



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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

TO: Board of Supervisors

FROM: Paula Nofsinger, Director of Human Resources

DATE: August 5, 2013

SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, August 2, 2013, at 8:00a.m. Committee members present were: Supervisor Robert Hess, Supervisor Chris Collins, Supervisor Robert Wells, Citizen Member Dorrie Greene, and Citizen Member Beth Lewin. Committee member absent was Citizen Member Barbara Vance. Also present were: County Administrator John R. Riley, Jr., Assistant County Administrator Kris Tierney, County Attorney Rod Williams, NRADC Superintendent Jim Whitley, F&R Director Dennis Linaburg, F&R Deputy Director Bill Bowmaster, Finance Director Cheryl Shiffler, and Assistant Finance Director Sharon Kibler.

*** Items Requiring Action***

- 1. Committee recommends approval of resolution to elect not to participate in the Virginia Local Disability Plan (VLDP) through the Virginia Retirement System (VRS).**
Electing not to participate in the VLDP plan through the VRS will provide the County flexibility in choosing insurance carriers. This would permit staff to evaluate other alternatives that are code compliant and more affordable.
- 2. Approval of the Employee of the Month Award.**
The Committee recommends Employee of the Month Award for Pam Baber, Public Safety Communications Shift Supervisor.

Items Not Requiring Action

- 1. The Public Safety Committee unanimously referred to the HR Committee retention solutions for the Fire & Rescue Department.** The Committee supports Fire & Rescue's retention solutions and recommends forwarding to the Finance committee for discussion at its September meeting.
- 2. A discussion of the Fire & Rescue department's EMS Billing Manager position's salary range.**
The Committee supports the proposed salary range and grade and recommends forwarding to the Finance Committee for discussion at its August meeting.

3. A discussion of the Public Information Officer Job description.

In light of the recent recommendations of the Business Friendly Committee that a PIO position be examined, the Committee once again discussed language for a proposed PIO job description which had been discussed back in February.

There being no further business, the meeting was adjourned.

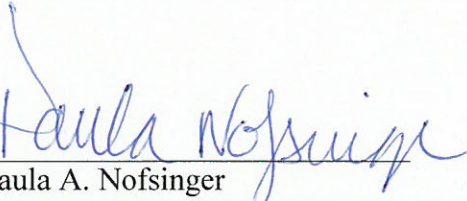
The next HR Committee meeting is scheduled for Friday, September 6, 2013.

Respectfully Submitted,

Human Resources Committee

Robert Hess, Chairman
Chris Collins
Robert Wells
Dorrie Greene
Beth Lewin

By:


Paula A. Nofsinger
Director of Human Resources



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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

TO: Human Resources Committee and Board of Supervisors

FROM: Paula Nofsinger, HR Director *Paula Nofsinger*

DATE: August 5, 2013

SUBJECT: General Assembly Legislation mandating Local Disability Plans

As you may know, the General Assembly has passed significant pension reform measures that will affect the Virginia Retirement System (VRS) programs. As a VRS covered employer, we are preparing for the next change that is scheduled to take place on January 1, 2014.

VRS has informed political subdivision employers about the upcoming additions of a VRS Hybrid Retirement Plan and a Virginia Local Disability Plan (VLDP).

This recent legislation created the Virginia Local Disability Plan (VLDP), a disability benefit for political subdivisions (including towns) and school division employees who will be covered under the VRS Hybrid Retirement Plan effective January 1, 2014. The VRS Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. The plan will apply to most members hired on or after January 1, 2014, and current employees who elect to opt into the plan during a special election window.

The current VRS Disability Retirement will not be available to Hybrid Retirement Plan members. These employees will automatically be covered by VLDP through the state plan unless our governing body elects to opt out and provide a comparable employer-paid program. The comparable coverage must include components that are mandated in the Virginia Code. The decision to participate or opt out is irrevocable.

The state has partnered with Unum to offer the VLDP plan to jurisdictions that wish to participate. They are offering their plan at a rate of 0.91 percent of monthly insured earnings with the rate guaranteed for six months. Fortunately, other insurance carriers have proposed alternative plans that meet the requirements of the Virginia code and are more affordable to jurisdictions.

I am respectfully requesting that the Committee recommend to the Board of Supervisors that Frederick County elect to opt out of the state plan and evaluate alternative options. This action would require a resolution by the Board of Supervisors.

Thank you for your support and please contact me directly with any questions.

RESOLUTION

Irrevocable Election Not to Participate in Virginia Local Disability Program

WHEREAS, by enacting Chapter 11.1 of Title 51.1 of the *Code of Virginia*, the Virginia General Assembly has established the Virginia Local Disability Program ("VLDP") for the payment of short-term and long-term disability benefits for certain participants in the hybrid retirement program described in Virginia Code § 51.1-169; and

WHEREAS, for purposes of VLDP administration, an employer with VLDP-eligible employees may make an irrevocable election on or before September 1, 2013, requesting that its eligible employees not participate in VLDP as of the VLDP effective date of January 1, 2014, because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees that meets or exceeds the coverage set out in Chapter 11.1 of Title 51.1 of the *Code of Virginia*, with the exception of long term care coverage, by January 1, 2014; and

WHEREAS, it is the intent of County of Frederick, Virginia,
55134, to make this irrevocable election to request that its eligible employees not participate in VLDP;

NOW, THEREFORE, IT IS HEREBY RESOLVED that
County of Frederick, Virginia irrevocably elects not to participate in VLDP because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees; and it is further

RESOLVED that, as an integral part of making this irrevocable election,
County of Frederick, Virginia certifies that it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees.

Adopted in Winchester, Virginia this Day day of Month, 2013.

Authorized Signature

Title

Employee of the Month Resolution

Awarded to:

Pamela S. Baber

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 selects one employee from those nominated, based on the merits of outstanding performance and productivity, positive job attitude and other noteworthy contributions to their department and to the County; and,

WHEREAS, Pamela S. Baber who serves the Public Safety Communications Department was nominated for Employee of the Month; and,

WHEREAS, Pamela S. Baber is being awarded for her loyalty and commitment to her position as Supervisor for the Dispatch Center. Pam has been a supervisor for the past ten years. She does all of the scheduling for the Dispatch Center, making sure that all shifts are covered appropriately and fairly. She is always willing to assist other dispatchers and even willing to come in on her days off. She rarely leaves work on time, always making sure that everything is in order for the oncoming shift. Pam always keeps a positive attitude in an environment that is very high stress and fast paced. Her knowledge and experience can be seen clearly in her ability to train and mentor new employees. Pam cares deeply about her fellow first responders. Pam is to be commended for her initiative and dedication.

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 14th day of August, 2013, that Pamela S. Baber is hereby recognized as the Frederick County Employee of the Month for August 2013; and,

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

BE IT FURTHER RESOLVED, that Pamela S. Baber is hereby entitled to all of the rights and privileges associated with her award.



County of Frederick, VA Board of Supervisors

A handwritten signature in cursive script, appearing to read "R. Shickle".

Richard C. Shickle, Chairman

County of Frederick

Employee of the Month Award

is hereby granted to:

Pamela S. Baber

*In Grateful Recognition for Your Outstanding Performance and
Dedicated Service*

Given this 14th Day of August 2013



Richard C. Shickle

Richard C. Shickle, Chairman of the Board



County of Frederick Employee of the Month Nomination Form

BOS
8/14/13

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 : Pam Baber Department: Public Safety Communication

Nomination Submitted By: Michael Dehaven/LeeAnna Pyles Department: Public Safety Communication

Nominator's Signature: LeeAnna Pyles / Michael Dehaven (LDP) Date: 05/13/2013

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

Pam Baber is a supervisor with the Public Safety Communications Department. She has been employed by the County for 15 years. She has been a supervisor for the past 10 years. I have had the privilege of working with Pam the past couple years and have seen the things she does first hand. Often the role of supervisor and the duties that it entails goes unnoticed. Pam does all the scheduling for the Communications Department, which is a task in itself for a 24/7 department. But she makes sure the shifts are covered appropriately and fairly. She accomplishes this, always keeping overtime in mind. Pam is an outstanding supervisor. She is always willing to assist other dispatchers, with any need, while dealing with day-to-day issues. She keeps a positive attitude which is sometimes difficult in a high stress, fast paced environment such as the dispatch center. Pam is willing to work over or come in on her days off to cover a shift. She rarely leaves work on time. Making sure that the oncoming shift is aware of what has been going on. She cares about the citizens of Frederick County and her fellow first responders. They are always utmost on her mind. Pam has been a trainer for several years. Her knowledge and experience shows in her ability to train and mentor new employees. Often the time and energy that it takes to train a new employee is overlooked. Pam is someone to look up to in the department.

HR Section: Received: Aug 2011 Emailed to HR Committee: _____