove Applicant RE: Mackenzie Duclos	December 18, 2024	January 15, 2025	Deputy County Clerk/ Administrative Assistant
2024 - 0031	Request to Stricken/Remove Applicant RE: Reily Miller	December 18, 2024	January 15, 2025	Deputy County Clerk/ Administrative Assistant
2024 - 0032	Request for New Open Hire Physical Agility & Written Examination. RE March 8, 2025	December 18, 2024		Deputy County Clerk/ Administrative Assistant
End of Issue Items for 2024				
Beginning of Issue Items for 2025				
2025 - 0001	Annual Report for Calendar Year 2024	January 15, 2025		Deputy County Clerk/ Administrative Assistant
2025 - 0002	Social Media RE: Facebook and/or Instagram Presence	January 15, 2025		Deputy County Clerk/ Administrative Assistant