



County of Frederick

Paula A. Nofsinger
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TO: Board of Supervisors

FROM: Paula Nofsinger, Director of Human Resources

DATE: May 12, 2014

SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, May 9, 2014, at 8:00am. Committee members present were: Supervisor Robert Hess, Supervisor Chris Collins, Supervisor Robert Wells, Citizen Member Don Butler, Citizen Member Dorrie Greene, and Citizen Member Beth Lewin. Also present were: Assistant County Administrator Kris Tierney, Parks & Recreation Director Jason Robertson, and DSS Representative Delsie Butts.

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

1. Approval of the Employee of the Month Award.

The Committee recommends approval of Correctional Officer Timothy Hill as the Employee of the Month for May 2014.

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

1. Presentation by the Director of Parks & Recreation, Jason Robertson.

At the request of the Committee, Mr. Robertson presented an overview of the objectives and responsibilities of the Parks & Recreation 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.

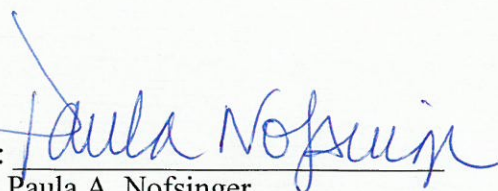
The next HR Committee meeting is scheduled for Friday, June 6, 2014.

Respectfully Submitted,

Human Resources Committee

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

By:


Paula A. Nofsinger
Director of Human Resources

Employee of the Month Resolution

for:

Timothy D. Hill

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, Timothy D. Hill who serves the Northwestern Regional Adult Detention Center was nominated for Employee of the Month; and,

WHEREAS, Timothy D. Hill, an Officer that adheres to the operational imperative of Teamwork who is the "go to" person for the more difficult and challenging questions that are presented to the Classification Unit of the Jail. Officer Hill works closely with all Security teams to make certain that inmates are assigned to compatible housing assuring issues are not missed and is very good at making sure the census of each housing units remain low and balanced in order to minimize the need for additional staff which in turn reduces overtime expense; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 21st day of May, 2014, that Timothy D. Hill is hereby recognized as the Frederick County Employee of the Month for May 2014; and,

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

BE IT FURTHER RESOLVED, that Timothy D. Hill 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

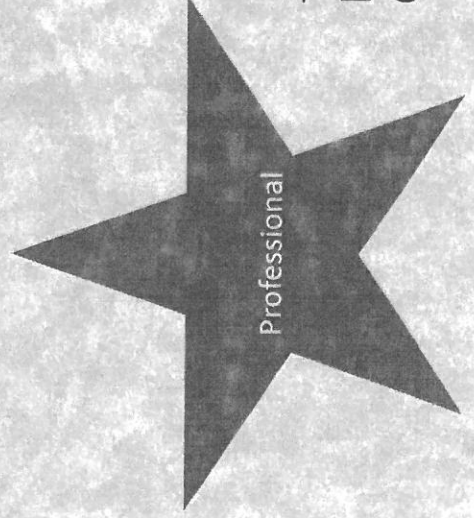
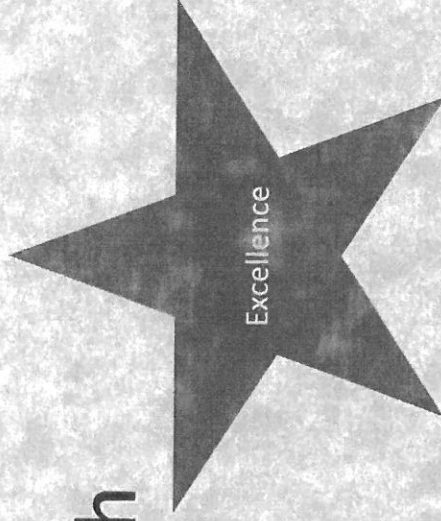
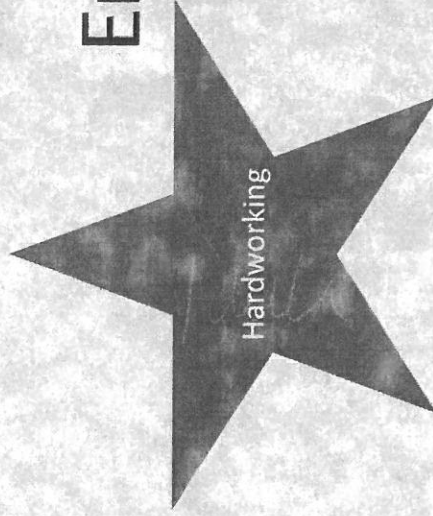


County of Frederick

Employee of the Month

May 2014

Timothy D. Hill



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.

Timothy Hill, CO I – Mr. Hill is currently assigned to the Classification Unit at NRADC, as the senior Classification Officer. Officer Hill adheres to the operational imperative of Teamwork. He is the “go to” person for the more difficult and challenging questions that are at time presented to the Classification Unit. Officer Hill works closely with all Security teams to make certain that inmates are assigned to compatible housing assignments (i.e. he is very thorough in assuring that no “keep separate” issues are missed). Officer Hill is very good at making sure that the census of each of the larger housing units remain low / balanced in order to minimize the need for an additional Officer in the housing unit...which equates to contributing to controlling overtime.

Frederick County Parks and Recreation



**“MAKING LIFE BETTER THROUGH PEOPLE,
PARKS, AND RECREATIONAL OPPORTUNITIES”**

OVERVIEW FOR HUMAN RESOURCES COMMITTEE

MAY 9, 2014

The Benefits are Endless...



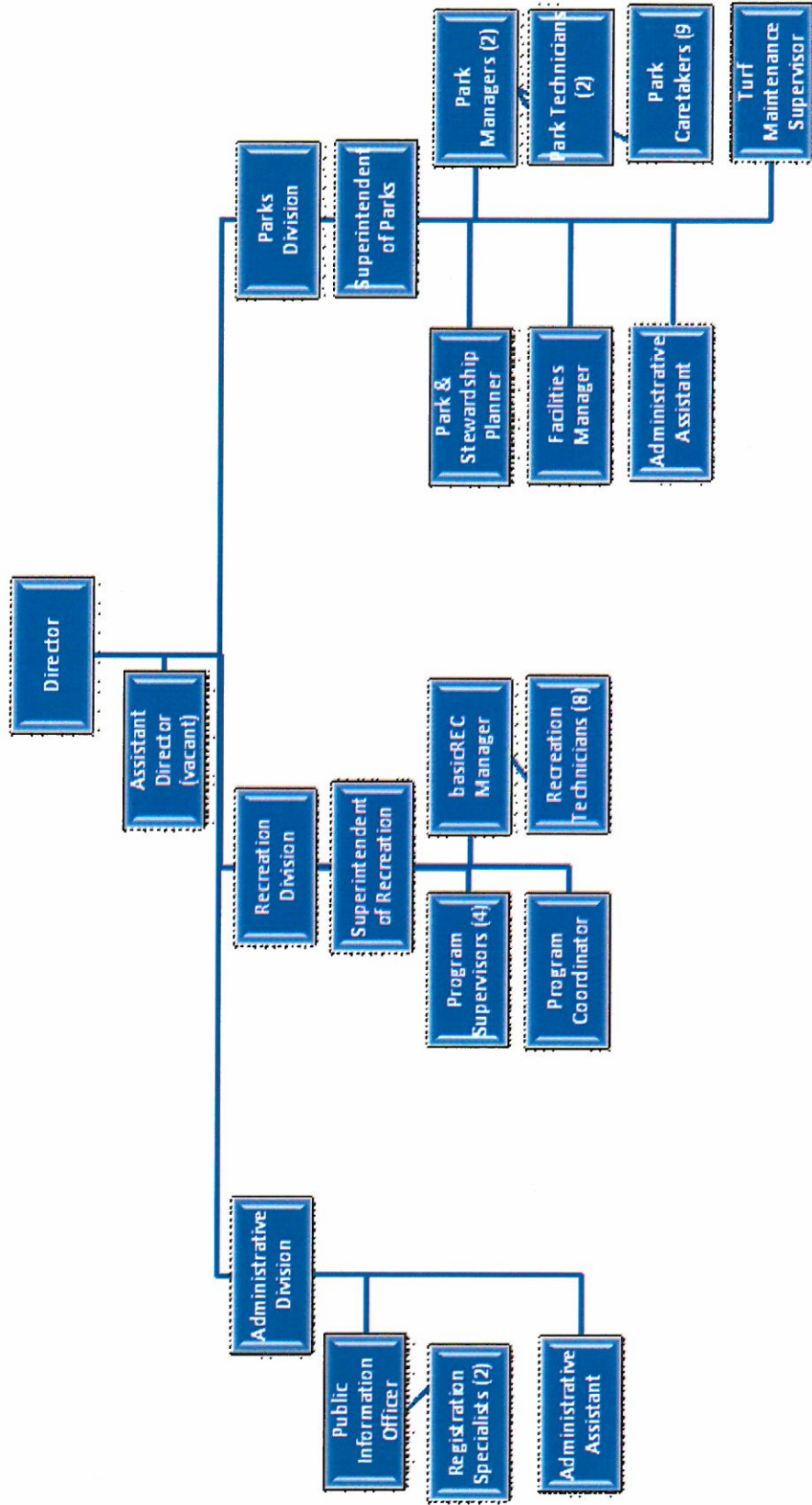
- Programs, parks and facilities help participants and visitors
 - Improve Health
 - Improve Self-Esteem
 - Social Interaction
 - Achievement Satisfaction
 - Provide positive choices for youth

The Benefits are Endless...



- 100% of Frederick County residents benefit from Parks and Recreation
- Property Value
- Tourism
- Attracting Retired Residents
- Preserving open space

Organizational Chart

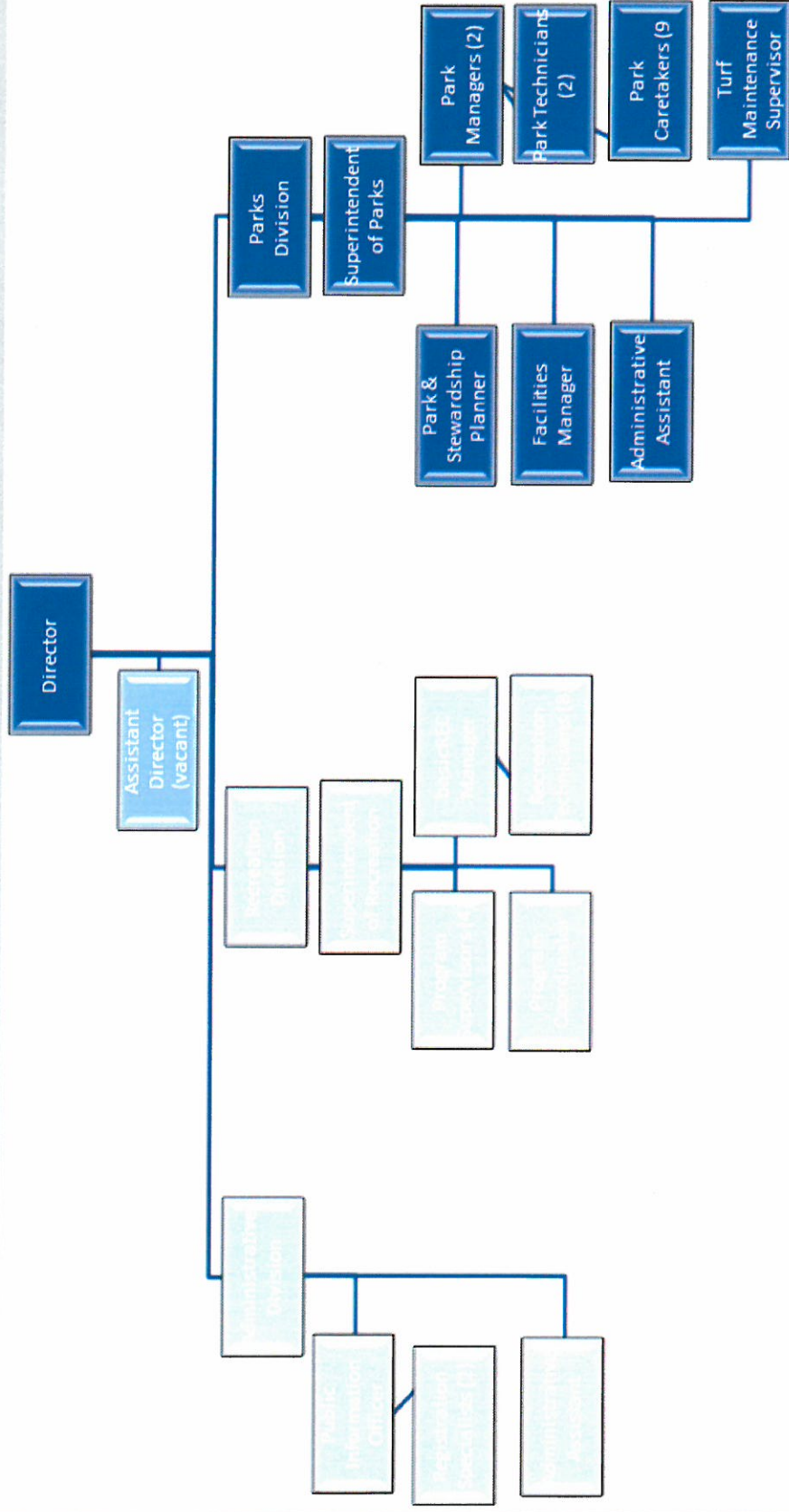


Overview of Parks and Facilities



- **Two regional parks: Sherando and Clearbrook**
 - Athletic fields
 - Pools
 - Picnic shelters
 - Fishing lakes
 - Disc golf course
 - Mountain bike trail
 - Walking/biking paths
- **Maintains over 600 acres including parks, FCPS facilities, Public Safety Building, old courthouse lawn, Warrior Drive**
- **5 Community Centers**
 - Gymsnasiums
 - Fitness rooms
 - Multipurpose rooms
 - Greenwood Mill, Evendale, Gainesboro, Orchard View, Sherando

Who Makes It Happen? The Parks Division

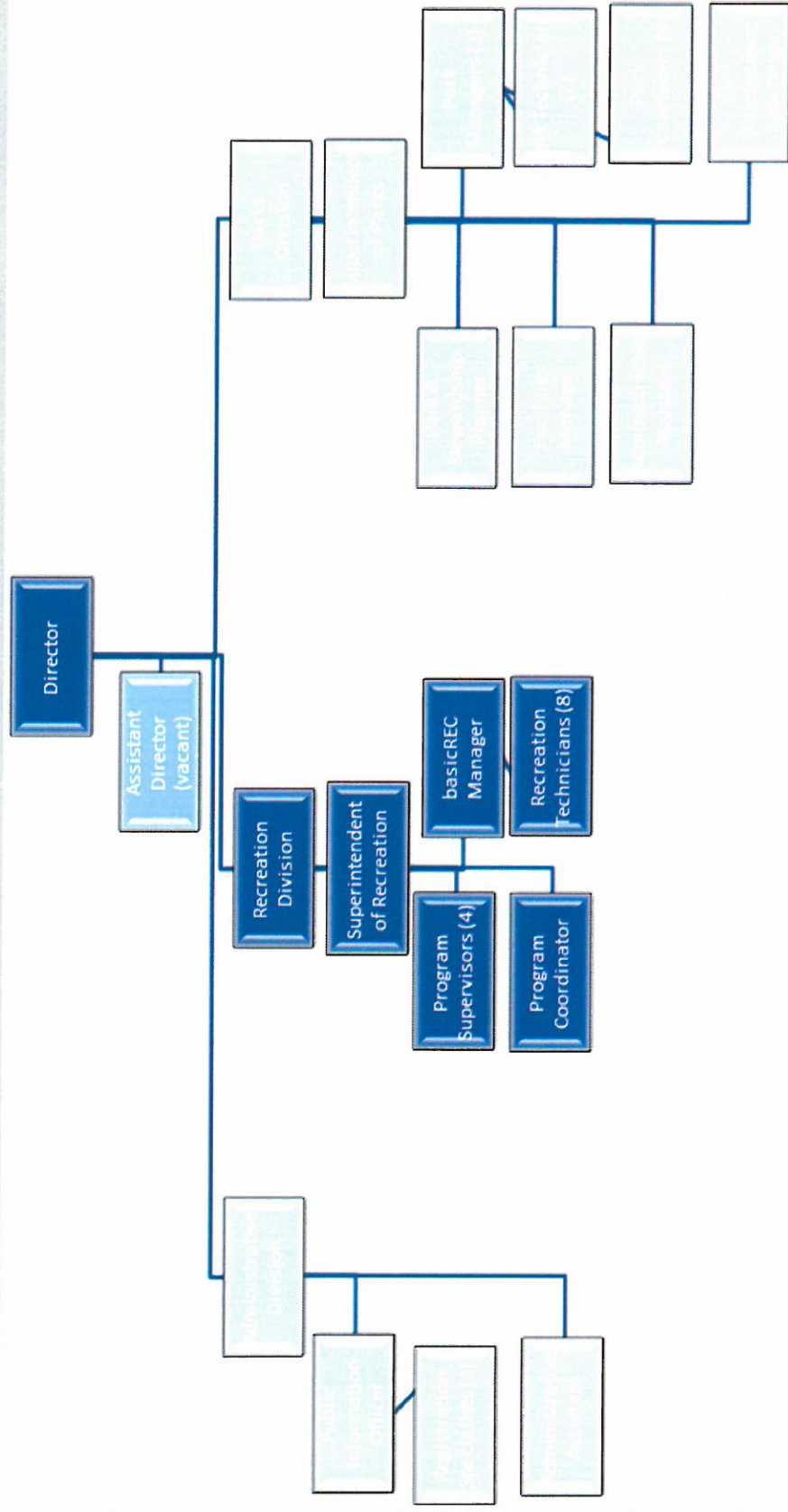


Overview of the Recreation Division



- Provide over 1.25 million contact hours per year
- basicREC
- 200 Recreation Programs
 - Youth sports
 - Adult sports
 - Fitness
 - Cultural arts
 - Trips
 - Special Olympics
 - Community Events
 - Senior activities
- Cosponsored Organizations
- Programs improve health, self esteem, achievement, and provide social interaction
- 66% of Frederick County Residents participate in a program or visit a park during a year
- Tourism
 - Battlefield Half Marathon
 - Holiday Light Show

Who Makes It Happen? The Recreation Division

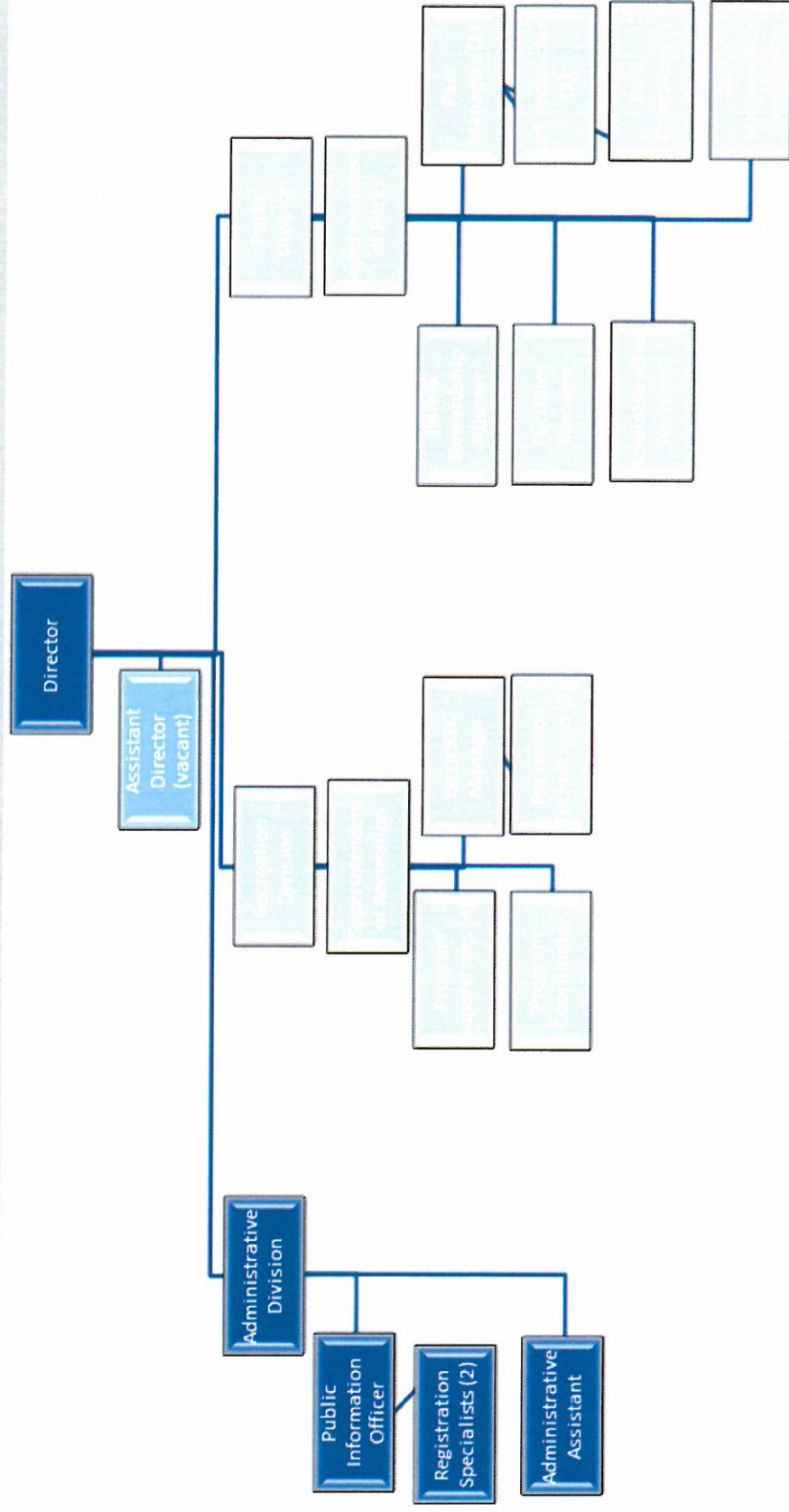


Overview of the Administrative Division



- Finance, Human Resources, IT, registrations, policies, procedures, risk management, community outreach, marketing, communications
 - 120 p-card receipts a month
 - 50 contracts annually
 - 200 part time employee paperwork intakes
 - 600 criminal background checks
 - 100 insurance certificates annually
 - 58 registrations daily
 - 6 publications annually
 - Parks and Rec website is updated daily; 24% of all county web site page views are P&R
 - E-promotions: social media, email blasts, regional event sites
 - Fundraising
 - Legal
 - Some dealings with all County departments

Who Makes It Happen? The Administrative Division



Key HR Issues in Parks and Recreation



- **Entry level salaries**
- **Growth in the Community**
 - Population has seen ~30% growth over the last decade
 - More people = more opportunity to “make life better”
- **Public Information Officer**
 - 20% of time is spent on county PIO duties
 - This is limiting not only for Parks and Rec, but for the County as a whole
- **Vacant Assistant Director**
 - Position managed many tasks in the administrative division
 - Having this position vacant restricts the Director’s ability to truly steer the department, as the focus is all on day-to-day operations
 - Filling the position would allow for leadership focused on the future

Frederick County Parks and Recreation



**“MAKING LIFE BETTER THROUGH
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RECREATIONAL OPPORTUNITIES”**