



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: November 17, 2017
SUBJECT: HR Committee Meeting Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00 a.m. on Friday, November 17, 2017.

HR Committee members present were: Supervisors Robert Wells, and Blaine Dunn; Citizen Members Beth Lewin and Dorrie Greene.

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

1. Employee of the Month December 2017 – see attachment

The Committee reviewed the attached employee of the month for December. Upon a motion by Blaine Dunn, seconded by Beth Lewin, the Committee recommended approval; the motion was approved unanimously. Trisha Clevenger will be recognized at the Board of Supervisors meeting on December 13th.

2. Employee of the Year Selection (July 2016 – June 2017).

Dorrie Green moved that the HR Committee convene in closed session pursuant to Section 2.2-37711 A (1) of the Code of Virginia, 1950, as amended, for discussion of personnel matters, specifically, consideration of nominees for employee of the year, seconded by Blaine Dunn.

Dorrie Green moved that the HR Committee come out of closed session and reconvene in open session, seconded by Blaine Dunn.

Dorrie Green moved that to the best of each HR Committee Member's knowledge that only personnel matters pursuant to Section 2.2-3711 A (1) of the Code of Virginia, 1950, as amended, specifically consideration of nominees for employee of the year were discussed, seconded by Blaine Dunn.

Beth Lewin made the motion that the HR Committee approve the 2016-2017 Employee of the Year, seconded by Blaine Dunn.

The Employee of the Year will be recognized at the Frederick County Employee Holiday Party on December 15th and at the Board of Supervisors meeting on January 10, 2018.

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

3. **HR Quarterly Reports** (July – September), see attached.

Becky Merriner asked the HR Committee if they would like additional data provided in the quarterly reports, the committee discussed and felt the current reporting structure provided the appropriate amount of information; however, a snapshot of HR activities would be helpful from time-to-time.

The HR Committee discussed efficiencies of tasks within HR and current software used by the county for data entry and reporting. The committee asked if there was a county-wide plan to update current systems and if not, suggested that a conversation begin. Mr. Wells said he would talk with Kris Tierney.

Becky Merriner shared that she was in the process of updating the HR Policy Manual and is planning to bring it to an upcoming HR Committee meeting for review and recommendation to the board of supervisors.

The committee will review the current process for Employee of the Month and Employee of the Year and discuss options to enhance the program to recognize employees. Becky Merriner will provide the committee with the currently policies.

There being no further business, the meeting was adjourned.

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

Respectfully submitted,

Human Resources Committee

Robert W. Wells

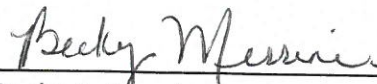
Blaine P. Dunn

Don Butler

Beth Lewin

Dorrie Greene

By:


Becky A. Merriner
HR Director

Employee of the Month Resolution

Awarded to:

Trisha D. Clevenger

WHEREAS, the Frederick County Board of Supervisors recognizes that the County's employees are a most important resource; and,

WHEREAS, on September 9, 1992, the Board of Supervisors approved a resolution which established the Employee of the Month award and candidates for the award may be nominated by any County employee; and,

WHEREAS, the Board of Supervisors upon recommendation by the Human Resources Committee selects one employee from those nominated; and,

WHEREAS, Trisha D. Clevenger who serves as a Correctional Officer II with the Northwestern Regional Adult Detention Center was nominated for Employee of the Month; and,

WHEREAS, Trisha D. Clevenger's work ethic has proven her to be an asset to her team as well as the facility. On Saturday, September 29, 2017, she was working main control by herself, which is a demanding post, but took the extra time from her regular duties to monitor another Officer that was working the special management unit at the time. Officer Clevenger does this regularly to ensure the Officer's safety and the security of the facility. Officer Clevenger observed the inmate housed in the unit becoming belligerent and then proceeded to assault the Officer. Officer Clevenger controlled her emotions in this highly stressful situation, even though it was a fellow Officer who was assaulted and promptly called for assistance. Officer Clevenger then, keeping a visual on the Officer, opened all necessary doors to get available staff in to assist with the incident. Due to Officer Clevenger's diligence, the assaulted Officer received only minor injuries even with the severity of the incident.; and,

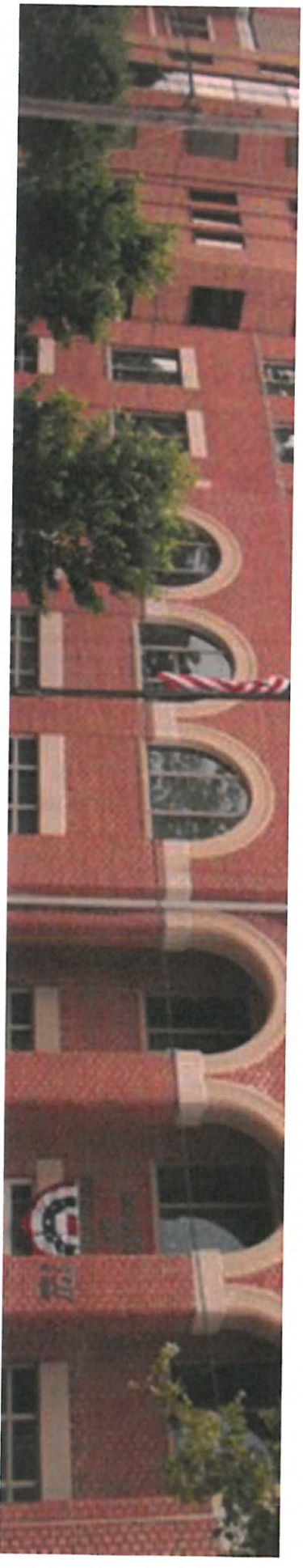
NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 13th day of December 2017, that Trisha D. Clevenger is hereby recognized as the Frederick County Employee of the Month for December 2017; and,

BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to Trisha D. Clevenger for her outstanding performance and dedicated service and wishes her continued success in future endeavors; and,

BE IT FURTHER RESOLVED, that Trisha D. Clevenger is hereby entitled to all of the rights and privileges associated with his award.

County of Frederick, VA Board of Supervisors

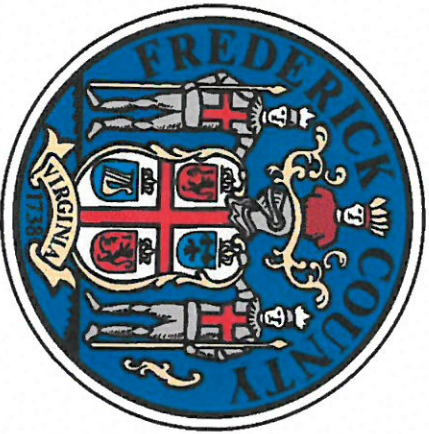
Charles S. DeHaven, Jr., Chairman



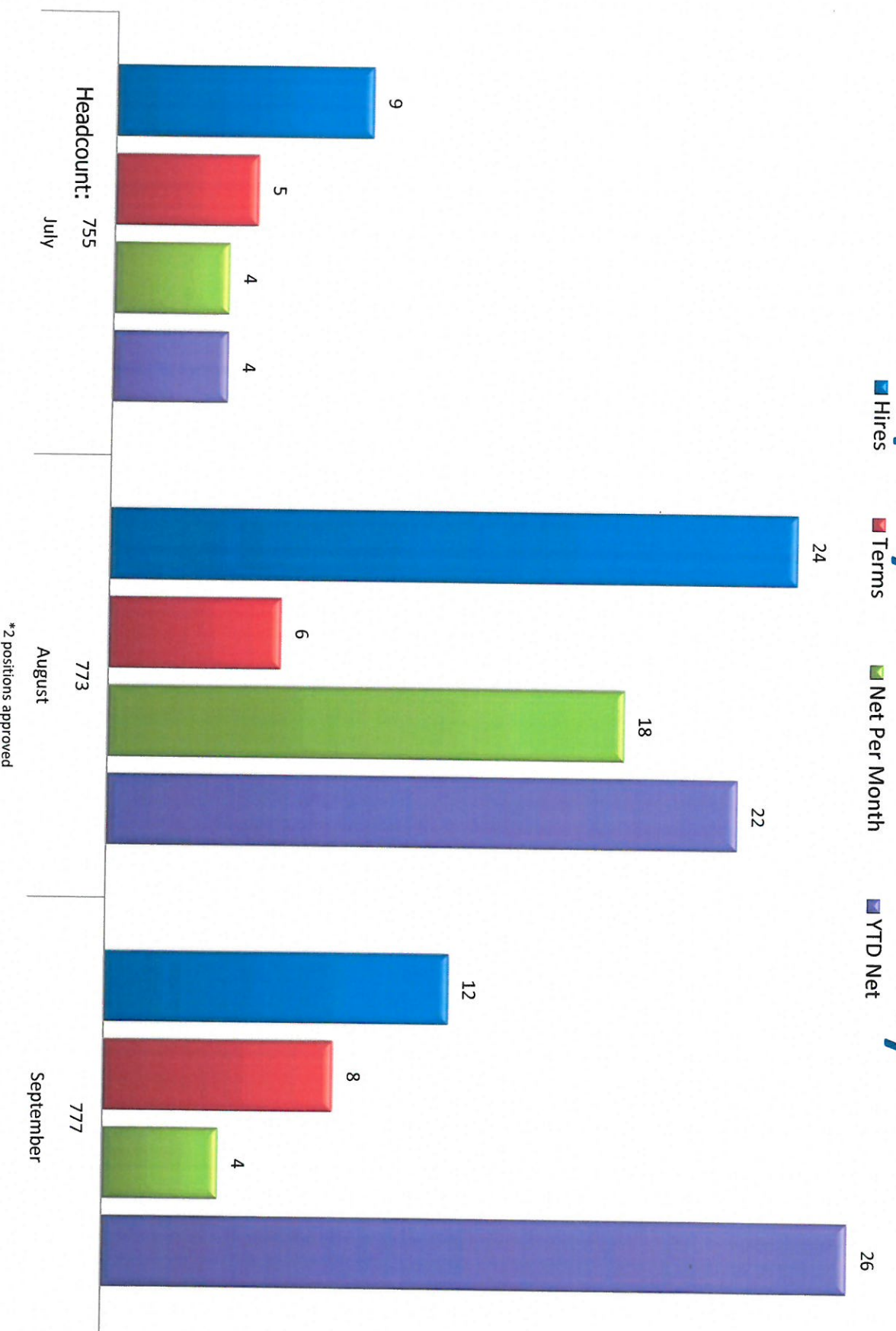
Human Resources Department

FY18 Activity Charts

July 1, 2017- September 30, 2017

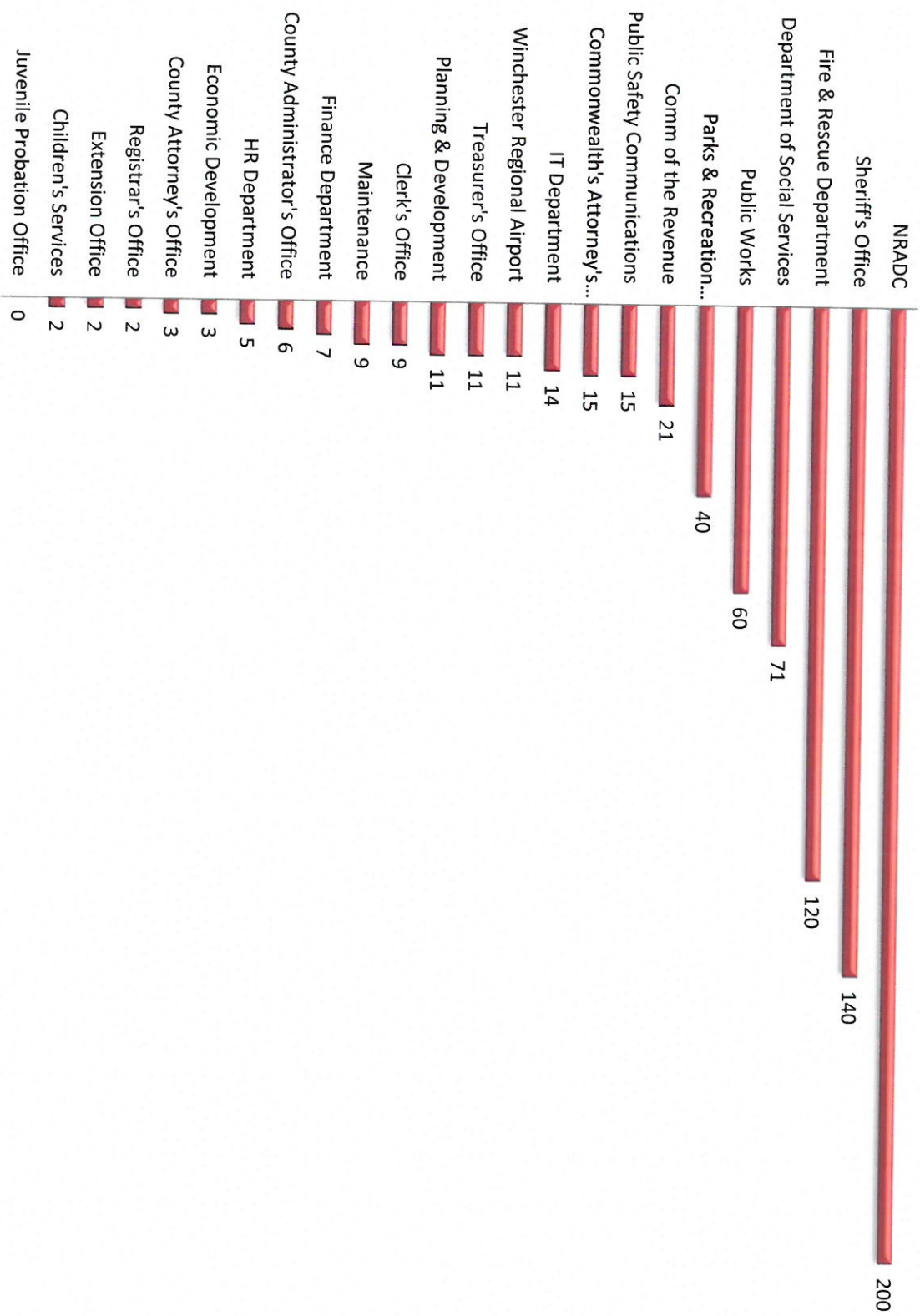


Employment Activity

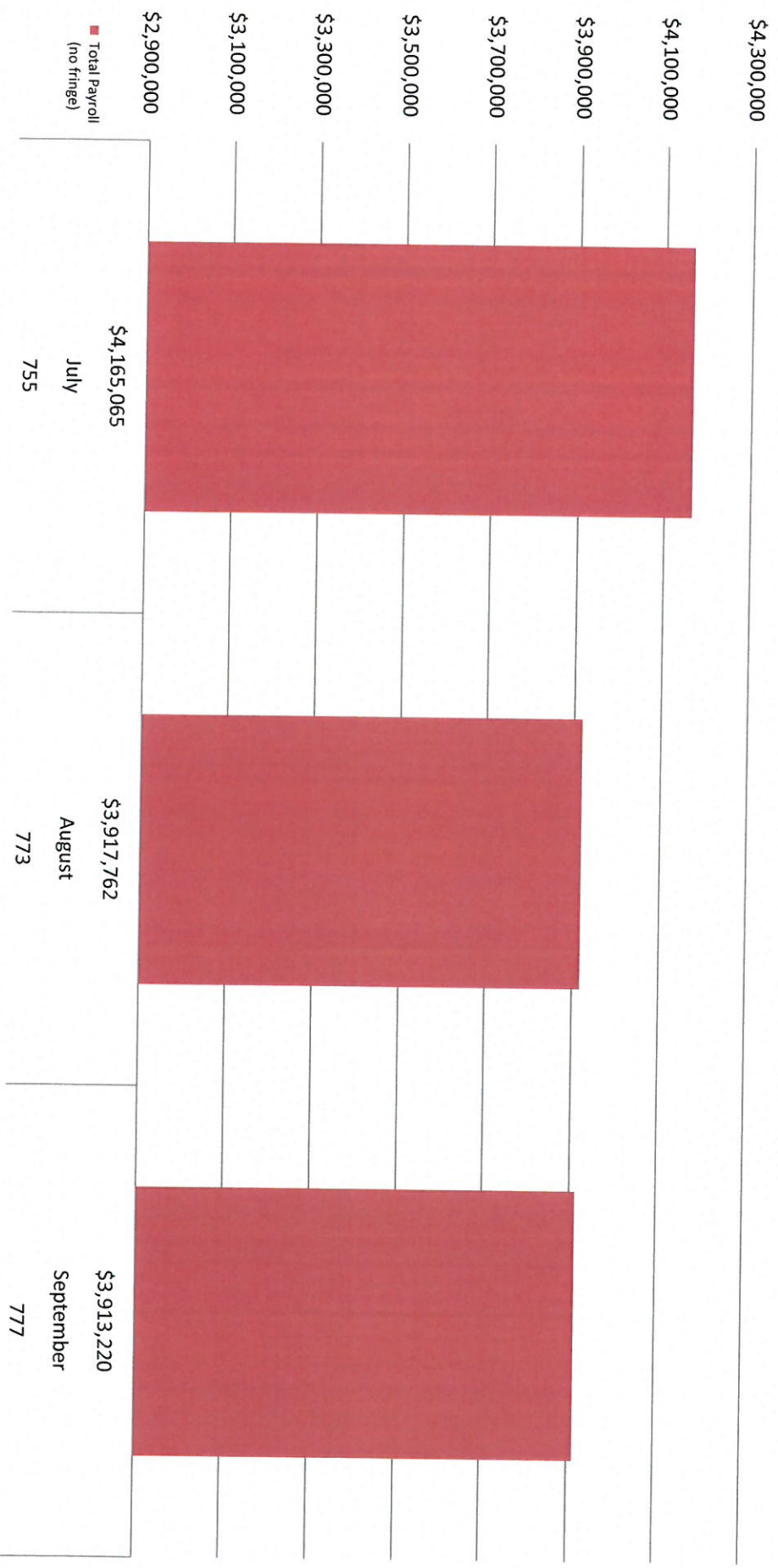


Current Headcount

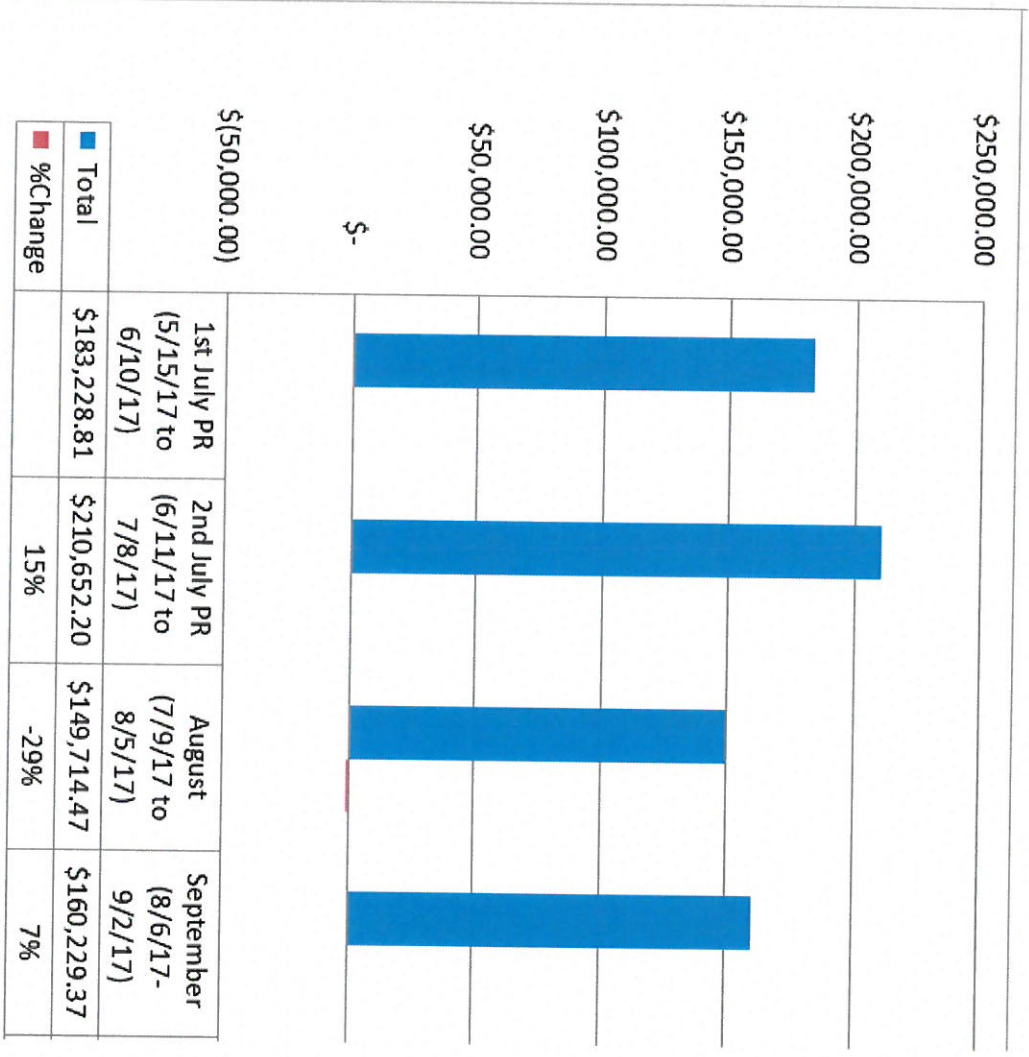
Total 777



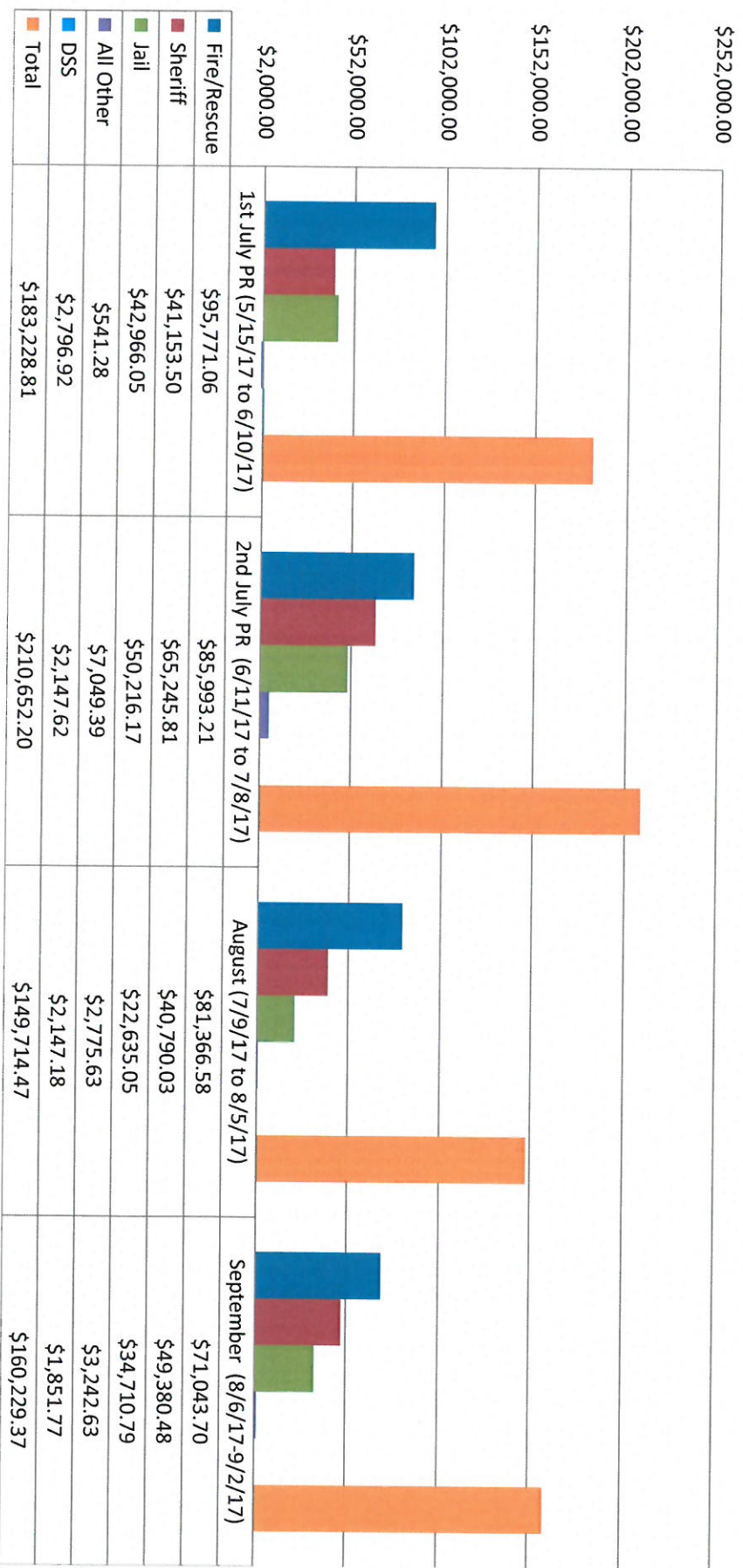
Total Payroll per Month



Overtime Totals



Overtime Breakdown

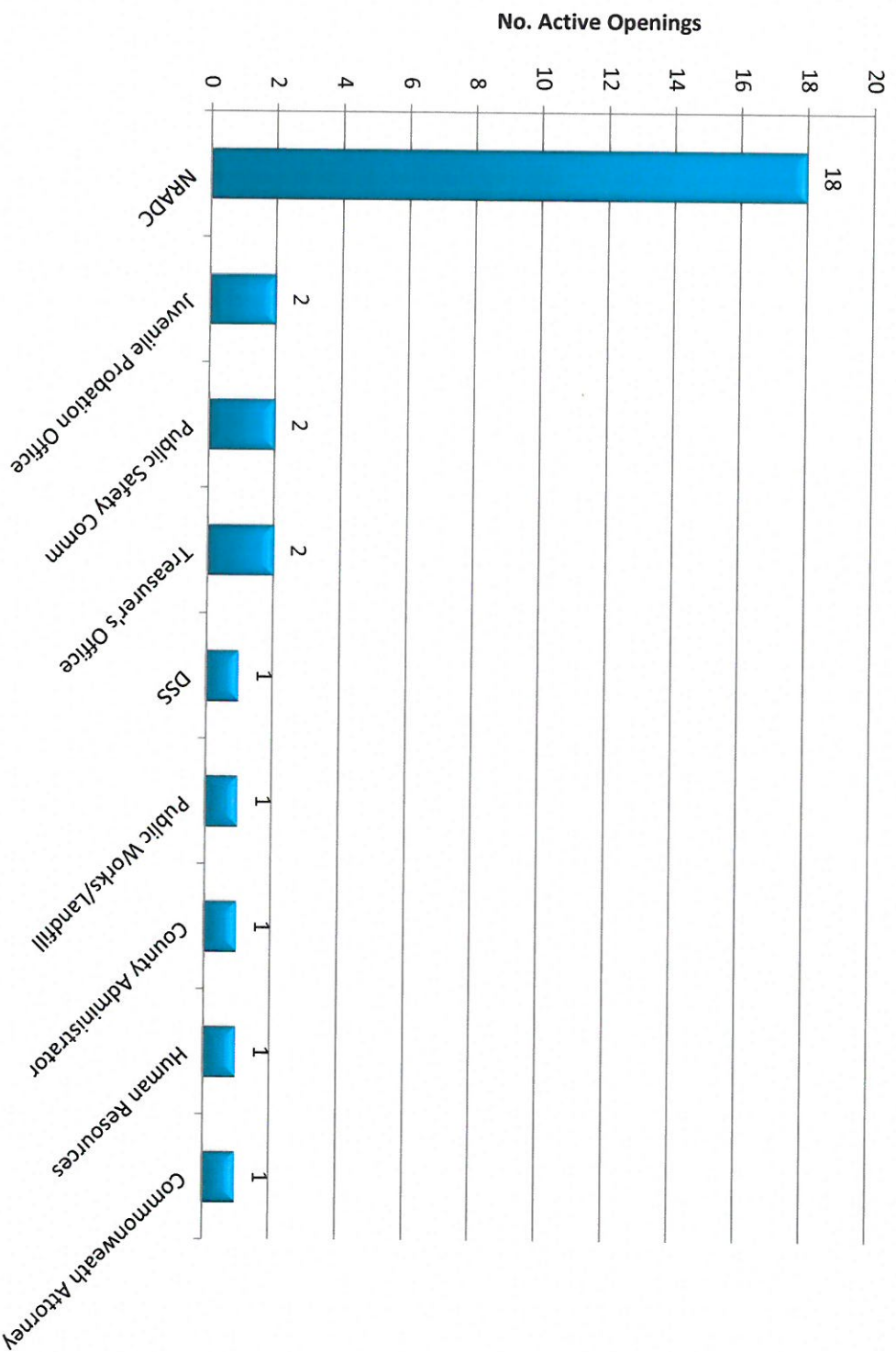


Position Allocation Chart

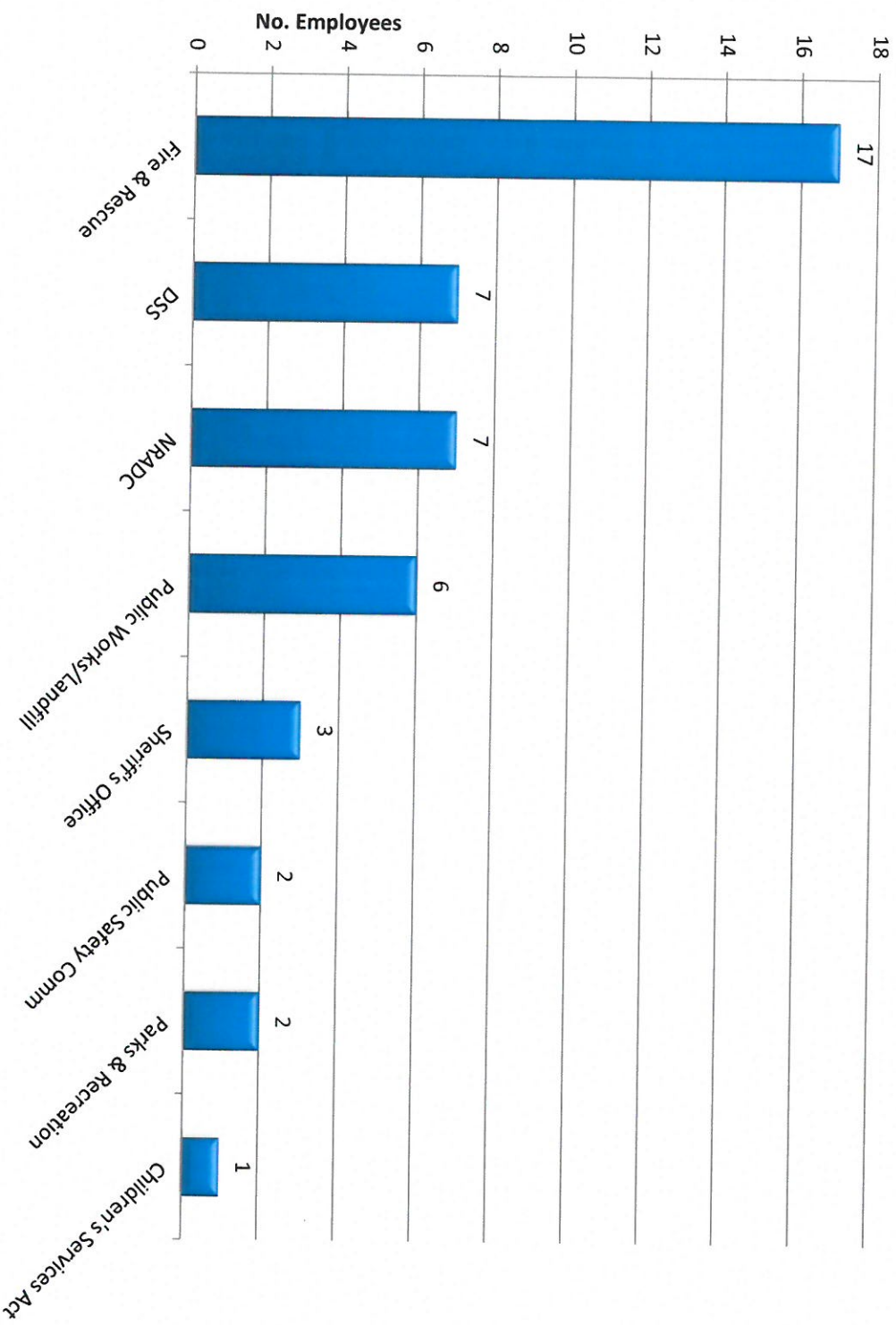
2017-2018

Budget Dept #	Department	Total Position Allocation 2017 - 2018	2017-2018 Funded	2017-2018 Unfunded	Unfunded Positions Allocated 2 2017 by HR Committee
2106	Clerk's Office	9	9		
1209	Comm of the Revenue	21	21		
2201	Commonwealth's Attorney's Office	13	13		
2202	Victim Witness	3	3		
5671	Children's Services	2	2		
1201	County Administrator's Office	7	7		
1202	County Attorney's Office	3	3		
5316	Department of Social Services	72	72		
8102	Economic Development	4	3	1	Research Manager
8301	Extension Office	2	2		
1214	Finance Department	7	7		
3505	Fire & Rescue Department	136	120	16	12 Firefighters; 2 Training Officers, 1-Asst. Fire Marshall; 1-EMS Spr.
1203	HR Department	6	6		
1220	IT Department	14	14		
3303	Juvenile Probation Office	2	2		
4301	Maintenance	9	9		
3301	NRADC	204	204		
2109/2112	NRADC/DCS	12	12		
7104	Parks & Recreation Department	41	41		
8101	Planning & Development	12	11	1	Planner
3506	Public Safety Communications	16	16		
4201	Public Works/Administration	4	4		
4305	Public Works/Animal Shelter	7	7		
3401	Public Works/Inspections	15	15		
4204	Public Works/Landfill	27	27		
4203	Public Works/Recycling	2	2		
8108	Public Works/Shawneeland	7	7		
1302	Registrar's Office	2	2		
3102	Sheriff's Office	152	141	11	10 Patrol Deputies; 1 Investigator
1213	Treasurer's Office	13	13		
8109	Winchester Regional Airport	11	11		
	Grand Total	835	806	29	

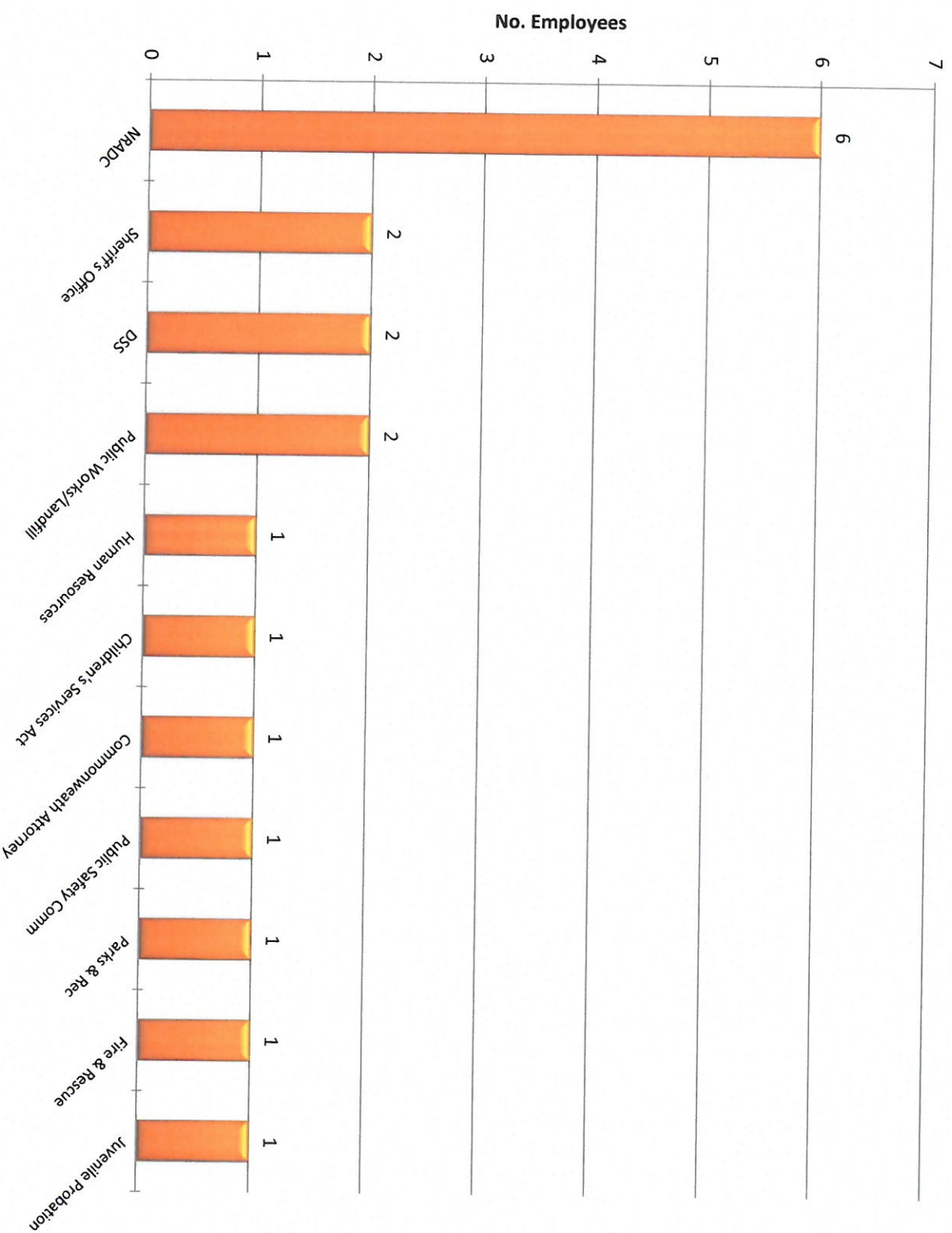
Current Openings



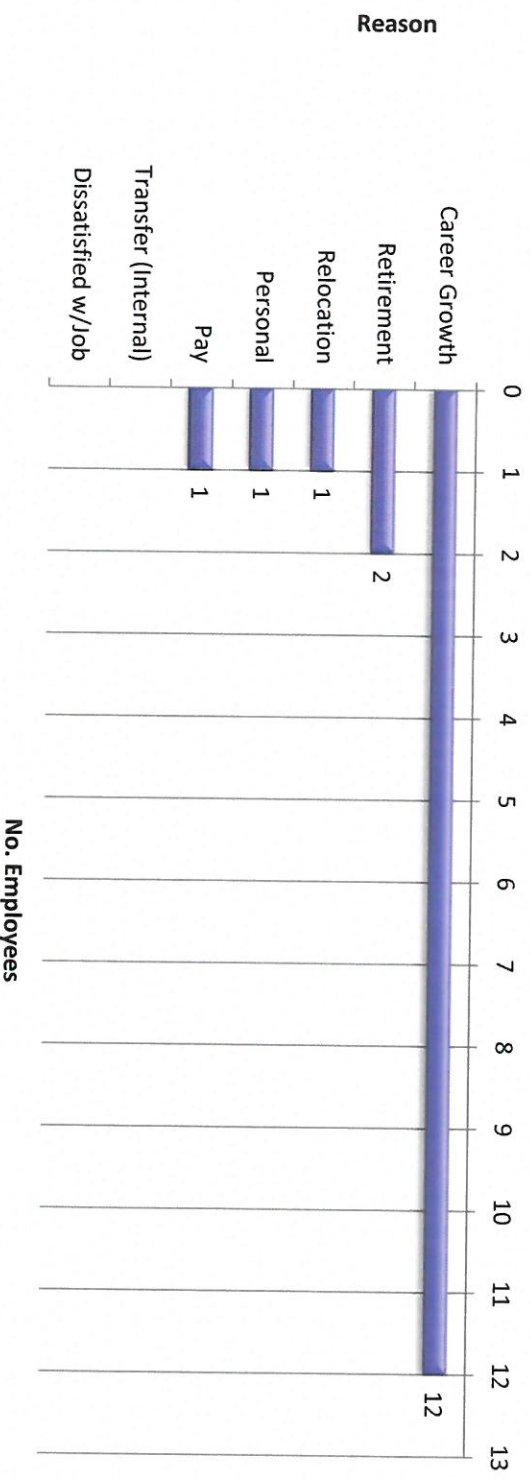
Hiring by Department



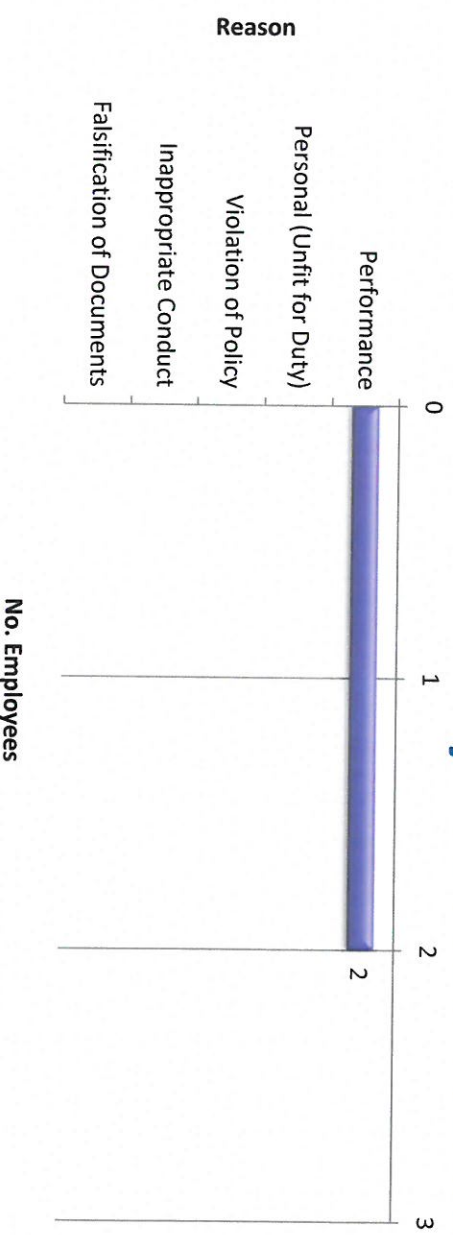
Terminations by Department



Voluntary Term Reasons



In-Voluntary Term Reasons



Employee Actions: July 2017

Fund #/Name	New Hires	Terms	Promotion	Reclass/ Reorg	Salary Adj	LWOP
10/General	5	2		3	2	2
11/NRADC		1	13		2	
12/Landfill	1	1				
13/Court Services						
16/Shawneeeland						
17/Regional Airport						
5316/DSS	3	1	3			
Totals:	9	5	16	3	4	2

Employee Actions: August 2017

Fund #/Name	New Hires	Terms	Promotion	Reclass/ Reorg	Salary Adj	LWOP
10/General		1	4		1	
Fire & Rescue	14					
Sheriffs	1	1				
Public Safety Comm		1	1			
11/NRADC	4	3				2
12/Landfill	2					
13/Court Services						
16/Public Works Shawneeland	1					
17/Regional Airport						
5316/DSS	2					
Totals:	24	6	5		1	2

Employee Actions: September 2017

Fund #/Name	New Hires	Terms	Promotion	Reclass/ Reorg	Salary Adj	LWOP
10/General	2	3	2	1		
Fire & Rescue	3	1	2			
Sheriffs			1		1	
Public Safety Comm						
11/NRADC	3	2	2		2	2
12/Landfill						
13/Court Services						
16/Public Works Shawneeland	2	1			2	
17/Regional Airport						
5316/DSS	2	1				
Totals:	12	8	7		5	2