



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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

TO: Board of Supervisors
FROM: HR Committee
DATE: September 30, 2014
SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, September 12th, 2014, at 8:00a.m. All members were present.

*** Items Requiring Action***

1. The HR Committee recommends approval for conversion of a part time position to a full time position. The HR Committee unanimously supported the request from Mr. Ed Strawsnyder, Public Works Director, to convert a part time position to a full time Office Assistant III position for the Inspections' Department. The funding request for the position was forwarded to the Finance Committee for consideration. (See attachment)
2. The HR Committee recommends approval for conversion of a part time position to a full time position. The HR Committee unanimously supported the request from Ms. Ellen Murphy, Commissioner of the Revenue, to convert a part time position to a full time Account Clerk I position for the Personal Property Department. The funding request for the position was forwarded to the Finance Committee for consideration. (See attachment)
3. The Committee recommends approval to begin the County's right sizing staffing project. (See attachment)
4. The Committee recommends approval of the revised HR Committee Charter. (See attachment)
5. The Committee recommends approval for Employee of the Month award.

Items Not Requiring Action

1. None.

There being no further business, the meeting was adjourned.

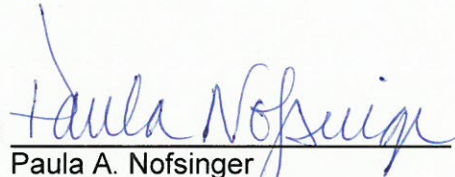
The next HR Committee meeting is scheduled for Friday, October 10th, 2014.

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



COUNTY of FREDERICK

Inspections Department

John S. Trenary, Building Official
540/665-5650
Fax 540/678-0682

MEMORANDUM

TO: Harvey E. Strawsnyder Jr., Director of Public Works
THRU: John S. Trenary, Building Code Official
FROM: Debbie Layman, Office Manager
SUBJECT: Office Assistant III – Full Time Position
DATE: September 12, 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.

This part time position was filled on August 12, 2013, working 37 hours per week. This was a full time position that ended with staff reductions on July 1, 2010.

It is my understanding that on July 1, 2015, all part time employees working 37 hours per week will receive health benefits.

The request to re-establish this full time position is due to the increase in permit activity which has resulted in fee increases of \$103,000 during the past four months (May, June, July & August) compared to the same period the previous year.

This position would start at a 3 Range in the pay scale, with a B-level salary of \$25,921.44, plus appropriate benefits. The Department was funded \$22,000 for part-time labor 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@fcva.us



Date: September 15, 2014

To: Finance Committee
Human Resources Committee
Frederick County Board of Supervisors

From: Ellen E. Murphy, Commissioner of the Revenue

Re: Statistical Information – Personal Property
Supports Need for Jessica Veach to a Full Time Position

Although statistical data for count of work load is available in many sources, the following is personal property income data for 2010, 2011, 2012 and 2013 as suggested:

CY	2010	2011	2012	2013
	38,676,673	39,293,126	40,814,229	41,747,718
	-3,158,793	-3,142,737	-2,795,114	-3,983,232
	<u>3,683,084</u>	<u>3,672,614</u>	<u>3,861,325</u>	<u>4,778,002</u>
	39,200,964	39,823,003	41,880,440	42,542,488

Above numbers show original April book personal property TAX totals, less taxes abated, plus additional taxes billed on supplements.

As you can imagine, additional revenue is only generated at the efforts of staff to find, verify and tax such property. There comes a time when staff simply cannot stretch the day any further. Help is needed and Mrs. Veach has shown a wonderful work ethic and understanding of the process.

Your consideration is greatly appreciated!



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

A handwritten signature in blue ink, reading "E. Murphy", written over the "FROM:" line of the email header.

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.



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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

To: Human Resources Committee

From: Paula Nofsinger *Paula Nofsinger*

Subject: Approval to begin Right Sizing Study

Date: September 29, 2014

Last fall during our current year's budget cycle, Mr. Chuck Dehaven, our Finance Committee Chair, provided a memo dated November 12, 2013, that assisted in providing budget direction to aid staff in prioritizing budget requests. One of the directives was to consult with an outside firm to conduct an analysis of appropriate staffing levels by department in order to predict needs and develop a plan to ensure right sizing as the County moves forward.

With the full support of Mr. Riley, I am respectfully asking this Committee to recommend to the Board of Supervisors that we begin this right sizing study. The funds to pay for this study have been budgeted and are available from County Administration's professional services budget line item.

By potentially beginning this study now, we anticipate having the results of this study to assist us with any considerations for staffing levels during the 2015-2016 budget cycle.

Thank you for your support and please let me know if you have any questions.



COUNTY of FREDERICK

Board of Supervisors

540/665-5666

540/667-0370 fax

Richard C. Shickle - Chairman

Charles S. DeHaven, Jr. - Vice Chairman
Stonewall District

Gary A. Lofton
Back Creek District

Robert A. Hess
Gainesboro District

Robert W. Wells
Opequon District

Christopher E. Collins
Red Bud District

Gene E. Fisher
Shawnee District

November 12, 2013

John R. Riley, Jr.
107 N. Kent Street
Winchester, VA 22601

Dear John;

In an attempt to help find budget direction and aid staff in appropriately prioritizing budget requests and suitably recommending proposed budget cuts or allocating resources, I offer the following recommendations.

We would all like to see a reduction, but it is anticipated that the property tax rates will remain constant.

The annual use of up to 4.3 million of fund balance funding would continue to be considered to balance the FY 2015 budget.

We should attempt to allocate new funding with the schools on a basis consistent with the current funding allocation.

The independent salary survey expected to be completed in early 2014 should help to quantify our compensation and benefit package needs. Developing a plan and setting goals to address identified needs should be a budget priority.

We should consult with an outside firm to conduct an analysis of appropriate staffing levels by department in order to predict needs and develop a plan to insure right sizing as we move forward.

There is a desire to identify and quantify deferred capital investments to accomplish the development of a prioritized plan to catch up on these issues.

Sincerely,

Chuck DeHaven

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.

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:

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

Prepare, 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

Prepare, 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.

Employee of the Month Resolution

for:

Avery J. Kenney

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, Deputy Avery J. Kenney who serves in the Sheriff's Department was nominated for Employee of the Month; and,

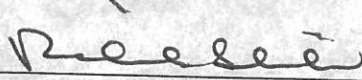
WHEREAS, Deputy Avery J. Kenney is being recognized for his commitment to the County of Frederick; due to his high level of dedication, the life of a suicidal victim was spared on the 24th of August, 2014. Avery portrayed an exceptional act of compassion and willingness to assist those in the county; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 8th day of October, 2014, that Deputy Avery J. Kenney is hereby recognized as the Frederick County Employee of the Month for September 2014; and,

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

BE IT FURTHER RESOLVED, that Deputy Avery J. Kenney 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

Dedication

County of Frederick

Employee of the Month

September 2014

Avery J. Kenney

Hardworking

Excellence

Professional

Richard C. Shickle

Richard C. Shickle
Chairman, Board of Supervisors

Employee of the Month Resolution

for:

Stephen D. Gregory

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, Deputy Stephen D. Gregory who serves in the Sheriff's Department was nominated for Employee of the Month; and,

WHEREAS, Deputy Stephen D. Gregory is being recognized for his commitment to the County of Frederick; due to his high level of dedication, the life of a suicidal victim was spared on the 24th of August, 2014. Stephen portrayed an exceptional act of compassion and willingness to assist those in the county; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 8th day of October, 2014, that Deputy Stephen D. Gregory is hereby recognized as the Frederick County Employee of the Month for September 2014; and,

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

BE IT FURTHER RESOLVED, that Deputy Stephen D. Gregory 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

Dedication

County of Frederick

Employee of the Month

September 2014

Stephen D. Gregory

Hardworking

Excellence

Professional

Richard C. Shickle

Richard C. Shickle
Chairman, Board of Supervisors

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.