



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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TO: Board of Supervisors
FROM: HR Committee
DATE: December 4, 2014
SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, November 14th, 2014, at 8:00a.m. All members were present.

*** Items Requiring Action***

1. The Committee recommends adoption of the attached resolution to designate Frederick County a HIPPA Hybrid Entity (See attachments).
2. The Committee recommends adoption of the recommended salary ranges with an effective date of January 2015. (See attachments).
3. The Committee recommends approval of the Employee of the Month award for November. (See attachment).

Items Not Requiring Action

1. Presentation by the Director of Finance, Cheryl Shiffler.
At the request of the Committee, Ms. Shiffler presented an overview of the objectives and responsibilities of the Finance Department. The presentation also provided the Committee an understanding of her department's role, authority, projects, and topics of importance within her department; presentation attached.

There being no further business, the meeting was adjourned.

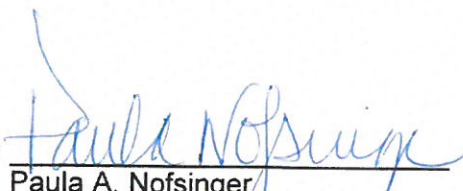
The next HR Committee meeting is scheduled for Friday, December 12th, 2014.

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

Roderick B. Williams
County Attorney

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MEMORANDUM

TO: Human Resources Committee

FROM: Roderick B. Williams
County Attorney

DATE: October 21, 2014

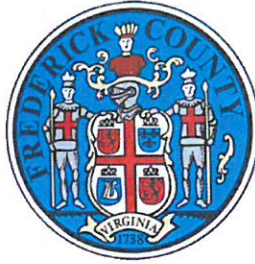
RE: HIPAA Hybrid Entity Designation

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
December 10, 2014

**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, Public Safety Communications 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 Public Safety Communications Department; (iv) the County Social Services Department, and (v) 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 Public Safety Communications 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 Treasurer's Office; (iv) the County Attorney's Office; and (v) 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 10th day of December, 2014.

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.

2015 Recommended Salary Ranges

Salary Grade	Minimum	Maximum
13	\$96,200	\$153,800
12	\$85,600	\$137,000
11	\$76,800	\$122,800
10	\$65,800	\$105,400
9	\$56,900	\$91,100
8	\$50,100	\$80,100
7	\$45,200	\$72,400
6	\$40,400	\$64,600
5	\$36,800	\$58,800
4	\$32,300	\$51,700
3	\$29,500	\$47,100
2	\$25,800	\$41,400
1	\$22,200	\$35,600

Current Salary Ranges

Salary Grade	Minimum	Maximum
13	\$65,095.39	\$119,155.69
12	\$59,043.94	\$108,078.63
11	\$53,555.21	\$98,031.63
10	\$48,563.58	\$88,894.56
9	\$44,077.55	\$80,682.99
8	\$39,957.36	\$73,141.07
7	\$36,240.68	\$66,337.76
6	\$32,886.18	\$60,197.44
5	\$29,820.96	\$54,586.60
4	\$27,052.28	\$49,518.61
3	\$24,535.20	\$44,911.14
2	\$22,238.10	\$40,706.35
1	\$20,160.99	\$36,904.25

Current Salary Position Grading and Ranges



County of Frederick, Virginia
Salary Administration Program

Update: July 2014

Job Title	Range	E/NE
CUSTODIAN	1	N
LABORER I	1	N
OFFICE ASST I	1	N
CUSTOMER SERVICE REP I	2	N
FACILITY AIDE	2	N
LABORER II	2	N
OFFICE ASST II	2	N
PROPERTY CLERK	2	N
ACCOUNT CLERK I	3	N
ANIMAL CARETAKER I	3	N
CUSTOMER SERVICE REP II	3	N
FLIGHT LINE TECH DAY	3	N
FOOD SERVICES SUPERVISOR	3	N
LABORER III	3	N
LANDFILL TECHNICIAN I	3	N
OFFICE ASST III	3	N
PARK CARETAKER	3	N
RECORDS CLERK	3	N
ACCOUNT CLERK II	4	N
ANIMAL CARETAKER II	4	N
CASHIER I	4	N
CONVENIENCE SITE ASST SUPV	4	N
DATA COLLECTOR I	4	N
FLIGHT LINE TECH NIGHT	4	N
HEAD CUSTODIAN	4	N
LANDFILL SPOTTER	4	N
LEGAL SECRETARY I	4	N
MOTOR EQUIP OPERATOR I	4	N
PARK TECHNICIAN	4	N
RECREATION TECHNICIAN	4	N
SCANNING TECHNICIAN	4	N
SECRETARY I	4	N
SR FACILITY AIDE	4	N
TAX EXAMINER I	4	N
ACCOUNT CLERK III	5	N
BOOKING TECHNICIAN	5	N
CASHIER II	5	N
COMMUNICATION OFFICER I	5/B	N
DATA COLLECTOR II	5	N
JUVENILE PROBATION OFFC	5	N
LANDFILL TECHNICIAN II	5	N



County of Frederick, Virginia
Salary Administration Program

Update: July 2014

Job Title	Range	E/NE
LEGAL SECRETARY II	5	N
MAINTENANCE TECHNICIAN	5	N
MOTOR EQUIP OPERATOR II	5	N
PC TECHNICIAN	5	N
PERMIT TECHNICIAN I	5	N
SECRETARY II	5	N
TAX EXAMINER II	5	N
ZONING INSPECTOR	5	N
ACCOUNT CLERK IV	6	N
ASAP CASE MANAGER	6	N
ASSISTANT ANIMAL SHELTER MANAGER	6	N
ASSISTANT REGISTRAR	6	N
CASHIER III	6	N
CC CASE MANAGER	6	N
CHA	6	N
COMMUNICATION OFFICER II	6	N
CONVENIENCE SITE SUPV	6	N
CORRECTIONAL OFFICER I	6/B	N
DATA COLLECTOR III	6	N
DEPUTY I	6/B	N
ENVIRONMENTAL INSPECTOR I	6	N
EXTENSION TECHNICIAN	6	N
FIREFIGHTER/EMT	6/B	N
INSPECTOR I	6	N
INTELLIGENCE ANALYST	6	N
LANDFILL TECHNICIAN III	6	N
LEGAL SECRETARY III	6	N
MORTGAGE SPECIALIST	6	N
MOTOR EQUIP OPERATOR III	6	N
PERMIT TECHNICIAN II	6	N
PLANNING TECHNICIAN	6	N
PROGRAM COORDINATOR	6	N
PTS CASE MGR/INVESTIGATOR	6	N
REGISTRATION SPECIALIST	6	N
SCALE OPERATOR	6	N
SECRETARY III	6	N
SOLID WASTE COORDINATOR	6	N
TAX EXAMINER III	6	N
VW ASST PROGRAM COORDINATOR	6	N
ACCOUNTING TECHNICIAN	7	N
ADMINISTRATIVE ASSISTANT	7	N
ANIMAL SHELTER MANAGER	7	N
ASSESSOR I	7	N



County of Frederick, Virginia Salary Administration Program

Job Title	Range	E/NE
COMMUNICATION OFFICER III	7	N
CORRECTIONAL OFFICER II	7	N
CORRECTIONAL SYSTEM TECH.	7	N
CRIME ANALYST	7	N
DEPUTY II	7	N
EMS BILLING MANAGER	7	N
ENVIRONMENTAL INSPECTOR II	7	N
F&R TECHNICIAN	7	N
HR ADMINISTRATOR	7	N
HR GENERALIST	7	N
INSPECTOR II	7	N
LIDS TECH/ RECORDS SUPERVISOR	7	N
LPN	7	N
MAINTENANCE SPECIALIST	7	N
PLANNER I	7	N
SR ASAP CASE MANAGER	7	N
SR CASHIER	7	N
SR LEGAL SECRETARY	7	N
SR PROBATION CASE OFFC	7	N
VW PROGRAM COORDINATOR	7	E
WEBMASTER	7	N
ASSESSOR II	8	N
AUDITOR I	8	E
BASICREC MANAGER	8	E
BENEFITS ADMINISTRATOR	8	N
CC PROGRAM CHIEF	8	E
COLLECTIONS ASSISTANT	8	N
COMMUNICATION SHIFT SUPV	8	N
CORRECTIONAL OFFICER III	8	N
DEPUTY CLK OPS & PROBATE	8	N
DEPUTY III	8	N
DESIGN REVIEW SPECIALIST	8	N
ENVIRONMENTAL TECHNICIAN	8	N
EVIDENCE CLERK	8	N
F&R SPECIALIST	8	N
FACILITIES MANAGER	8	E
GIS TECHNICIAN	8	N
INMATE PROGRAM SPECIALIST	8	N
INSPECTOR III	8	N
LANDFILL TECHNICIAN IV	8	N
OPERATIONS SUPERVISOR AIRPORT	8	E
OPERATIONS SUPERVISOR COMMUNICATIONS	8	N
PARK & STEWARDSHIP PLANNER	8	E
PARK MANAGER	8	E



County of Frederick, Virginia
Salary Administration Program

Update: July 2014

Job Title	Range	E/NE
PERMIT MANAGER	8	N
PERSONAL PROPERTY SUPV	8	E
PROGRAM SUPERVISOR	8	E
PUBLIC INFORMATION OFFICER - DEPT	8	E
RESOURCE MGMT SPECIALIST	8	N
RISK MGR BUDGET ANALYST	8	N
SANITARY DISTRICT MGR	8	E
VOLUNTEER COORDINATOR	8	E
ACCOUNTING SUPERVISOR	9	N
ASSESSOR III	9	N
ASSISTANT NURSING DIRECTOR	9	N
AUDITOR II	9	E
COMMUNICATION OPERATIONS SUPV	9	E
CORRECTIONAL SYSTEMS OFFC	9	N
EMERGENCY MGMT SPECIALIST	9	N
EXISTING INDUSTRY COORD	9	E
F&R LIEUTENANT	9	N
GAS PLANT OPERATOR	9	N
HEAVY EQUIPMENT MECHANIC	9	N
INMATE PROGRAMS COORDINATOR	9	E
INVESTIGATOR	9	N
MARKETING MANAGER	9	E
MENTAL HEALTH CONSULTANT	9	E
NETWORK SUPPORT TECHNICIAN	9	E
PLANNER II	9	N
PROGRAM ADMINISTRATOR	9	N
PTS PROGRAM COORDINATOR	9	E
RN	9	N
SERGEANT	9	N
SR DESIGN REVIEW SPECIALIST	9	N
SR INSPECTOR	9	N
BUSINESS MANAGER	10	E
ENGINEER - PUBLIC WORKS	10	E
F&R CAPTAIN	10	N
FOOD SERVICES MANAGER	10	E
GIS ANALYST	10	E
GIS ANALYST/PROGRAMMER	10	E
LIEUTENANT	10	N
MAINTENANCE SUPERVISOR	10	E
MENTAL HEALTH DIRECTOR	10	E
NETWORK ANALYST/ENGINEER	10	E
NURSING DIRECTOR	10	E
PARKS SUPERINTENDENT	10	E



County of Frederick, Virginia
Salary Administration Program

Job Title	Range	E/NE
PROJECT MANAGER	10	N
RECREATION SUPERINTENDENT	10	E
SOLID WASTE MANAGER	10	E
SR ACCOUNTING TECHNICIAN	10	N
SR COLLECTOR	10	E
SYSTEMS ANALYST	10	E
BUS.DIV./CHIEF ADMIN.	11	E
CAPTAIN	11	E
DEPUTY COUNTY ADMIN	11	E
DEPUTY TREASURER	11	E
DEPUTY TREASURER OPS	11	E
ENVIRONMENTAL MANAGER	11	E
MIS PROGRAMMER	11	E
NETWORK OPERATIONS SUPERVISOR	11	E
SR PLANNER	11	E
ZONING ADMINISTRATOR	11	E
ASSISTANT COMMONWEALTH ATTORNEY	12	E
ASSISTANT DIRECTOR	12	E
ASSISTANT SUPERINTENDENT	12	E
BLDG OFFICIAL CODE ADMIN	12	E
CSA COORDINATOR	12	E
DEPUTY CHIEF	12	E
GIS MANAGER	12	E
LANDFILL MANAGER	12	E
MAJOR/CHIEF DEPUTY	12	E
PUBLIC INFORMATION OFFICER - COUNTY	12	E
REAL EST ASSESS CHIEF ADMIN	12	E

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	\$3,810.55	\$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

Proposed Salary Position Grading and Ranges

Recommended Position Grading- DRAFT

Title	Department	Grade
ANIMAL CARETAKER I	PUBLIC WORKS/ANIMAL SHELTER	1
CUSTODIAN	MAINTENANCE	1
LABORER	PUBLIC WORKS/LANDFILL	1
LANDFILL SPOTTER	PUBLIC WORKS/LANDFILL	1
SCALE OPER/CONVEN SITE ASST	PUBLIC WORKS/LANDFILL	1
ANIMAL CARETAKER II	PUBLIC WORKS/ANIMAL SHELTER	2
BOOKING TECHNICIAN	NRADC	2
CONVENIENCE SITE SUPV	PUBLIC WORKS/LANDFILL	2
CUSTOMER SERVICE REP	WINCHESTER REGIONAL AIRPORT	2
FOOD SERVICES SUPERVISOR	NRADC	2
HEAD CUSTODIAN	MAINTENANCE	2
LANDFILL TECHNICIAN	PUBLIC WORKS/LANDFILL	2
PARK CARETAKER	PARKS & RECREATION	2
ACCOUNT CLERK	FREDERICK COUNTY	3
CASHIER	FREDERICK COUNTY	3
COMMUNICATION OFFC I	PUBLIC SAFETY COMMUNICATIONS	3
DATA COLLECTOR	COMMISSIONER OF THE REVENUE	3
FLIGHT LINE TECH DAY	WINCHESTER REGIONAL AIRPORT	3
SENIOR LANDFILL TECHNICIAN	PUBLIC WORKS/LANDFILL	3
PARK TECHNICIAN	PARKS & RECREATION	3
PERMIT TECHNICIAN	PUBLIC WORKS/INSPECTIONS	3
RECORDS CLERK	FREDERICK COUNTY	3
SECRETARY	FREDERICK COUNTY	3
SENIOR ACCOUNT CLERK	FREDERICK COUNTY	4
ACCOUNTING TECHNICIAN	FINANCE	4
ASSISTANT REGISTRAR	REGISTRAR'S OFFICE	4
ASST ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	4
BASICREC MANAGER	PARKS & RECREATION	4
SENIOR CASHIER	CLERK'S OFFICE/TREASURER'S OFFICE	4
CC CASE MANAGER	NRADC/DCS	4
CHA	NRADC	4
COLLECTIONS ASSISTANT	TREASURER'S OFFICE	4
EMS BILLING MANAGER	FIRE & RESCUE	4
ENVIRONMENTAL INSPECTOR	PUBLIC WORKS/ADMINISTRATION	4
ENVIRONMENTAL TECHNICIAN	PUBLIC WORKS/LANDFILL	4
EVIDENCE CLERK	SHERIFF'S OFFICE	4
FACILITIES MANAGER	PARKS & RECREATION	4
FLIGHT LINE TECH NIGHT	WINCHESTER REGIONAL AIRPORT	4
INTENSIVE SUPERVISION OFFICER	JUVENILE PROBATION OFFICE	4
JUVENILE PROBATION OFFC	JUVENILE PROBATION OFFICE	4
LEGAL SECRETARY	COMMONWEALTH ATTY'S OFFICE	4
MAINTENANCE TECHNICIAN	WINCHESTER REGIONAL AIRPORT	4
MORTGAGE SPECIALIST	TREASURER'S OFFICE	4
MOTOR EQUIP OPERATOR	PUBLIC WORKS/SHAWNEELAND	4
PARK & STEWARDSHIP PLANNER	PARKS & RECREATION	4
PC TECHNICIAN	INFORMATION TECHNOLOGY	4

Recommended Position Grading- DRAFT

PROPERTY CLERK	NRADC	4
PTS CASE MGR/INVESTIGATOR	NRADC	4
RECREATION TECHNICIAN	PARKS & RECREATION	4
REGISTRATION SPECIALIST	PARKS & RECREATION	4
SCANNING TECHNICIAN	CLERK'S OFFICE	4
SENIOR SECRETARY	FREDERICK COUNTY	4
SENIOR ACCOUNTING TECHNICIAN	FINANCE	4
SENIOR PROBATION CASE OFFC	NRADC/DCS	4
ANIMAL SHELTER MANAGER	PUBLIC WORKS/ANIMAL SHELTER	5
ASAP CASE MANAGER	NRADC/DCS	5
BUSINESS MANAGER	NRADC	5
COMMUNICATION OFFC III	PUBLIC SAFETY COMMUNICATION	5
CORRECTIONAL OFFICER I	NRADC	5
CORRECTIONAL SYSTEM TECH.	NRADC	5
COURT SERVICES DIRECTOR	NRADC/DCS	5
DEPUTY I	SHERIFF'S OFFICE	5
EXISTING BUSINESS COORD	EDA	5
EXTENSION TECHNICIAN	VIRGINIA COOP EXTENSION	5
FIREFIGHTER/EMT	FIRE & RESCUE	5
INMATE PROGRAM SPECIALIST	NRADC	5
LPN	NRADC	5
MAINTENANCE SPECIALIST	PARKS & RECREATION	5
SENIOR MOTOR EQUIP OPERATOR	PUBLIC WORKS/SHAWNEELAND	5
NETWORK SUPPORT TECHNICIAN	INFORMATION TECHNOLOGY	5
PERSONAL PROPERTY SUPV	COMMISSIONER OF THE REVENUE	5
REGISTRAR	REGISTRAR'S OFFICE	5
RESOURCE MGMT SPECIALIST	FIRE & RESCUE	5
SENIOR RECORDS CLERK	FREDERICK COUNTY	5
SENIOR LEGAL SECRETARY	COMMONWEALTH ATTY'S OFFICE	5
VOLUNTEER COORDINATOR	FIRE & RESCUE	5
VW PROGRAM COORDINATOR	VICTIM/WITNESS PROGRAM	5
WEBMASTER	INFORMATION TECHNOLOGY	5
ZONING INSPECTOR	PLANNING & DEVELOPMENT	5
ADMINISTRATIVE ASSISTANT	FREDERICK COUNTY	6
BENEFITS ADMINISTRATOR	HUMAN RESOURCES	6
COMMUNICATION SHIFT SUPV	PUBLIC SAFETY COMMUNICATION	6
CORRECTIONAL OFFICER II	NRADC	6
CRIME ANALYST	SHERIFF'S OFFICE	6
DEPUTY II	SHERIFF'S OFFICE	6
F&R TECHNICIAN	FIRE & RESCUE	6
FOOD SERVICES MANAGER	NRADC	6
GIS TECHNICIAN	INFORMATION TECHNOLOGY	6
HEAVY EQUIPMENT MECHANIC	PUBLIC WORKS/LANDFILL	6
HR GENERALIST	HUMAN RESOURCES	6
INMATE PROGRAMS COORD	NRADC	6
INSPECTOR	PUBLIC WORKS/INSPECTIONS	6
OPERATIONS SUPERVISOR	WINCHESTER REGIONAL AIRPORT	6
SR DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	6

Recommended Position Grading- DRAFT

ASSESSOR I	COMMISSIONER OF THE REVENUE	7
CORRECTIONAL OFFICER III	NRADC	7
CORRECTIONAL SYSTEMS OFFC	NRADC	7
DEPUTY III	SHERIFF'S OFFICE	7
F&R SPECIALIST	FIRE & RESCUE	7
GAS PLANT OPERATOR	PUBLIC WORKS/LANDFILL	7
LIDS TECH/RECORDS SUPV	NRADC	7
MARKETING MANAGER	EDA	7
MENTAL HEALTH CONSULTANT	NRADC	7
PERMIT MANAGER	PUBLIC WORKS/INSPECTIONS	7
PROGRAM SUPERVISOR	PARKS & RECREATION	7
PUBLIC INFORMATION OFFICER	PARKS & RECREATION	7
SANITARY DISTRICT MANAGER	PUBLIC WORKS/SHAWNEELAND	7
SOLID WASTE COORDINATOR	PUBLIC WORKS/LANDFILL	7
SR ASAP CASE MANAGER	NRADC/DCS	7
SENIOR INSPECTOR	PUBLIC WORKS/INSPECTIONS	7
ASSESSOR II	COMMISSIONER OF THE REVENUE	8
AUDITOR	COMMISSIONER OF THE REVENUE	8
BUSINESS DIVISION/CHIEF ADMIN	COMMISSIONER OF THE REVENUE	8
CHIEF CC	NRADC/DCS	8
CSA COORDINATOR	COMPREHENSIVE SERVICES	8
DESIGN REVIEW SPECIALIST	PUBLIC WORKS/INSPECTIONS	8
ENVIRONMENTAL MANAGER	PUBLIC WORKS/LANDFILL	8
F&R LIEUTENANT	FIRE & RESCUE	8
INVESTIGATOR	SHERIFF'S OFFICE	8
MAINTENANCE SUPERVISOR	MAINTENANCE	8
PARK MANAGER	PARKS & RECREATION	8
PLANNER	PLANNING & DEVELOPMENT	8
PROJECT MANAGER	PUBLIC WORKS/ADMINISTRATION	8
RISK MGR BUDGET ANALYST	FINANCE	8
SERGEANT	SHERIFF'S OFFICE	8
SOLID WASTE MANAGER	PUBLIC WORKS/LANDFILL	8
SR COLLECTOR	TREASURER'S OFFICE	8
SYSTEMS ANALYST	INFORMATION TECHNOLOGY	8
ZONING ADMINISTRATOR	PLANNING & DEVELOPMENT	8
ACCOUNTING SUPERVISOR	FINANCE	9
ASSESSOR III	COMMISSIONER OF THE REVENUE	9
F&R CAPTAIN	FIRE & RESCUE	9
GIS ANALYST	COMMISSIONER OF THE REVENUE	9
GIS ANALYST/PROGRAMMER	INFORMATION TECHNOLOGY	9
LIEUTENANT	NRADC	9
MENTAL HEALTH DIRECTOR	NRADC	9
NURSING DIRECTOR	NRADC	9
PARKS SUPERINTENDENT	PARKS & RECREATION	9
RECREATION SUPERINTENDENT	PARKS & RECREATION	9
SENIOR PLANNER	PLANNING & DEVELOPMENT	9
ASSISTANT DIRECTOR	PUBLIC WORKS/ADMINISTRATION	10
ASST COMMONWEALTH ATTY	COMMONWEALTH ATTY'S OFFICE	10

Recommended Position Grading- DRAFT

CAPTAIN	SHERIFF'S OFFICE	10
DEPUTY CHIEF	FIRE & RESCUE	10
DEPUTY CLK OPS & PROBATE	CLERK'S OFFICE	10
GIS MANAGER	INFORMATION TECHNOLOGY	10
LANDFILL MANAGER	PUBLIC WORKS/LANDFILL	10
NETWORK OPERATIONS SUPV	INFORMATION TECHNOLOGY	10
MAJOR/CHIEF DEPUTY	SHERIFF'S OFFICE	11
MIS PROGRAMMER/ASSIST DIRECTOR	MIS	11
REAL EST ASSESS CHIEF ADMIN	COMMISSIONER OF THE REVENUE	11
ASSISTANT PLANNING DIRECTOR	PLANNING & DEVELOPMENT	12
ASST TRANSPORTATION DIR	PLANNING & DEVELOPMENT	12
BLDG OFFICIAL CODE ADMIN	PUBLIC WORKS/INSPECTIONS	12
DEPUTY TREASURER	TREASURER'S OFFICE	12
DEPUTY TREASURER OPS	TREASURER'S OFFICE	12
DEPUTY COUNTY ADMINISTRATOR	COUNTY ADMINISTRATION	12

2015 Recommended Salary Ranges

Salary Grade	6-13 Years			13-19 Years		19 & Over Years	
	Minimum	Progress Point		Midpoint	Advance Point	Maximum	
13	\$96,200	\$110,600		\$125,000	\$139,400	\$153,800	
12	\$85,600	\$98,500		\$111,300	\$124,100	\$137,000	
11	\$76,800	\$88,300		\$99,800	\$111,300	\$122,800	
10	\$65,800	\$75,700		\$85,600	\$95,500	\$105,400	
9	\$56,900	\$65,500		\$74,000	\$82,500	\$91,100	
8	\$50,100	\$57,600		\$65,100	\$72,600	\$80,100	
7	\$45,200	\$52,000		\$58,800	\$65,600	\$72,400	
6	\$40,400	\$46,400		\$52,500	\$58,600	\$64,600	
5	\$36,800	\$42,300		\$47,800	\$53,300	\$58,800	
4	\$32,300	\$37,200		\$42,000	\$46,800	\$51,700	
3	\$29,500	\$33,900		\$38,300	\$42,700	\$47,100	
2	\$25,800	\$29,700		\$33,600	\$37,500	\$41,400	
1	\$22,200	\$25,600		\$28,900	\$32,200	\$35,600	



County of Frederick Employee of the Month Nomination Form

November

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the county as a whole. Outstanding service includes job performance that clearly exceeds requirements.

The Board of Supervisors must discount generalities not supported by specific examples of activities which support the nomination. Remember, there is no way to know whether specifics are missing by accident or because they do not exist. If you believe an employee has made an outstanding contribution, give specific examples of what they have done.

Nominations are not judged on how well you write. However, they are judged on the facts presented.

Employee Name : Andrew Keefauver

Department: Parks & Recreation

Nomination Submitted By: Chris Konyar

Department: Parks & Recreation

Nominator's Signature: Chris Konyar

Digitally signed by Chris Konyar
DN: cn=Chris Konyar, o=Frederick County Parks and Recreation, ou=Superintendent of Recreation,
email=ckonyar@frederickva.gov, c=US
Date: 2014.11.13 16:56:46 -0500

Date: 11/13/2014

Reason for Nomination (please be specific, precise, and definite):

Andrew Keefauver successfully launched the Battlefield Half Marathon Event for the Parks and Recreation Department on Saturday, November 8, 2014. The event was hugely successful for a first year event attracting nearly 1000 runners and bringing together several community agencies to collectively make the event happen. Some of the agencies that Andrew organized to solidify a professional, well organized effort were Frederick County Sheriff Dept., Winchester Police, Stephens City Fire and Rescue, Winchester Area Temporary Thermal Shelters (WATTS), Creekside Properties, Kernstown Battlefield Association, VDOT, VA State Police, Local Military Unit, Kernstown Commons, and Racine Multisports. In addition to the race Andrew also organized a Health and Wellness Expo on the night prior to the race to allow participants to meet with local vendors to promote healthy lifestyles and increase health and wellness awareness in our community. This event brought the complete staff of the Parks and Recreation Department together to function as a team in order to effectively make this event a huge success not only this year but in future years as well.

It is my recommendation that Andrew be selected as the Employee of the Month for the month of November for his efforts to launch this signature event.

HR Section: Received: 11/13/14

Emailed to HR Committee: _____

Employee of the Month Resolution

for:

Andrew Keefauver

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,

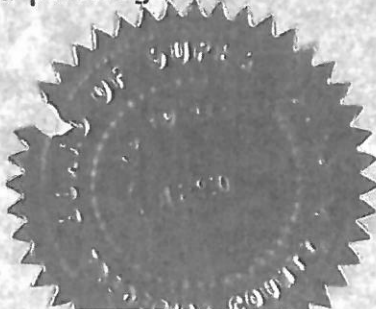
WHEREAS, Andrew Keefauver who serves in Parks and Recreation was nominated for Employee of the Month; and,

WHEREAS, Andrew Keefauver successfully managed to create and staff a hugely successful event, the Battlefield Half Marathon, for the Parks and Recreation Department. This event attracted over one thousand runners and brought together several community agencies. In addition, Andrew also organized a Health and Wellness Expo on the night prior to the race. Andrew has shown that he is very team-oriented and he deeply cares for the wellness and satisfaction of his community. This event even brought the complete staff of the Parks & Recreation Department together in order to effectively make this event a huge success for the future; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 10th day of December 2014, that Andrew Keefauver is hereby recognized as the Frederick County Employee of the Month for November 2014; and,

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

BE IT FURTHER RESOLVED, that Andrew Keefauver 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

November 2014

Andrew R. Keefauver

Hardworking

Excellence

Professional

Richard C. Shickle
Chairman, Board of Supervisors

Finance Department

Frederick County

11/14/2014

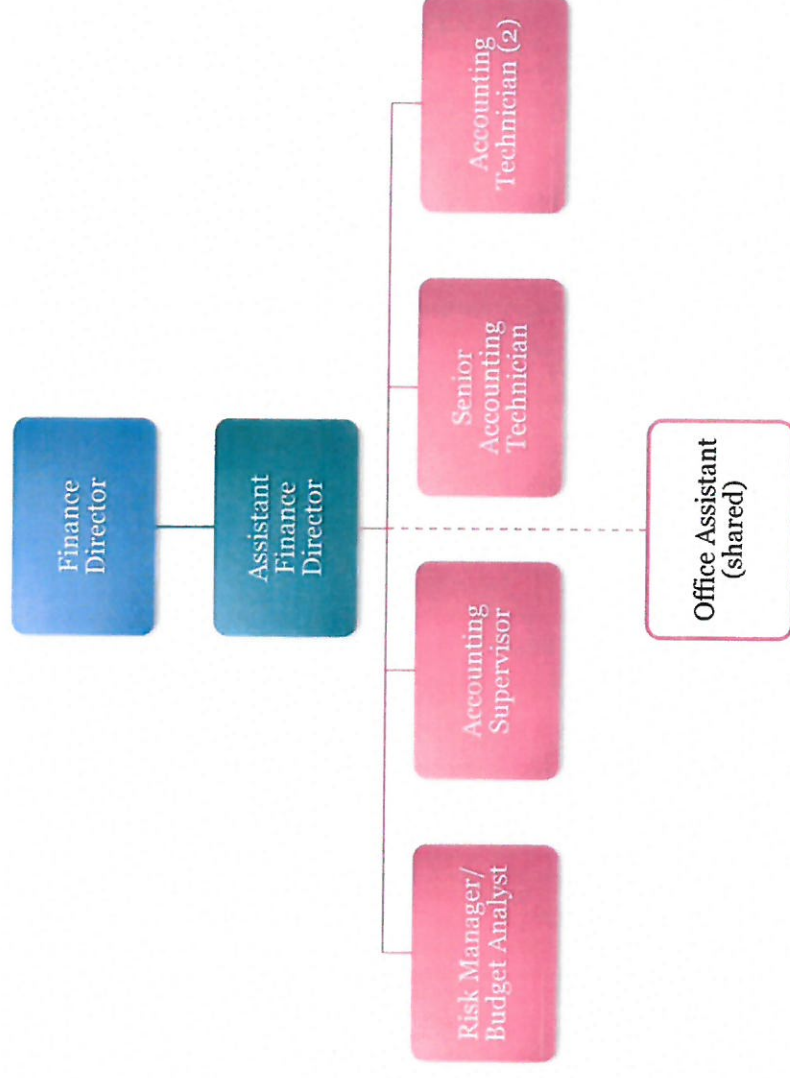



Agenda

- Organization
 - Functions
-

Finance Department

- Current staff of 7
 - 1990 staff of 8
- Share an office assistant with the County Administrator and the County Attorney
- 6 of the 7 current staff have 24+ years of service
 - Newest staff member has 14 years of service





What does the Finance Department do?



Finance Functions

- Fiscal Agent
- Budget
- Accounts Payable & Purchasing Card
- Purchasing
- Policy Compliance
- Payroll
- Employee Benefits
- Risk Management
- Financial Reporting
- Finance Committee
- Transparency & Websites



Fiscal Agent

- Serving as the financial agent, performing financial duties, providing accountability and acting as trustee for the following:
 - Northwestern Regional Adult Detention Center
 - Winchester Regional Airport
 - Frederick County Landfill
 - Shawneeland
 - Lake Holiday Sanitary District
 - Division of Court Services
 - Economic Development Authority

Budget

	2004	2014
Timeline	Oct – Apr	Year Round
General Fund	\$85 million	\$142 million

- Budgetary Compliance
- GFOA Distinguished Budget Presentation Award – 2014 was 28th consecutive year
- Citizens' Budget Guide



*Distinguished
Budget
PRESENTATION
Award*

www.fcva.us/budget



Accounts Payable

- Issuing payments to County suppliers of goods and services and staff expense reimbursements
- 3 payment types

FY 2014	#	\$
Purchasing Card (P-Card)	12,632	\$7.6 million
ACH – electronic deposit (Staff Reimbursements 493 included in ACH total)	1,076	\$8.3 million
Check	2,304	\$31.9 million

- Issue 1099s – 117 issued for 2013

Pcard Benefits

County Benefits

- Rebate (\$117K in 2013)
- Increased efficiency
 - Traditional P2P = \$84 vs. Pcard P2P = \$21
 - Reduction in procurement cycle
- Electronic notification of purchases
- Able to purchase from any merchant (online & store)
- Staff reimbursement eliminated
- No 1099 reporting
- Protection → chargeback rights, dispute process

Merchant Benefits

- Instant, guaranteed payments
 - Improved cash flow
- Eliminate receivables
 - invoicing, handling, mailing, deposits & collections
- Customer satisfaction
- Increased sales

Merchant Drawback

- Cost to process credit card

Purchasing

- No centralized purchasing department
- Finance Department assists the County in purchasing goods/services in conformance with
 - Code of Virginia, Volume 1, Title 2.2
 - Virginia Public Procurement Act, Chapter 43
 - Board of Supervisors Policies & Regulations
- Issue Purchase Orders – FY14 – 142 POs, totaling \$4.4 million
- Oversee, advertise, and receive formal bids/proposals – FY14 – 8
- Publish “Selling To Us” webpage
 - Vendor Guide for Selling to Frederick County
 - P-card Info for Vendors Brochure

www.fcva.us/purchasing



Policy Compliance

- Federal
 - Payroll withholdings
 - IRS – taxation
 - Grants
- State
 - Procurement
 - Budgeting
 - Grants
- Local
 - Board of Supervisors Policies, i.e. travel, purchasing, etc.
- Other
 - GASB
 - GAAP



Payroll

- Processed semi-monthly
- 625 full-time employees
- 289 part-time (July), 168 part-time (December)
- 1,176 w-2s issued for 2013
- Garnishments – 33 active currently
 - Court ordered – child support, taxes, financial judgments, bankruptcies, etc.
- Fringe benefits withholdings – uniforms, vehicles
- Federal & State tax withholdings & reconciliation
- Withholdings and reconciliation of employee benefits



Employee Benefits

- Retirement plans (VRS)
 - 3 different plans
 - Includes Department of Social Service employees
- Life insurance
 - Optional – 3 plans (Allstate, Minnesota/VRS, Colonial)
 - County provided – 1 plan (Minnesota/VRS)
- Workers Compensation
 - Charge out per employee – paid by County
 - County pays employee difference to make whole
 - Audit



Employee Benefits continued

- Health Insurance
 - Anthem
 - 2 plans with 4 tiers each
- Dental Insurance
 - Guardian
 - 1 plan with 4 tiers

Employee Benefits continued

- Cafeteria plan & other pre-taxed withholdings
 - Process deductions through payroll & reconcile
 - Medical savings accounts – flex cards (WageWorks)
 - Dependent care (WageWorks)
 - Accident, Cancer & Critical Illness Insurance (Allstate)
 - Disability (Colonial)
 - Deferred compensation (ICMA)
- Unemployment



Risk Management

- **Claims processing and payment requests**
 - Automobile insurance
 - Property insurance
 - General liability insurance
 - Public officials insurance
 - Worker's Compensation
 - Coordinate with Anthem to eliminate duplicate payments
- **Health Insurance**
 - Annual renewal - \$8 million
 - Self-insured – pay claims & administrative fee
 - Administered by Anthem
 - Reinsurance - \$200,000
 - Process employee applications and changes
 - Benefits & costs are driven by budget
 - Includes Social Services and Frederick County Sanitation Authority
- **Dental Insurance**
 - Annual renewal
 - Administered by Guardian

Financial Reporting



- 4 Auditors
 - State (state offices, i.e. Treasurer, Clerk, etc.)
 - Internal (internal controls)
 - External (financial & compliance reporting)
 - Workers Compensation
- Comprehensive Annual Financial Report (CAFR)
 - 140 pages – available online & in print
 - GFOA Certificate of Achievement for Excellence in Financial Reporting – 2013 – 28th consecutive year

Financial Reporting continued



AWARD for OUTSTANDING
ACHIEVEMENT
Popular Annual
Financial Reporting

- Popular Annual Financial Report (PAFR)
 - 12 pages – available online
 - GFOA Award for Outstanding Achievement – 2013 – 7th consecutive year
 - Only 1 of 3 localities in the State that receives award
- Quarterly Financial Newsletter – available online
- Monthly Board & Finance Committee reporting
 - Financials with detailed footnotes
 - Fund balance report
 - Transfer report
 - Revenue reports
- Monthly expenditure reports to each department

www.fcva.us/financials



Finance Committee

- Coordinate correspondences
- Prepare Agenda
- Issue Report & Recommendations
- Make entries to reflect Board action

The Internet & Transparency

- Budget information - www.fcva.us/budget
- Detailed budget information by department - <http://www.fcva.us/departments/f-n/finance/budget/budget-transparency>
- Financial reporting - www.fcva.us/financials
- Purchasing - www.fcva.us/purchasing
- e-Notifications - www.fcva.us/enotification
- Finance Committee agendas & reports - www.fcva.us/fincomm
- Unclaimed Property - <https://www.fcva.us/departments/f-n/finance/unclaimed-property>



Intranet

- Available only to County staff & agencies
- Used to communication tool
 - Policies & Procedures
 - Guidelines
 - Publications
 - Forms
 - Instructions
- Fraud, Waste and Abuse reporting

Questions??