



County of Frederick

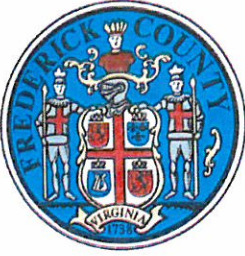
Paula A. Nofsinger
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*
DATE: November 10, 2014
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, November 14th, 2014, at 8:00a.m. The agenda for the meeting is as follows:

1. Presentation from our Finance Director, Cheryl Shiffler, on the Finance Department.
2. The County Attorney provides resolution to designate Frederick County a HIPPA Hybrid Entity (see attachment).
3. Overview of the Compensation Study results (see attachment).



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

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MEMORANDUM

TO: Human Resources Committee

FROM: Roderick B. Williams
County Attorney

DATE: October 21, 2014

RE: HIPAA Hybrid Entity Designation

Under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the regulations promulgated thereunder by the U.S. Department of Health and Human Services ("HIPAA Regulations"), employer health plans and organizations providing health care services are "covered entities" that are subject to HIPAA and that must comply with HIPAA's requirements for the protection of the privacy and security of health information. The HIPAA requirements are significant in their scope and in terms of the procedures they mandate.

The County is a covered entity because the County offers a group health plan to its employees and due to its emergency medical services activities, social services activities, and jail activities. Perhaps in recognition of the burden an entity may face in being designated a covered entity due to only a portion of its regular activities, the HIPAA Regulations permit an entity whose activities include both covered and non-covered functions to designate itself as a "hybrid entity". Designation as a hybrid entity means that the non-covered functions of the entity need not comply with HIPAA's otherwise strict requirements.

The County would benefit designating itself as a hybrid entity. Attached is a proposed Resolution designating the County as a hybrid entity. County activities that would be subject to HIPAA under the designation, due to the nature of service provided, are: (i) the County employee group health plan; and (ii) the County Fire and Rescue Department; (iii) the County Social Services Department, and (iv) the Northwestern Regional Adult Detention Center. A recommendation for approval of the Resolution by the Board of Supervisors is requested.

Attachment



RESOLUTION
[date]

**A RESOLUTION TO DESIGNATE THE COUNTY OF FREDERICK, VIRGINIA
A HYBRID ENTITY FOR THE PURPOSES OF THE HEALTH INSURANCE
PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HIPAA PRIVACY
RULE**

WHEREAS, the County is committed to compliance with all applicable laws and regulations relating to privacy and security, including the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and regulations promulgated thereunder by the U.S. Department of Health and Human Services ("HIPAA Regulations"); and

WHEREAS, the County is a "covered entity" as that term is defined under HIPAA, because the County offers a group health plan to its employees and due to its emergency medical services functions, social services functions, and jail functions; and

WHEREAS, the Board of Supervisors has determined that the County may more effectively and efficiently administer its policies and procedures for HIPAA compliance by designating the County as a "hybrid entity" as that term is defined under HIPAA, 45 C.F.R. § 164.103; and

WHEREAS, the County's Fire and Rescue Department, Social Services Department, and Northwestern Regional Adult Detention Center have in place adequate training, policies, and procedures for HIPAA compliance; and

WHEREAS, the County has contracted with a third party to administer its group health plan, such that no County employee responsible for administration of the plan normally has contact with "protected health information" as that term is defined under HIPAA, 45 C.F.R. § 160.103; and

WHEREAS, all third parties contracting with the County and receiving, processing, or transmitting protected health information of the County will be required to execute a "Business Associate Agreement" as required under HIPAA, 45 C.F.R. § 164.308(b), thereby agreeing to treat "protected health information" in compliance with HIPAA;

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Frederick, Virginia, hereby designates the County as a "hybrid entity," pursuant to the HIPAA Privacy Rule, 45 C.F.R. § 164.105.

FURTHER RESOLVED, the following are hereby designated as the health care component of the County's hybrid entity: (i) the County employee group health plan; and (ii) the County Fire and Rescue Department; (iii) the County Social Services Department, and (iv) the Northwestern Regional Adult Detention Center. The group health plan is defined for purposes of HIPAA as those County employees responsible for administration of the health plan, including the County Administrator and Human Resources Department, only to the extent that their duties involve administration of the plan.

FURTHER RESOLVED, the following departments are designated as part of the health care component of the County's hybrid entity only to the extent that they receive protected health information from the group health plan, the Fire and Rescue Department, the Social Services Department, and/or the Northwestern Regional Adult Detention Center, or in the course of providing support services to the group health plan, the Fire and Rescue Department, the Social Services Department, and/or the Northwestern Regional Adult Detention Center: (i) the Finance Department; (ii) the Information Technology Department; (iii) the County Attorney's Office; and (iv) the County Administrator's Office.

FURTHER RESOLVED, departments providing support services to the health care component of the County's hybrid entity shall receive a level of HIPAA training commensurate with their level of access to protected health information.

Approved this ____ day of _____, 201__.

Richard C. Shickle, Chairman _____

Gary A. Lofton _____

Robert A. Hess _____

Robert W. Wells _____

Christopher E. Collins _____

Gene E. Fisher _____

Charles S. DeHaven, Jr. _____

A COPY ATTEST

John R. Riley, Jr.
Frederick County Administrator



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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To: Human Resources Committee

Through: John R. Riley, Jr. County Administrator

From: Paula Nofsinger *Paula Nofsinger*

Date: November 10, 2014

Subject: Implementation of New Salary Scales

As you know, the County has been working diligently on a salary study over the past year. Our goal for this project was to establish a fundamental salary structure that will attract and retain the top talent for our positions. Another goal was to address any salary compression that may have developed over the timeframe of July 2009 through 2012, when salary increases were frozen.

With the help of an outside vendor, local market data was gathered on the majority of our positions. There were 94 positions benchmarked that covered over 90% of our employee base. Based on the data gathered, the vendor recommended to County leadership a new salary structure. Additionally, in order to stay competitive with other local jurisdictions, a 5% premium to the salary structure was added to the recommended ranges.

As far as attracting and retaining the top talent, the recommended salary structure, if adopted, will result in higher starting salaries for our positions to assist the County in hiring the best candidates. This is extremely important for future growth, especially with our public safety positions. Additionally, when Department Directors are hiring, the recommended salary structure will provide more flexibility in considering relevant, prior experience. Not only will the recommended ranges provide competitive market data, they will also provide guidance on appropriate pay based on the candidate's experience in the specific position.

The second goal of our project was to address any compression that may have occurred over the past six years. This part of the project was a three-step process. First, all of our employees were placed in a grade based on their position, the same way we currently grade positions. Secondly, all of our employees were placed within their grade's salary range based on their years of experience in their current position. Consequently, everyone is at least at their appropriate minimum recommended salary. Thirdly, I am in the process now of meeting with all the Department Heads for their opinions and recommendations. By using the years of service in current position and the Director's feedback, we believe that any compression issues will be addressed.

Funding for our recommended salary structure will be accomplished by general fund transfers made available by existing funds budgeted in debt service that will not be expended. It is estimated that these general fund transfers in FY 2015 will not exceed \$600,000. The other agencies that the county is fiscal agent for will require a supplemental appropriation once exact amounts are determined. The county's funding for these supplemental appropriations is expected to be funded out of remaining contingency funds and not require a general fund supplemental appropriation.

I am respectfully requesting that this Committee recommend to the Board of Supervisor's that our recommended salary structure be adopted.

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

Salary Ranges

Update: July 2012

	A	B	C	D	E	F	G	H	I	J	K	L
R1	\$20,160.99	\$21,300.08	\$22,503.54	\$23,774.99	\$25,118.28	\$26,537.46	\$28,036.83	\$29,620.91	\$31,294.49	\$33,062.63	\$34,930.66	\$36,904.25
	\$1,680.08	\$1,775.01	\$1,875.29	\$1,981.25	\$2,093.19	\$2,211.45	\$2,336.40	\$2,468.41	\$2,607.87	\$2,755.22	\$2,910.89	\$3,075.35
	\$9.69	\$10.24	\$10.82	\$11.43	\$12.08	\$12.76	\$13.48	\$14.24	\$15.05	\$15.90	\$16.79	\$17.74
R2	\$22,238.10	\$23,494.55	\$24,822.00	\$26,224.44	\$27,706.12	\$29,271.51	\$30,925.36	\$32,672.64	\$34,518.64	\$36,468.95	\$38,529.44	\$40,706.35
	\$1,853.18	\$1,957.88	\$2,068.50	\$2,185.37	\$2,308.84	\$2,439.29	\$2,577.11	\$2,722.72	\$2,876.55	\$3,039.08	\$3,210.79	\$3,392.20
	\$10.69	\$11.30	\$11.93	\$12.61	\$13.32	\$14.07	\$14.87	\$15.71	\$16.60	\$17.53	\$18.52	\$19.57
R3	\$24,535.20	\$25,921.44	\$27,386.00	\$28,933.31	\$30,568.04	\$32,295.13	\$34,119.81	\$36,047.58	\$38,084.27	\$40,236.03	\$42,509.36	\$44,911.14
	\$2,044.60	\$2,160.12	\$2,282.17	\$2,411.11	\$2,547.34	\$2,691.26	\$2,843.32	\$3,003.96	\$3,173.69	\$3,353.00	\$3,542.45	\$3,742.60
	\$11.80	\$12.46	\$13.17	\$13.91	\$14.70	\$15.53	\$16.40	\$17.33	\$18.31	\$19.34	\$20.44	\$21.59
R4	\$27,052.28	\$28,580.74	\$30,195.55	\$31,901.60	\$33,704.04	\$35,608.32	\$37,620.19	\$39,745.73	\$41,991.36	\$44,363.87	\$46,870.43	\$49,518.61
	\$2,254.36	\$2,381.73	\$2,516.30	\$2,658.47	\$2,808.67	\$2,967.36	\$3,135.02	\$3,312.14	\$3,499.28	\$3,696.99	\$3,905.87	\$4,126.55
	\$13.01	\$13.74	\$14.52	\$15.34	\$16.20	\$17.12	\$18.09	\$19.11	\$20.19	\$21.33	\$22.53	\$23.81
R5	\$29,820.96	\$31,505.84	\$33,285.92	\$35,166.57	\$37,153.49	\$39,252.66	\$41,470.43	\$43,813.51	\$46,288.98	\$48,904.30	\$51,667.40	\$54,586.60
	\$2,485.08	\$2,625.49	\$2,773.83	\$2,930.55	\$3,096.12	\$3,271.05	\$3,455.87	\$3,651.13	\$3,857.41	\$4,075.36	\$4,305.62	\$4,548.88
	\$14.34	\$15.15	\$16.00	\$16.91	\$17.86	\$18.87	\$19.94	\$21.06	\$22.25	\$23.51	\$24.84	\$26.24
R6	\$32,886.18	\$34,744.25	\$36,707.30	\$38,781.27	\$40,972.41	\$43,287.35	\$45,733.09	\$48,317.00	\$51,046.92	\$53,931.07	\$56,978.17	\$60,197.44
	\$2,740.52	\$2,895.35	\$3,058.94	\$3,231.77	\$3,414.37	\$3,607.28	\$21.99	\$4,026.42	\$4,253.91	\$4,494.26	\$4,748.18	\$5,016.45
	\$15.81	\$16.70	\$17.65	\$18.64	\$19.70	\$20.81	\$21.99	\$23.23	\$24.54	\$25.93	\$27.39	\$28.94
R7	\$36,240.68	\$38,288.28	\$40,451.56	\$42,737.08	\$45,151.72	\$47,702.79	\$50,398.00	\$53,245.49	\$56,253.86	\$59,432.20	\$62,790.12	\$66,337.76
	\$3,020.06	\$3,190.69	\$3,370.96	\$3,561.42	\$3,762.64	\$3,975.23	\$4,199.83	\$4,437.12	\$4,687.82	\$4,952.68	\$5,232.51	\$5,528.15
	\$17.42	\$18.41	\$19.45	\$20.55	\$21.71	\$22.93	\$24.23	\$25.60	\$27.05	\$28.57	\$30.19	\$31.89
R8	\$39,957.36	\$42,214.95	\$44,600.09	\$47,120.00	\$49,782.28	\$52,594.98	\$55,566.59	\$58,706.11	\$62,023.00	\$65,527.30	\$69,229.59	\$73,141.07
	\$3,329.78	\$3,517.91	\$3,716.67	\$3,926.67	\$4,148.52	\$4,382.91	\$4,630.55	\$4,892.18	\$5,168.58	\$5,460.61	\$5,769.13	\$6,095.09
	\$19.21	\$20.30	\$21.44	\$22.65	\$23.93	\$25.29	\$26.71	\$28.22	\$29.82	\$31.50	\$33.28	\$35.16
R9	\$44,077.55	\$46,567.93	\$49,199.02	\$51,978.77	\$54,915.57	\$58,018.30	\$61,296.33	\$64,759.57	\$68,418.49	\$72,284.13	\$76,368.19	\$80,682.99
	\$3,673.13	\$3,880.66	\$4,099.92	\$4,331.56	\$4,576.30	\$4,834.86	\$5,108.03	\$5,396.63	\$5,701.54	\$6,023.68	\$6,364.02	\$6,723.58
	\$21.19	\$22.39	\$23.65	\$24.99	\$26.40	\$27.89	\$29.47	\$31.13	\$32.89	\$34.75	\$36.72	\$38.79
R10	\$48,563.58	\$51,307.42	\$54,206.29	\$57,268.94	\$60,504.64	\$63,923.15	\$67,534.81	\$71,350.53	\$75,381.83	\$79,640.91	\$84,140.62	\$88,894.56
	\$4,046.96	\$4,275.62	\$4,517.19	\$4,772.41	\$5,042.05	\$5,326.93	\$5,627.90	\$5,945.88	\$6,281.82	\$6,636.74	\$7,011.72	\$7,407.88
	\$23.35	\$24.67	\$26.06	\$27.53	\$29.09	\$30.73	\$32.47	\$34.30	\$36.24	\$38.29	\$40.45	\$42.74
R11	\$53,555.21	\$56,581.08	\$59,777.91	\$63,155.36	\$66,723.64	\$70,493.53	\$74,476.41	\$78,684.33	\$83,129.99	\$87,826.84	\$92,789.05	\$98,031.63
	\$4,462.93	\$4,715.09	\$4,981.49	\$5,262.95	\$5,560.30	\$5,874.46	\$6,206.37	\$6,557.03	\$6,927.50	\$7,318.90	\$7,732.42	\$8,169.30
	\$25.75	\$27.20	\$28.74	\$30.36	\$32.08	\$33.89	\$35.81	\$37.83	\$39.97	\$42.22	\$44.61	\$47.13
R12	\$59,043.94	\$62,379.92	\$65,904.39	\$69,627.98	\$73,561.96	\$77,718.22	\$82,109.29	\$86,748.47	\$91,649.76	\$96,827.97	\$102,298.75	\$108,078.63
	\$4,920.33	\$5,198.33	\$5,492.03	\$5,802.33	\$6,130.16	\$6,476.52	\$6,842.44	\$7,229.04	\$7,637.48	\$8,069.00	\$8,524.90	\$9,006.55
	\$28.39	\$29.99	\$31.68	\$33.47	\$35.37	\$37.36	\$39.48	\$41.71	\$44.06	\$46.55	\$49.18	\$51.96
R13	\$65,095.39	\$68,773.28	\$72,658.97	\$76,764.21	\$81,101.38	\$85,683.61	\$90,524.74	\$95,639.38	\$101,043.01	\$106,751.94	\$112,783.42	\$119,155.69
	\$5,424.62	\$5,731.11	\$6,054.91	\$6,397.02	\$6,758.45	\$7,140.30	\$7,543.73	\$7,969.95	\$8,420.25	\$8,895.99	\$9,398.62	\$9,929.64
	\$31.30	\$33.06	\$34.93	\$36.91	\$38.99	\$41.19	\$43.52	\$45.98	\$48.58	\$51.32	\$54.22	\$57.29

