



County of Frederick

Paula A. Nofsinger
Director of Human Resources

(540) 665-5668
Fax: (540) 665-5669
pnofsinger@fcva.us

TO: Human Resources Committee and Board of Supervisors
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*
DATE: September 8, 2014
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, September 12th, at 8:00a.m. The agenda for the meeting is as follows:

1. Request from Ed Strawsnyder, Public Works Director, to hire an Office Assistant III fulltime for the Inspections Division.
2. Request from Ellen Murphy, Commissioner of the Revenue, to hire an Account Clerk fulltime for the Personal Property Division.
3. Discussion of HR Committee Charter.
4. Discussion of rightsizing project.
5. Employee of the month award approval.



COUNTY of FREDERICK

Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Paula Nofsinger, Director of Human Resources

FROM: Harvey E. Strawsnyder, Jr., P.E., Director of Public Works *HES*

SUBJECT: Request for a Full Time Clerical Position in Inspections

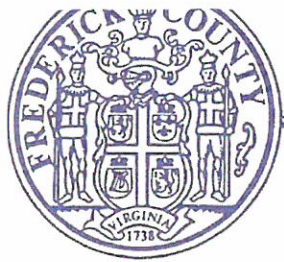
DATE: August 29, 2014

Please include the attached request from the Building Official, John Trenary, on the next human resources committee agenda. This request for a full time clerical position to replace our current part-time receptionist position was unanimously endorsed by the public work committee during their regularly scheduled meeting held on August 26, 2014.

HES/rls

Attachment: as stated

cc: file



MEMORANDUM

TO: Harvey E. Strawsnyder Jr., Director of Public Works
THRU: John S. Trenary, Building Code Official *John S. Trenary*
FROM: Debbie Layman, Office Manager *Debbie Layman*
SUBJECT: Office Assistant III – Full Time Position
DATE: August 19, 2014

The Building Inspections Department is requesting approval to hire a full time Office Assistant III in our current FY14/15 budget to fulfill the duties that are currently being handled by part time employment.

The request to re-establish this full time position is due to the increase in permit activity that has shown fee increases of over \$75,000 the past three months (May, June & July) compared to the same period the previous year.

This position would start out at a 3 Range in the pay scale, with a B-level salary of \$25,921.44, plus approximately \$11,369.65 for benefits. The total amount to fund this position would be \$37,291.09. The Department was funded \$22,000 for part-time in FY14/15.

Thank you for consideration on this issue and noted below are the Departments revenue information from FY13/14.

Our projected revenue for FY13/14 was \$632,500;
Revenue collected for FY13/14 was \$878,718;
Surplus revenue for FY13/14 was \$246,218;



Frederick County, Virginia
Ellen E. Murphy
Commissioner of the Revenue
107 North Kent Street
Winchester, VA 22601
Phone 540-665-5681 Fax 540-667-6487
email: emurphy@co.frederick.va.us



September 3, 2014

TO: H R Committee
Paula Nofsinger, H R Director

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Supplemental Funding to change staff position

Ellen E. Murphy

Please approve an increase in Commissioner of the Revenue salaries of \$14,700.00 for FY2015 to enable me to hire Jessica Veach as a full time personal property clerk. Mrs. Veach is currently part time and these funds will enable her to work on a full time basis.

Since we first hired Mrs. Veach as part time in November 2013 we have found her to be extremely helpful, attentive to the taxpayers and willing to learn not only her assigned tasks but anything else in the department to be of assistance.

She has received praise from both her Supervisor and from the general public. It would be to the county's advantage as well as my department to have her working more hours.

Your approval will be greatly appreciated.

Frederick County Board of Supervisor's

Human Resources Committee Charter

I. Organization

There shall be a committee of the Board of Supervisors ("Board") of Frederick County, Virginia ("County") known as the Human Resources Committee ("Committee"). The Committee shall be comprised of three (3) members of the Board of Supervisors who will be appointed by the Chairman of the Board, with one appointed as Chair, and three (3) citizen members as appointed by the Chairman of the Board. This Charter shall govern the Committee with regard to its duties and responsibilities. The goal of the Committee shall be to promote programs, policies, and practices that attract and retain qualified employees.

II. Purpose

The primary function of the Committee is to assist the Board in fulfilling its oversight responsibilities by reviewing and evaluating the human resources programs, policies, and procedures of the County. The Committee's primary duties and responsibilities are as follows:

- To serve as an independent and objective party to monitor the human resources programs and policies of the County.
- To review and appraise the County's efforts to attract and retain a qualified and productive employee workforce.

The Committee will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this Charter.

III. Meetings

The Committee shall meet at least twelve (12) times annually or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. The County Administrator and the Director or Directors with the responsibilities for human resources shall be invited to all meetings. Other management officials and counsel to the Board may be invited as necessary. With the exception of Directors, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting.

IV. Responsibilities

The Committee shall have the following duties and responsibilities:

A. Human Resources

1. Review and advise the Board of Supervisors and senior management of the County with respect to human resources initiatives, policies and procedures, including activities relating to recruiting, retention and training of employees, as well as employee relations in general.

2. Establish, review, and recommend the County's compensation strategy to ensure that rewards are commensurate with County success and the creation of value for its employees, and that the strategy supports the achievement of the County's objectives. Review and recommend salary grade structures and guidelines, incentive plans, and merit plans, including the cumulative effect of awards made pursuant to such plans. Report the results of the review and any recommended action by the Committee to the Board of Supervisors for final approval.

3. Review the unclassified compensation plans to ensure that the County attracts, retains and rewards qualified Directors and other key employees, and that their interests are aligned with the long-term interests of the County. Report the results of such review to the Board of Supervisors.

4. Review and approve the major benefit plans and programs of the County to ensure that they support the County's objectives. Report the results of such review and any recommended action by the Committee to the Board of Supervisors.

5. Obtain advice and assistance from internal or external accounting, legal or other consultants to provide advice to the Committee on matters under its purview, including an annual independent review of the County's compensation and benefit plans and programs. The Committee shall recommend to the Board the fees and terms of engagement of those rendering external advice to the Committee.

6. Review annually the County's results and compliance with employee grievances and equal opportunity claims, and report the results of such review to the Board of Supervisors.

B. Other Duties Related to Review, Reports and Improvement Procedures

1. Review and reassess annually the adequacy of this Charter, and conduct an annual self-assessment of this Committee's performance.

2. Prepare minutes of all meetings of the Committee, and report to the Board on the matters discussed at each Committee meeting, as appropriate.

3. Perform any other activities consistent with this Charter, the County's goals, objectives and governing law, as the Committee or the Board deems necessary or appropriate.

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II. Purpose

The primary function of the Committee is to assist the Board in fulfilling its oversight responsibilities by reviewing and evaluating the human resources programs, policies, and procedures of the County. The Committee's primary duties and responsibilities are as follows:

- To serve as an independent and objective party to monitor the human resources programs and policies of the County.
- To review and appraise the County's efforts to attract and retain a qualified and productive employee workforce.

The Committee will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this Charter.

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IV. Responsibilities

The Committee shall have the following duties and responsibilities:

Human Resources

Review and advise the Board of Supervisors and senior management of the County with respect to human resources initiatives, policies and procedures, including activities relating to recruiting, retention and training of employees, as well as employee relations in general.

Compensation Plan Review

Establish, review, and recommend the County's compensation strategy to ensure that rewards are commensurate with County success and the creation of value for its employees, and that the strategy supports the achievement of the County's objectives.

Review and recommend salary grade structures and guidelines, incentive plans, and merit plans, including the cumulative effect of awards made pursuant to such plans. Report the results of the review and any recommended action by the Committee to the Board of Supervisors for final approval.

Review the unclassified compensation plans to ensure that the County attracts, retains and rewards qualified Directors and other key employees, and that their interests are aligned with the long-term interests of the County. Report the results of such review to the Board of Supervisors.

Staffing Plan Review

Establish, review, and recommend the County's staffing strategy to ensure that the County is adequately staffed to support of the County's goals in providing outstanding service to its citizens and aligned with the long-term interests of the County.

Review and recommend staffing plans and guidelines to recommend any action by the Committee to the Board of Supervisors for final approval.

Health and Welfare Plans

Review and approve the major benefit plans and programs of the County to ensure that they support the County's objectives. Report the results of such review and any recommended action by the Committee to the Board of Supervisors.

Compliance Review

Obtain advice and assistance from internal or external accounting, legal or other consultants to provide advice to the Committee on matters under its purview, including an annual independent review of the County's compensation and benefit plans and programs. The Committee shall recommend to the Board the fees and terms of engagement of those rendering external advice to the Committee.

Review annually the County's results and compliance with employee grievances and equal opportunity claims, and report the results of such review to the Board of Supervisors.

Other Duties Related to Review, Reports and Improvement Procedures

Review and reassess annually the adequacy of this Charter, and conduct an annual self-assessment of this Committee's performance.

Prepare minutes of all meetings of the Committee, and report to the Board on the matters discussed at each Committee meeting, as appropriate.

Perform any other activities consistent with this Charter, the County's goals, objectives and governing law, as the Committee or the Board deems necessary or appropriate.

FREDERICK COUNTY SHERIFF'S OFFICE

ROBERT T. WILLIAMSON
Sheriff



MAJOR C.L. VANMETER
Chief Deputy

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

To: Paula Nofsinger HR Director

From: Captain John Heflin

Date: 8-25-14

Subject: Employee of the Month

It's with great pleasure I'm nominating Deputy Avery Kenney and Deputy Stephen Gregory for Employee of the month for their life saving efforts on August 21st 2014.

On August 21st 2014 Deputy Kenney and Deputy Gregory were dispatched to a location in Frederick County to check the welfare of a suicidal subject. Once the Deputies arrived on the scene they received no answer at the front door and found the front door locked. They went around to the back of the residence and Deputy Kenney hoisted Deputy Gregory up so that he could look into the second floor bedroom, he saw a male unresponsive on the bed. Deputy Gregory was able to climb in the open window. Deputy Gregory then went to the front door to open it for Deputy Kenney. They checked on the unresponsive male in the bedroom and found that he was not in distress and not the person they were sent to check on. They continued to search the home and found the suicidal subject in the bathtub with a bungee cord wrapped around his neck several times. They removed the subject from the bathtub and found that he was not breathing and

had no pulse. The Deputies then started CPR and after 3 or 4 cycles of doing CPR the subject started breathing on his own. The Deputies had to also deal with the other subject that was unresponsive in the bed because he had awoken and started fighting with the Deputies and had to be secured so that they could do CPR on the other subject. The subject that Deputy Kenney and Deputy Gregory performed CPR on was transported to the Winchester Medical and admitted to their care.

If not for Deputy Kenney and Deputy Gregory's quick actions the subject would have died within minutes of them finding him.

Deputy Kenney and Deputy Gregory are dedicated employees that contribute to making Frederick County a safe place to live and work.