



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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TO: Board of Supervisors

FROM: Paula Nofsinger, Director of Human Resources

DATE: July 9, 2012

SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, July 6, 2012, at 8:00a.m. Committee members present were: Ross Spicer, Bill Ewing, Chris Collins, Dorrie Green, Sharon Gromling, and Phil Farley. Also present were: Assistant County Administrator Kris Tierney, County Attorney Rod Williams, and NRADC Superintendent Bruce Conover. The following items were discussed:

*****Items Requiring Action*****

1. Approval of the Employee of the Month Award.

The Committee recommends approval to award Barbara Miller the Employee of the Month for July 2012. (Attachment 1).

*****Items Not Requiring Action*****

1. The discussion of three (3) Human Resource policies.

Committee Chairman Ross Spicer introduced the discussion with HR Director Paula Nofsinger outlining the recommended changes to the policies. The intent is not to proceed with any action to the Board of Supervisors until all of the remaining policies can be reviewed in total. The Committee also agreed to have a work session with the Board of Supervisors when all policies have been reviewed, discussed, and revised by the Committee.

There being no further business, the meeting was adjourned.

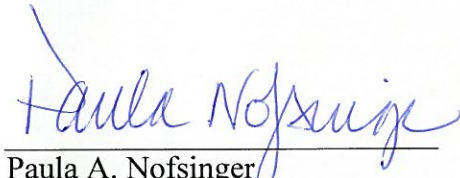
Due to scheduling conflicts, the next meeting will be held on Friday, August 10, 2012 at 8:00a.m.

Respectfully Submitted,

Human Resources Committee

Ross Spicer, Chairman
Bill Ewing
Chris Collins
Sharon Gromling
Dorrie Greene
Philip Farley

By:



Paula A. Nofsinger
Director of Human Resources

Attachment



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 : Barbara Miller

Department: NRADC/DCS

Nomination Submitted By: S. Kimberly Chmura

Department: NRADC/DCS

Nominator's Signature: *S. Chmura*

Date: 03/13/2012

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

Ms. Miller performs her basic duties as instructed. Additionally she is very conscientious about her paperwork, in reviewing her case files, no errors are found. Documentation is excellent. While dealing with her clients, she utilizes Evidence Based Practices with Effective Communications and Motivational Strategies.

Overall, she does her job well. Moreover, over the course of the last month, she had demonstrated commitment to this agency and other Local Probation Agencies with the following contributions:

1. Updated the intake package that Local Probation utilizes for new referrals which is more professional in appearance and reflects changes that were necessary.
2. Provided training to the Records Clerk for reinstating closed files. Our data software is PTCC, she is the most knowledgeable staff member with this software.
3. Assisted the current staff members who were attending EBP-ECMI training by providing documents which have been utilized in the past, thus preparing them for this skill-based training.
4. Assisted other agencies who are implementing EBP learning teams by sharing exercises she developed as a Subject Matter Specialist in conjunction with State Probation District 11.
5. She has assisted another Probation Officer by seeing her clients when the PO has been called to Court unexpectedly on two separate occasions. This demonstrates the team atmosphere that we as department are striving for.
6. In December, ASAP Director Daniel Ellis observed her with clients in the Luray office and over heard a probationer state that she appreciated Ms. Miller's assistance while on probation and that she plans to continue moving her life in a positive direction. Often times, supervisors do not hear the thanks that our staff receive from their probationers.

HR Section: Received: April 2012

Emailed to HR Committee: July 2012