



## County of Frederick

**Paula A. Nofsinger**  
Director of Human Resources

(540) 665-5668  
Fax: (540) 665-5669  
pnofsing@co.frederick.va.us

TO: Finance Committee

FROM: Paula Nofsinger, Director of Human Resources

DATE: August 13, 2012

SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, August 10, 2012, at 8:00a.m. Committee members present were: Ross Spicer, Bill Ewing, Chris Collins, and Phil Farley. Committee members absent were Dorrie Green and Sharon Gromling. Also present were: County Administrator John R. Riley, Jr., Finance Director Cheryl Shiffler, and NRADC Superintendent Bruce Conover.

### **\*\*\*Items Requiring Action\*\*\***

#### **1. Approval of the Employee of the Month Award.**

The Committee recommends approval to award Gene Boyce the Employee of the Month for September 2012. (Attachment 1).

### **\*\*\*Items Not Requiring Action\*\*\***

#### **2. The Commonwealth's Attorney requested consideration of eliminating a part-time position and creating a new full time Assistant Commonwealth's Attorney position.**

HR Committee Chairman, Ross Spicer, relinquished himself as chair and Supervisor Collins led the discussion. The Committee approved Mr. Williamson's request and forwarded request to the Finance Committee for funding consideration.

**There being no further business, the meeting was adjourned.**

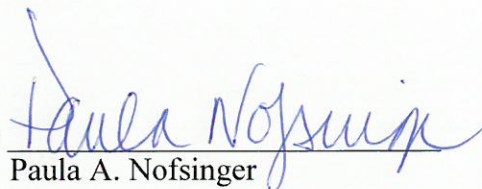
The next HR Committee meeting is scheduled for Friday, September 7, 2012 at 8:00am.

Respectfully Submitted,

**Human Resources Committee**

Ross Spicer, Chairman  
Bill Ewing  
Christopher Collins  
Phil Farley

By:



Paula A. Nofsinger  
Director of Human Resources

Attachments



## County of Frederick Employee of the Month Nomination Form

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the county as a whole. Outstanding service includes job performance that clearly exceeds requirements.

The Board of Supervisors must discount generalities not supported by specific examples of activities which support the nomination. Remember, there is no way to know whether specifics are missing by accident or because they do not exist. If you believe an employee has made an outstanding contribution, give specific examples of what they have done.

Nominations are not judged on how well you write. However, they are judged on the facts presented.

Employee Name : Gene Boyce

Department: NRADC

Nomination Submitted By: Lt. E. S. Sturdivant

Department: NRADC

Nominator's Signature: \_\_\_\_\_

Date: 05/07/2012

Reason for Nomination (please be specific, precise, and definite):

As the Jail's Security and Inmate Information Systems Manager, Officer Boyce remains responsible for training, maintenance and operational oversight of the most critical IT systems in the Detention, Center and in the last 60 days he has demonstrated himself to be among the most dedicated and tireless members of the Jail staff.

Between April 1 and May 31, 2012, Officer Boyce, in close coordination with the County's IT staff, personally planned and executed the Jail's transition from Verizon to Comcast phone service. Encountering significant and unfortunately frequent hurdles during the transition, his persistence and uncompromising commitment to minimizing the impact upon the Jail staff was highly evident in every action he took and every report he rendered. Because of his diligence and "no-quit" attitude, the impact of the transition upon Jail operations was minimized.

Within weeks of the phone transition project, Officer Boyce began planning and coordinating for the first upgrade to the Detention Center's automated inmate information management system in more than four years. Aware of the tremendous operational consequences other facilities experienced during similar upgrades, Officer Boyce went to extreme lengths to ensure thorough pre-testing and familiarizing with the new software. He literally spent days, many off-duty, personally checking and verifying the observations of others in the test environment. As a result of his personal preparation, staff training and coordination, the upgrade was completed in superb fashion with far fewer problems than ever anticipated.

In all, these last several months simply re-confirmed for us what a tremendously talented and totally committed member of the staff Officer Gene Boyce remains. Innovative, thorough, and relentless in his pursuit of excellence, he demonstrated himself to be a truly exceptional member of the Jail Team and most deserving of this special recognition.

HR Section: Received: 5/31/2012

Emailed to HR Committee: Aug 2012