



Becky A. Merriner

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To: Board of Supervisors
From: HR Committee
Date: May 12, 2017
Subject: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00 a.m. on Friday, May 12, 2017. HR Committee members present were: Supervisors Bill Ewing, Chairman; and Blaine Dunn; Citizen Members Don Butler, Beth Lewin and Dorrie Greene. Others present were: Brenda Garton, County Administrator; DeLois Blevins, HR Manager; and Delsie Jobe, Administrative Services Manager for the Department of Social Services, Sheriff Lenny Millholland; Rod Williams, County Attorney, Kris Tierney, Deputy County Administrator for Community Development; Sharon Kibler, Assistant Finance Director, Jennifer Place, Risk Manager/Budget Analyst; and Superintendent of Northwestern Regional Adult Detention Center, Mr. James Whitley.

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

1. HR Policy Revision; VIII. Work Hours, Holidays, Leave, Section 8.3, Paid Time Off

The Committee reviewed the attached policy revision regarding employees who transfer to and from the Department of Social Services. Upon a motion by Don Butler, seconded by Beth Lewin, the Committee recommended approval of the policy revision; the motion was approved unanimously.

2. Resolution of Appreciation

After discussion, Don Butler made a motion to include in Frederick County's administrative procedures, a process by which any full-time employee who retires from Frederick County with at least 25 years of continuous service be recognized by the Board of Supervisors and presented with a Resolution of Appreciation with a retroactive date of January 1, 2017. Beth Lewin seconded the motion; the Committee recommended approval; the motion was approved unanimously.

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

1. HR Policy Revision; XV. Ethics, Section 15.4, Nepotism

The Committee reviewed the attached policy and how it is currently being interpreted. The discussion revolved around how the current policy relates to the State and Local Government Conflict of Interests Act. The Committee agreed that the standards of conduct for all employees be uniform and more research needs to be done by the County Attorney, County Administrator and Director of Human Resources to ensure compliance with the act and establishment of best practices appropriate for Frederick County.

There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, June 9, 2017 at 8:00 am.

Respectfully submitted,

Human Resources Committee

Bill M. Ewing, Chairman

Robert W. Wells

Blaine P. Dunn

Don Butler

Beth Lewin

Dorrie Greene

By: _____
Becky A. Merriner
HR Director