




County of Frederick

Becky A. Merriner
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors

FROM: Becky A. Merriner, HR Director 

DATE: April 7, 2017

SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on **Friday, April 14, 2017** at 8:00 a.m. The agenda for the meeting is as follows:

1. **Employee of the Month for May** – *(attached)*
2. **Request for New Positions** - Tamara Green, Frederick County Department of Social Services Director *(attached)*



County of Frederick Employee of the Month Nomination Form

Received: (HR use)
03/17/2017

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. Nominations are not judged on how well you write. However, they are judged on the facts presented. Employee of the Month selection will be based on the following criteria:

1. Providing exceptional customer service.
2. Performing an act that is above and beyond normal duties.
3. Excellence in safe work practices.
4. Being innovative/creative.
5. Identifying areas of monetary savings to the County.
6. Cooperative effort between County departments.

Employee Name : Judy Myers

Department: Public Works/Animal Shelter

Nomination Submitted By: Kathy Whetzel

Department: Public Works/Animal Shelter

Nominator's Signature: Kathy Whetzel

Digitally signed by Kathy Whetzel
DN: cn=Kathy Whetzel, o=County of Frederick, email=kwhetzel@cofre.us, c=US
Date: 2017.03.15 16:03:49 -0400

Date: 03/15/2017

Describe the employee's accomplishments/contributions that were above and beyond the normal duties expected of their position. Include as much specific information as possible:

A citizen contacted the shelter concerned about a dog, "Buddy", she had recently adopted. Buddy, an older dog, had been at the shelter for six months following the resolution of a court case. During that time, Judy was his main caretaker and watched him go from nearly emaciated to "Fluffy" thanks to a special diet.

While he was transitioning to his new home, Buddy had received a shock from the invisible fence system. The incident scared Buddy and may have triggered a negative memory. He would not eat and was depressed. His new Mom was very concerned and called the Shelter for advice at closing time.

Judy gathered up a few items that she felt would be familiar to Buddy, including a few treats and went to see Buddy after hours at his new home. Buddy was happy to see her and perked up and by the time Judy left, he had eaten.

The adopter was very appreciative of Judy's willingness to help her and Buddy.

Explain how the employee provided outstanding and exceptional service through his/her work:

Judy went the extra mile to help a citizen by taking her own time to visit their home. She is devoted to the shelter animals and will do what she can to see them be happy. She provides a positive experience for the citizens as well as the shelter animals. As a result, Buddy is now doing well and has adjusted to his new home.

Describe the employee's recent achievement(s) that positively impacted the department (contribution to established goals, promoted cost-conscious or cost-cutting measures, etc.).



Tamara Green
Director

**FREDERICK COUNTY
DEPARTMENT OF SOCIAL SERVICES**

**107 N. KENT STREET, THIRD FLOOR
WINCHESTER, VA 22601**

(540) 665-5688

(540) 535-2146 FAX

To: HR Committee/Becky Merriner, Human Resource Director

From: Tamara Green, Frederick County Department of Social Services Director

Subject: Request for 2 Family Services Specialist positions

Date: April 6, 2017

This memorandum is to request 2 full time Family Services Specialist (FSS) positions, effective for our state fiscal year of June 1, 2017.

The Department received on February 28, 2017 a memo from the State CFO of Social Services, that the budget was passed by the 2017 General Assembly that \$5.4 million of state funding was appropriated for approximately 74 new local FSS positions. The state gathered caseload/workload data by each local agency on foster care, APS reports, CPS reports, and adoption assistance. This data was weighted by state-wide percentages of FSS staff effort derived from our employee data base system. Data on total population in poverty and percentage share of substance-exposed infants by locality was also factored into the services workload.

Frederick County's share of the total allocation for new FSS staff is projected to be \$218,860. This amount is the expected minimum our locality will receive. After reviewing salary and fringe numbers, FCDSS is requesting to utilize those funds to hire 2 full time FSS level III positions. This funding is made up of a 15.5% local match that is \$33,923.