



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: April 15, 2014

SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, April 4, 2014, at 8:00am. Committee members present were: Supervisor Robert Hess, Supervisor Chris Collins, Citizen Member Dorrie Greene, and Citizen Member Beth Lewin. Supervisor Robert Wells was absent. Also present were: Assistant County Administrator Kris Tierney, IT Director Walter Banks, and DSS Representative Delsie Butts.

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

1. Approval of the Employee of the Month Award.

The Committee recommends approval of Correctional Officer Deborah Hamilton as the Employee of the Month for April 2014.

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

1. Presentation by the Director of Information Technology, Walter Banks.

At the request of the Committee, Mr. Banks presented an overview of the objectives and responsibilities of the IT Department. The presentation also provided the Committee an understanding of his department's role, authority, projects, and topics of importance within his department. Presentation Attached.

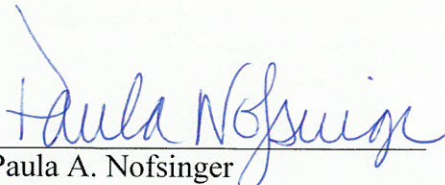
There being no further business, the meeting was adjourned.

Due to the Apple Blossom Holiday, the next HR Committee meeting is scheduled for Friday, May 9, 2014.

Respectfully Submitted,

Human Resources Committee

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

By: 
Paula A. Nofsinger
Director of Human Resources

Employee of the Month Resolution

for:

Debborah A. Hamilton

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, Debborah A. Hamilton who serves the Northwestern Regional Adult Detention Center was nominated for Employee of the Month; and,

WHEREAS, Debborah A. Hamilton, an Officer that can effectively work any post assignment in a productive and exceptional manner is being awarded Employee of the Month for April. Officer Hamilton displays great teamwork and loyalty to the facility when and wherever she is needed. Her selfless performance during challenging times not only aides in the team's ability to operate in a smooth, safe and secure manner, but also attests to her professionalism and personal integrity; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 23rd day of April, 2014, that Debborah A. Hamilton is hereby recognized as the Frederick County Employee of the Month for April 2014; and,

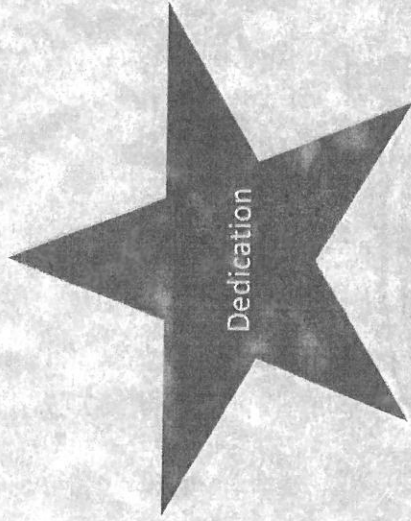
BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to Debborah A. Hamilton for her outstanding performance and dedicated service and wishes her continued success in future endeavors; and,

BE IT FURTHER RESOLVED, that Debborah A. Hamilton is hereby entitled to all of the rights and privileges associated with his award.



County of Frederick, VA
Board of Supervisors

Richard C. Shickle, Chairman

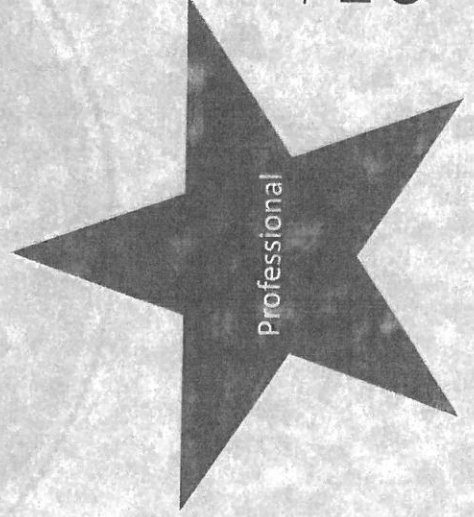
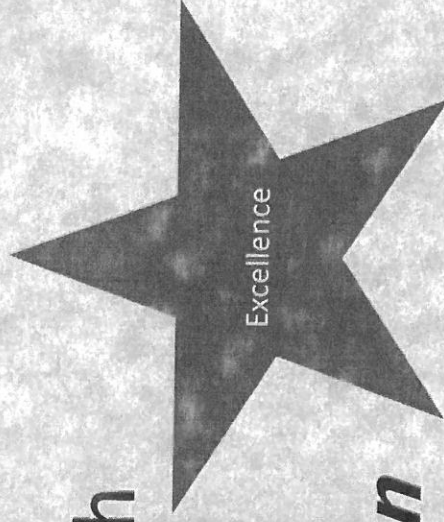
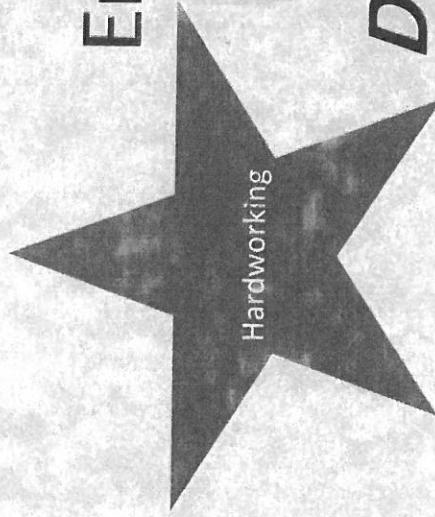


County of Frederick

Employee of the Month

April 2014

Deborah A. Hamilton



Richard C. Shickle
Chairman, Board of Supervisors

MEMORANDUM

TO: Paula Nofsinger, HR Director

FROM: James F. Whitley, Superintendent - NRADC

DATE: January 29, 2014

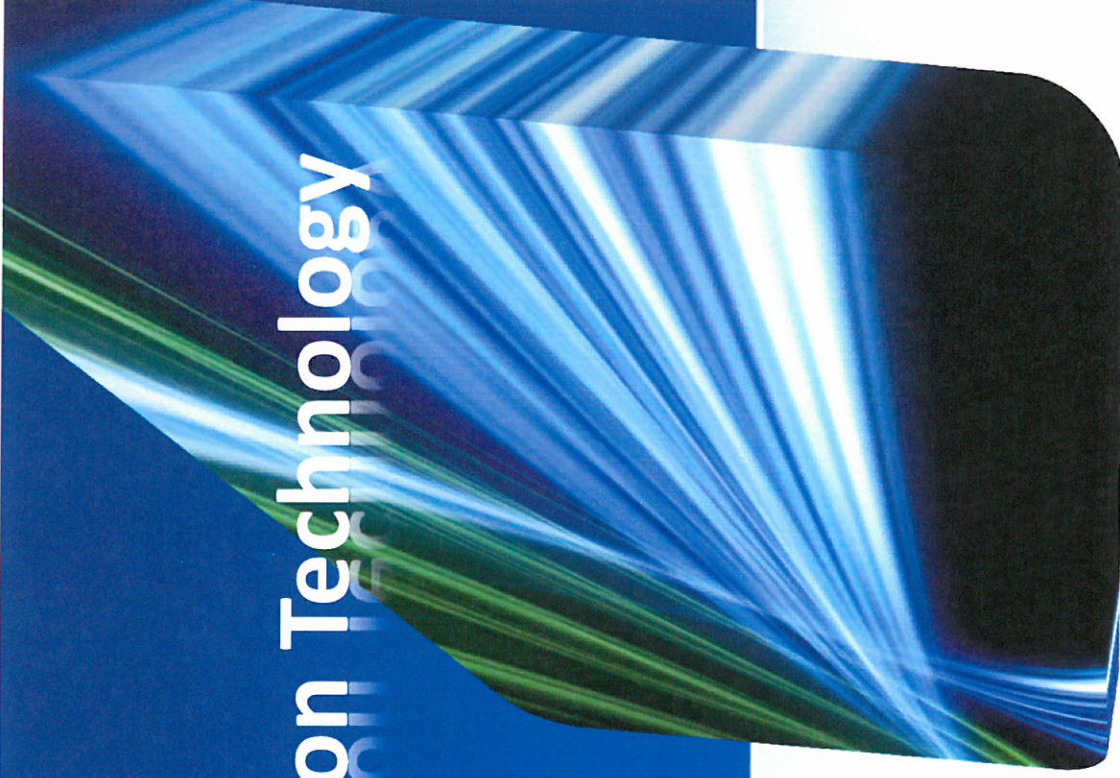
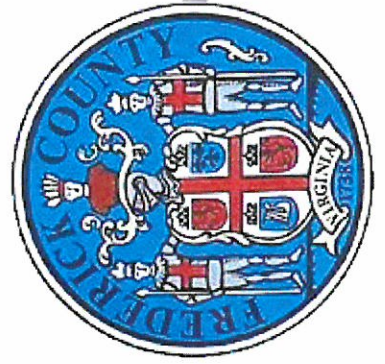
SUBJ: Employee of the Month Nominations

I am submitting the following nominations of NRADC personnel to be considered for Frederick County Employee of the Month.

Deborah Hamilton, CO II – Ms. Hamilton is an Officer that can effectively work any post assignment in a productive and exceptional manner. Recently, Officer Hamilton's duty-team experienced higher than normal absences due to personnel calling off due to flu symptoms; additionally multiple inmates were simultaneously hospitalized, each needing to be supervised. These factors created shortages on the team. Officer Hamilton displays great teamwork and loyalty to the facility by stepping up and filling in wherever she was needed. Her selfless performance during this challenging time not only aided in the team's ability to operate in a smooth and safe/secure manner, but also attests to her professionalism and personal integrity.

Department of Information Technology

HR Committee Briefing April 4, 2014



Information Technology Mission

- “The Vision of Frederick County, Virginia, Information Technologies is to provide a secure and fully operational county-wide electronic information system - that supports every county employee or citizen that needs and uses county digital data; that improves organization operations and efficiency; that exceeds the high accuracy and standards required by today’s State and Federal guidelines; that stays current with state and national trends in electronic technology and data management; that encourages participating users to excel in seeking out new standardized technologies; and to build expertise and teamwork to improve data storage and distribution required in decision making within the County of Frederick.”

IT Duties and responsibilities

- Consists of three areas:
 - **Management Information Systems** – Maintains the AS400 environment.
 - **Graphic Information Systems**- mapping, addressing and geographic information development and distribution.
 - **Network Operations**- connectivity, helpdesk and client services.

Information Technology



Recent Projects:

2011 Internet upgrade.

2012 Vmware Virtualization project.

2012 Sustainability project.

2012 Broadband awareness project.

2013 VoIP phone project.

2014 Computer Refresh Plan and Implementation.

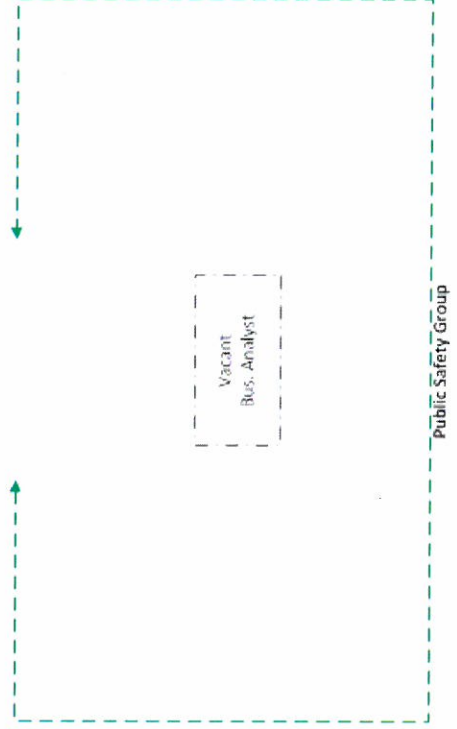
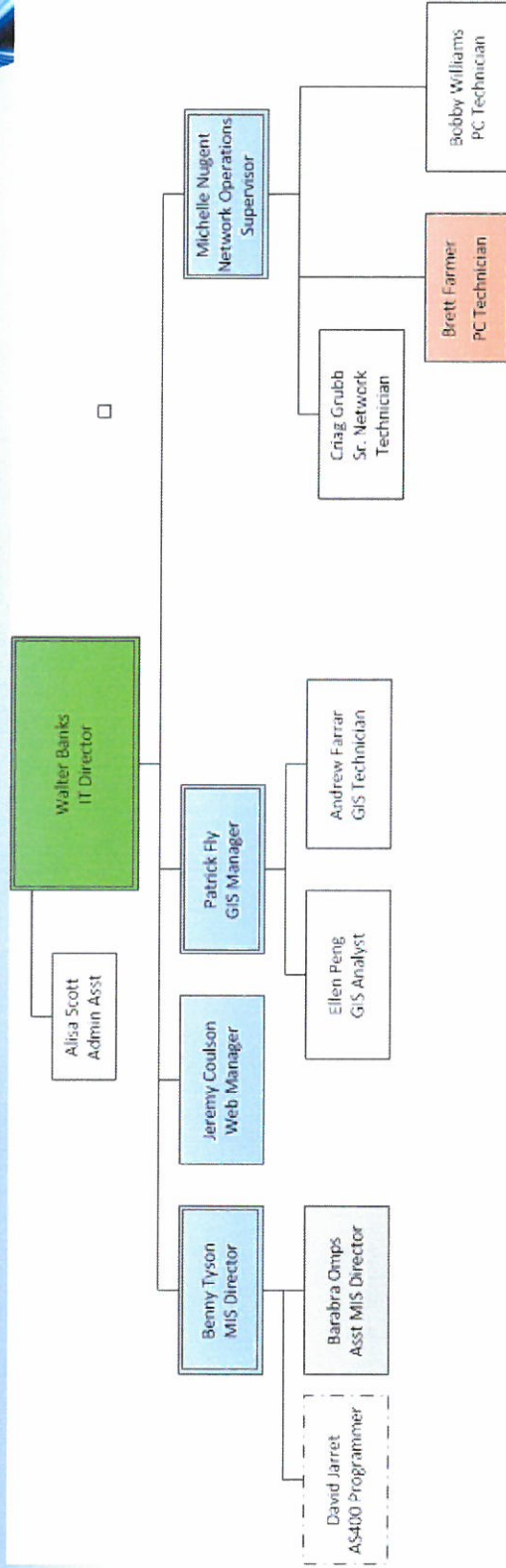
2014 Exchange 2010 deployment.

Information Technology



So how does this work.....

Information Technology



IT Organization

- 1 Director
- 4 Managers
- 8 Technical Staff members
- 1 Administrative Assistant

What I think you should know!

Technical people are very different!

Educational backgrounds vary –

the normal 2-4 year degree paths.

Extensive area specific training and certifications:

- Microsoft, A+, Net+, Cisco
- ESRI
- AS400
- ITIL, CISSP, CGCIO

Keeping UP?

- We encourage job related training. Through workshops, advanced skills refresh courses, organization groups and online demonstrations.

IT Staffing “CHALLENGES”

Over the recent years Frederick county's IT department has dealt with:

- Down economy
- Threats of “intellectual raids” by other localities
- **Lack of internal advancement**
- “No factor”

IT: Moving forward

- Change our legacy ways.
- Recognize our need to grow to address the clients need for services.
- Add critical positions: Trainer and Network Administrator.
- Realize true TCO and ROI – prepare to address those difficult decisions.

Many Thanks



For allowing me this opportunity to share
information about the IT department.