

1st Ind to Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) Meeting
Minutes, RE: Wednesday, April 16, 2025 Meeting

PRESIDENT DALE BUCK, ESQ

April 16, 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.

Dale Buck

DALE BUCK, ESQ.,
President, BCDSCSC



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

April 16, 2025

MEMORANDUM FOR COMMISSION PRESIDENT DALE 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, April 16, 2025 Meeting

1. **Date, Time & Place.** The Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) met on Wednesday, April 16, 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=D-bl9w2waPA&t=335s>. The meeting starts at the 1:50 minute mark. The meeting was opened by President Dale A. Buck, President, Berkeley County Deputy Sheriff Civil Service Commission.

2. **Personnel in Attendance:**

Mr.	Dale Buck	President of Commission
Mr.	Stephen D. Dopson	Commissioner
Mr.	John H. Alderton	Deputy County Clerk/ BCDSCSC
		Administrative Assistant
Chief	Eric Burnett	Berkeley County Sheriff's Office

Member(s) Not in Attendance:

Mr.	James G. Moffitt	Commissioner
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3. **Purpose.** The purpose of the meeting was 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. **Reading & Approval of Minutes dated: March 19, 2025, March 31, 2025 (Special Meeting) & April 8, 2025 (Special Meeting).** President Buck announced before the approval of the minutes, there are only two (2) commissioners present. He then went on to inquire if the meeting minutes had been reviewed. Both President Buck and Commissioner Dopson acknowledged they had reviewed the prepared meeting minutes. Since there were, three (3) sets of meeting minutes to be approved, President Buck wanted to approve each set separately. They were broken down as follow:

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a. **Wednesday, March 19, 2025.** President Buck, inquired if Commissioner Dopson had any objection or corrections to the meeting minutes of March 19, 2025. Commissioner Dopson stated he did not, and made a motion to approve the meeting minutes of March 19, 2025. President Buck seconded the motion. He called for a vote and it passed unanimously in favor of accepting the meeting minutes. President Buck then moved onto the next set of meeting minutes

b. **Monday, March 31, 2025.** President Buck stated there is one (1) correction he would like to make to the March 31, 2025 meeting minutes. It's on the fourth page. It's a paragraph beginning *President Buck addressed the issue by saying. We've got a motion it's seconded and we're going to have a vote in a second. ... I don't like the idea that we are going and telling the judge what type of discussion he can have with deputies regarding promotion.* He went onto say, if I said judge I misspoke It's certainly the sheriff I was referring to. So either an error in the transcription or there is an error in what I stated I'd like the record to reflect that I certainly meant to say that we're not telling the sheriff what type of discussion he can have with deputies regarding promotion. With there being no objection to that change. Commissioner Dopson made a motion to accept the minutes as amended. President Buck seconded the motion. Asked for any further discussion there being none, he then called for a vote. The vote was unanimous to accept the meeting minutes as amended. President Buck then moved onto the meeting minutes of Tuesday, April 8, 2025.

c. **Tuesday, April 8, 2025.** Commissioner Dopson brought up a minor correction in the meeting minutes. It was referenced under item number 2025-0009, on page 10. Under that item it says *Commissioner Dopson spoke up stating as a commission at some point we need to address the issue of does the sheriff have the right to sign people department.* I think it should be to departments and I believe I said *assign*, not *sign*. President Buck, stated he had no problem with that correction. With unanimous consent for that correction to be made. President Buck identified another correction to be made. It's on the next page at the top, where it reads... *if we go the way we are headed now you understand you will not be testing. You're not deemed not eligible.* President Buck said, that's an error. He was certainly deemed not eligible. That's what I was trying to warn him. So once again, I either misspoke or there's an error in transcript. President Buck asked a correction be made to reflect *You're deemed not eligible.* He requested if there was any objection. There being none. Any objection to that no objection. All right then I move they be adopted. With that motion made, with that correction made may we adopt the record. Commissioner Dopson moved to approve the April 8, 2025 meeting minutes as amended. President Buck seconded. Then he called for any further discussion. With there being none he called for a vote. The vote was passed unanimously accepting the meeting minutes for April 8, 2025, as amended.

5. **Budget Update (Informational)** - Current FY 2024-2025 Budget Report. Mr. Alderton gave a summary of the current civil service budget, As represented on the County Clerk's financial report dated April 16, 2025 the following information was conveyed.

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FOR 2025 13								
ACCOUNTS FOR:	ORIGINAL	TRANSFERS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
001 General County	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USED	
421 Civil Service								
00152421 Contractual Services								
00152421 52218 Postage	750	0	750	59.60	.00	690.40	7.9%	
00152421 52220 Advertise Publica	5,000	0	5,000	3,003.95	.00	1,996.05	60.1%	
00152421 52223 Professional Ser	10,000	0	10,000	.00	.00	10,000.00	.0%	
TOTAL Contractual Services	15,750	0	15,750	3,063.55	.00	12,686.45	19.5%	
TOTAL Civil Service	15,750	0	15,750	3,063.55	.00	12,686.45	19.5%	
TOTAL General County	15,750	0	15,750	3,063.55	.00	12,686.45	19.5%	
TOTAL EXPENSES	15,750	0	15,750	3,063.55	.00	12,686.45		

Berkeley County, WV



YEAR-TO-DATE BUDGET REPORT

FOR 2025 13								
	ORIGINAL	TRANSFERS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USED	
GRAND TOTAL	15,750	0	15,750	3,063.55	.00	12,686.45	19.5%	

** END OF REPORT - Generated by Marcia Noll **

Current Budget Report: Currently, the report reflects 19.5 % obligation rate. As compared to last month's obligation rate of 12.9%. Postage between last month and this month reflects spending \$14.10. As well as spending \$1,014.46. That amount, is as a result of the invoices coming in associated with LocaliQ Advertising. This was to cover the cost of advertising. We are still awaiting two (2) 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 Boards advertising such as; InDeed, ZipRecruiter, Glassdoor, etc.. Additionally, there is a cost for a promotional advertisement that ran in The Journal for \$351.79.

Commissioner Dopson inquired if there will be a need for another testing. Mr. Alderton replied there may be. There will be a need for promotional examination advertising before the end of the fiscal year. Therefore, the remaining balance is plenty to finish out the year with.

(INFORMATIONAL)

6. Old Business:

a. **Issue 2024-0003.** Investigating Test Providers for Deputy Sheriff Promotional Examination Services RE: Promotional Examination Vendors Update. Mr. Alderton provided the following update and recommendation:

(1) The Commission is currently at a standstill until funding is obtained to pursue purchasing tests & study guides from Stanard & Associates, of Chicago, IL. As the current budget for the remaining fiscal year (2024 – 2025) and budget for 2025 – 2026, cannot sustain the purchase of tests due to inadequate funding, for same.

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(2) Mr. Alderton recommended to the Commissioner's to Table, this issue until September's meeting. Commissioner Dopson made a motion to Table Issue 2024 – 0003, until the September 2025 meeting. President Buck, seconded the motion. Then called for any discussion. There being none, he called for a vote. The vote was unanimous to Table Issue 2024-0003 until the September 2025 meeting.

(TABLED)

b. **Issue 2024-0013.** Open Hire Process IAW Current Rules & Regulation. (Revision & Update of R&R)

(1) Commissioner Dopson, eluded the rules committee has quite a list. There are some minor changes such as delete a word here or misspelling there. But, there are some things we, the committee will need to reconvene and discuss.

(2) Commissioner Dopson stated he would send out an email this week (April 17 or 18) or maybe the first of next week (April 21 – 23).

(3) Mr. Alderton briefed there were approximately 40 comments submitted for the rules committee's review. The Sheriff's Office Leadership Team submitted comments, Deputy Sheriff's Association, Berkeley County Legal Team and a couple deputies also submitted comments.

(4) Commissioner Dopson inquired about posting the meeting notice. Mr. Alderton stated the meeting notice would be emailed out to the Sheriff's Office leadership team, President of the Deputy Sheriff's Association and others. All will be invited to attend.

(OPEN)

c. **Issue 2024 – 0029.** Request for New Open Hire Physical Agility & Written Examination. RE December 14, 2024. NOTE: to Readdress this issue.

(1) This issue was to re-address this issue from a special meeting held on Monday, March 31, 2025. The Civil Service Commission closed this item. However, the Commission was still awaiting on a letter from the sheriff's office, stating Deputy Plank had met all of the requirements in West Virginia State Code and our Rules & Regulations.

(2) A letter was received from Chief Young on March 26, 2025. The letter stated Deputy Plank as of the date of the letter met all of the requirements in West Virginia State Code and our Rules & Regulations to be certified by this commission. The letter stated his physical was signed off by two (2) doctors as required in state code.

(3) Mr. Alderton, made the recommendation for the commissioners to make a motion to approve Deputy Plank to be hired. Commissioner Dopson, made a motion for the Sheriff to hire Deputy Plank as a Deputy Sheriff, based upon the recommendation of Sheriff Blair. President Buck seconded the motion. He then called for further discussion. There being none, he called for a vote. The vote passed unanimously in favor to recommend Deputy Plank be hired. No motion was needed to close this issue, as it had already been closed on March 31, 2025.

(CLOSED)

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d. **Issue 2024-0032.** Request for New Open Hire Physical Agility & Written Examination. RE: March 2025. Mr. Alderton briefed there is no change on this issue. He did provide a summary of where this issue currently stands.

(1) The Sheriff has been provided a list of four (4) names to initiate background checks. Four (4) names were provided due to one applicant scoring a 90 and three (3) applicants having a tied score of 85.

(2) Mr. Alderton reminded Chief Burnett for awareness. If the Sheriff does request somebody to be removed or stricken that will be set up a possible public hearing. The Civil Service Commission cannot provide the Sheriff another name until that issue is resolved.

(3) Same is true if the Sheriff's Office hires one of those four (4) then the commission will not be able to forward a name, as they will still have three (3) names.
(OPEN)

e. **Issue 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. Mr. Alderton briefed the following related to this issue:

(1) A promotional examination will be given tomorrow (April 17, 2025). The examination is being given, at the Berkeley County Sheriff's Office, Training/Classroom. The examination is scheduled to commence at 9:00 AM.

(2) Corporal's Chronister and Dopson are the two (2) eligible deputies scheduled to test.

(3) President Buck and Mr. Alderton will serve as test proctors.

(4) During next months meeting a more robust update will be able to be provided.
(OPEN)

f. **Issue 2025-0004.** 2025 West Virginia Legislative Session Update. President Buck inquired that since the Legislative session is over, had anything been updated or adopted? Mr. Alderton, responded he had not had the opportunity to conduct the research for an adequate update. However, he would provide one at the regularly scheduled monthly meeting in May.
(OPEN)

7. New Business:

a. **Issue 2025 – 0012.** Civil Service Commission Legal Counsel. President Buck stated we've had some discussion over the last month because of the way that we have moved through this, that we may need some legal counsel. Let's open this up for discussion at this point.

(1) President Buck went onto say during the last month. He has had discussions with Pat Henry, regarding some of the issues that were arising and had arisen. He went onto say, when he discussed with Mr. Henry, President Buck made it clear to him that the commission had not voted, had not met and had not adopted any motion to hire him or retain him. He was basically discussing things with me as a colleague, as a friend. President Buck said, he does

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have an invoice from him for \$100.00, which President Buck would like to submit and ask that would be paid. Because he was worth it.

(2) President Buck then stated the larger question is do we, as a commission need to retain counsel? Should we have counsel lined up? Do we agree on moving forward with Mr. Henry should a future issue arise or is there someone else you want to propose?

(3) Commission Dopson, first wanted to make a motion to pay the invoice that was submitted, for \$100.00. President Buck seconded the motion. Called for further discussion. There being none, he called for a vote. The vote passed unanimously in favor of paying the \$100.00 invoice.

(4) Commissioner Dopson, went on to say it would be good practice For the commission to have a couple of options. Such as the best thing would be to have someone on a retainer whether it's \$1,000 a year or whatever retainer fees are.

(5) Both President Buck and Commissioner Dopson discussed the idea of sending a letter to Mr. Patrick G. Henry III, Attorney at Law, PLLC and Mr. Michael J. Funk, Steptoe & Johnson PLLC. The purpose of the letter is see if they would be interested in submitting a resume to be considered for the possibility of being hired on a retainer to represent the Civil Service Commission.

(6) Mr. Alderton advised President Buck and Commissioner Dopson, he would draft a letter for their review, as well as Commissioner Moffitt's, before mailing it out.
(OPEN)

b. **Issue 2025 – 0013.** Mr. Trent Heckman's Freedom of Information Act (FOIA) Letter of Request, dated April 9, 2025. President Buck requested an update. Mr. Alderton provided the following information:

(1) Mr. Heckman requested the following information in his FOIA request, dated April 8, 2025:

(a) All correspondence related to Cpl. Butcher's grievance, including emails, letters, text messages, and memos.

(b) Meeting agendas, minutes, and any other records relating to discussions and decisions made regarding Cpl. Butcher's grievance.

(c) Any documentation, reports, or evidence submitted in relation to the grievance.

(2) On April 10, 2025, Mr. Anthony (*Tony*) Petrucci provided Mr. Heckman an acknowledgement letter.

(3) As of the date of this meeting, civil service commissioners, Buck & Dopson still need to submit their personal emails to Mr. Alderton. As Commissioner Moffitt did submit three batches of emails. Several of Commissioner Moffitt's emails had nothing to do with Corporal Butcher's grievance process.

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(4) Commissioner Dopson, requested clarification on what is being requested. As in, if he is requesting an explanation as to why a hearing was not provided from two years ago. Mr. Alderton replied, yes sir.

(5) Commissioner Dopson, then inquired if, the county clerk set a date, as to when he wants the emails. Mr. Alderton, stated he felt the county clerk was sticking with the original date of April 18th. Mr. Alderton then advised the commissioners, he was confident, Mr. Petrucci would have no problem accepting them by close of business on Friday, April 25, 2025.

(6) The Berkeley County IT Department did a scrub of the email accounts for former Administrative Assistants; Melissa Beavers and Susie Windon. As well as for current Administrative Assistant John Alderton.

(7) Mr. Alderton advised the commission of a tentative timeline to provide Mr. Heckman with his requested information. He stated, his intention was to provide Mr. Heckman the requested information by close of business on either April 28 or 29, 2025.

8. **Items from the Floor.** There were no items from the floor.

9. **Announcements.**

a. All three (3) commissioners now have been set up with a County email address on the County server. It will be from this point forward, correspondence with the commissioners will be via the county email system. Mr. Alderton did ask IT if the commissioners would be allowed to change their passwords, and the response was no.

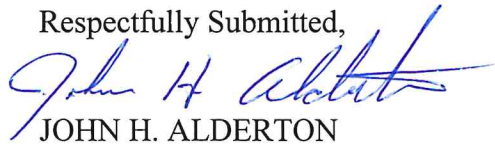
b. Mr. Alderton informed the commissioners, Captain Brendan Hall of the Berkeley County Sheriff's Office will be retiring with 25 years of service on Friday, April 18, 2025. Mr. Alderton, stated he would like to prepare a certificate for Captain Hall to be presented by the commissioners. Both President Buck and Commissioner Dopson were in agreement for the idea. Captain Hall is retiring with the Sheriff's Office, and moving over to the Berkeley County Prosecuting Attorney's Office, as a Criminal Investigator. Commissioner Dopson, inquired if this will start another promotional chain reaction. The response was, it will.

c. Next Meeting. The next meeting of the Berkeley County Deputy Sheriff Civil Service Commission is scheduled for 5:00 PM, Wednesday, May 21, 2025. Hopefully, in the Commission Chambers. **NOTE:** Per Ms. Penny Shewell, the commission chambers cannot be reserved until the first day of every month.

10. **Adjournment.** President Buck, inquired if there was a motion to adjourn. Commissioner Dopson, made a motion to adjourn. Motion was seconded by President Buck. 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 5:37 PM. **NOTE: See Attachment 2,** for a complete review of Open/Closed/Tabled items.

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Respectfully Submitted,



JOHN H. ALDERTON

BCDSCSC, Administrative Assistant

2 Attachment(s):

1. Meeting Agenda, Wednesday, April 16, 2025
2. Open/Closed/Tabled Issues/Item(s) Table of Contents, dated April 16, 2025

cc:

BCDSCSC File

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AGENDA

Berkeley County Deputy Sheriff's Civil Service Commission

4/16/2025 5:00 PM | *Meeting called by:* Civil Service Commissioners

Location: The Berkeley County Main Administration Building, County Commission Chambers, 2nd Floor
400 West Stephen Street
Martinsburg, WV 25401

Commissioners & Recorder

Dale Buck, Esq., President | Stephen D. Dopson, Commissioner | James G. Moffitt, Commissioner | John H. Alderton, Deputy County Clerk/Administrative Assistant for BCDSCSC

Item

OPR

1. **Welcome – Call to Order** President Buck
2. **Reading & Approval of Minutes.** Approval of Meeting Minutes: All Commissioners
dated March 19, 2025, March 31, 2025 (Special Meeting) &
April 8, 2025 (Special Meeting).
3. **Budget Update (Informational).** Administrative Assistant
4. **Old Business:**
 - a. **Issue 2024-0003.** Investigating Test Providers for Deputy Sheriff Promotional Examination Services **RE:** Promotional Examination Vendors Update All Commissioners
 - b. **Issue 2024-0013.** Open Hire Process IAW Current Rules & Regulation. (**Revision & Update of R&R**) All Commissioners
 - c. **Issue 2024 – 0029.** Request for New Open Hire Physical agility & Written Examination. **RE** December 14, 2024. All Commissioners
NOTE: to Readdress this issue. Deputy County Clerk/
Administrative Assistant
 - d. **Issue 2024-0032.** Request for New Open Hire Physical Agility & Written Examination. **RE: March 2025** Administrative Assistant
 - e. **Issue 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. All Commissioners
 - f. **Issue 2025-004.** 2025 West Virginia Legislative Session Update. Administrative Assistant

5. **New Business.**

a. **Issue 2025 – 0012.** Civil Service Commission Legal Counsel.

All Commissioners

b. **Issue 2025 – 0013.** Captain Trent Heckman’s Freedom of Information Act (FOIA) Letter of Request, dated April 9, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

6. **Items from the Floor.**

Audience Members
Administrative
Assistant

7. **Announcements.**

All Commissioners or
Administrative
Assistant

8. **Motion for Recess or to Adjourn**

All Commissioners

The Berkeley County Deputy Sheriff Civil Service Commission reserves the right to re-arrange items on the Agenda as needed due to time constraints of the commission.

NOTES:

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

Table of Contents - Continued

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	March 31, 2025 @ Special Meeting	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, 2024	March 19, 2025	Deputy County Clerk/ Administrative Assistant
2025 - 0002	Social Media RE: Facebook and/or Instagram Presence	January 15, 2025	February 19, 2025	Deputy County Clerk/ Administrative Assistant
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	February 19, 2025		All Commissioners
2025 - 0004	2025 West Virginia Legislative Session Update	March 19, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0005	Promotional Exam Request for Rank of Corporal. As Requested in Chief Young's Letter Dated March 17, 2025	March 19, 2025	Verbally Rescinded, By Chief Young, During Meeting of March 19, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0006	Addendum to Current (9-15-2021) Rules & Regulations, Article III, Promotions, Section II – Eligibility (§7-14-13)	March 19, 2025	March 19, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0007	Request to Stricken/Remove Applicant RE: Stephen Ray Moreland	March 19, 2025	March 31, 2025 @ Special Meeting	Deputy County Clerk/ Administrative Assistant
2025 - 0008	Request for Hearing for Information RE: Reason Hearing wasn't heard in October of 2023 – Corporal Philip Butcher	March 19, 2025 @ Special Meeting	April 8, 2025 @ Special Meeting	All Commissioners

2025 - 0009	Eligibility Date of Decision Rendered at Special Meeting held on March 31, 2025 RE Corporal Philip Butcher.	April 8, 2025	April 8, 2025 @ Special Meeting	All Commissioners
2025 - 0010	Corporal Stephen T. Dopson's Request, dated April 1, 2025, for a New Hearing Related to Corporal Butcher's original Grievance, dated 10-16-2023.	April 8, 2025	April 8, 2025 @ Special Meeting	All Commissioners
2025 - 0011	Corporal Stephen T. Dopson's Freedom Of Information Act (FOIA) Letter of Request, dated April 1, 2025	April 8, 2025	April 8, 2025 @ Special Meeting	All Commissioners
2025 - 0012	Civil Service Commission Legal Counsel	April 16, 2025		All Commissioners
2025 - 0013	Captain Trent Heckman's Freedom of Information Act (FOIA) Letter of Request, dated April 9, 2025	April 16, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant