



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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TO: Board of Supervisors
FROM: HR Committee
DATE: March 18, 2015
SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, March 13th, 2015, at 8:00a.m. All members were present.

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

1. The Committee recommends approval of the Employee of the Month award for March and April. (See attachment).
2. The Committee recommends approval to create the Research Manager position within the Economic Development Authority.

The EDA Director requested a Research Manager position with his FY2016 budget request. It was determined that this is a newly developed position and therefore, needs approval from the Board of Supervisors to be created and established as a part of the County's list of approved positions. The funding for this position has been included within the budget discussions and is separate from this recommendation.

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

1. The Committee met in closed session pursuant to §2.2-3711(A)(1) of the Code of Virginia, 1950, as amended, for discussion and consideration of a personnel matter involving a specific individual.
2. In the Committee's discussion on the proposed positions that were included in the FY2106 budget cycle, the Committee supports the proposed use of fund balance for the seventeen (17) Public Safety positions as outlined in the Assistant County Administrator's memo dated March 2, 2015; memo attached.
3. Additionally, the Committee discussed their desire to play an active role in subsequent year's budget cycle in regards to proposed positions. It was suggested that at the beginning of next year's budget cycle, Department Heads have the opportunity to present to the Committee their requests for new positions.

4. At the request of the Committee, Ms. Becky Hogan, our Clerk of Courts, presented an overview of the objectives and responsibilities of the Clerk's Office. The presentation also provided the Committee an understanding of her department's role, authority, projects, and topics of importance within her department; handout attached.
5. In the Committee's discussion of the completed Salary Survey study, the Committee will discuss at its next meeting the County's Compensation philosophy and future policy on addressing employees' whose salary has reached the maximum of their salary range.
6. The HR Director was asked to present an outline of a proposed Total Compensation Study project for the Committee's next meeting.

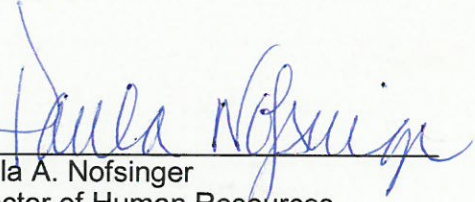
There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, April 10th, 2015.

Respectfully Submitted,

Human Resources Committee

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

By: 
Paula A. Nofsinger
Director of Human Resources



County of Frederick Employee of the Month Nomination Form

MARCH ~~4~~ APRIL

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 : Anthony Riley and Ricky McKee

Department: Maintenance

Nomination Submitted By: Steve Richman/Linda Gibson, DSS

Department: Maintenance

Nominator's Signature: Steve Richman

Date: 01/28/2015

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

The nomination of Tony and Ricky is for their dedication and willingness to go above and beyond the "norm" to accommodate all the requirements of their maintenance position.

Due to the addition of seven new positions within the Department of Social Services, additional office space was required to house the new positions. In order to accommodate the additional employees, offices had to be built, as well as the relocation of existing personnel.

Tony and Ricky removed over 80 filing cabinets from the Department of Social Services area in preparation for a new filing system. The filing cabinets were all removed from the department and taken to the Impound Lot for the annual Sheriff's sale.

Tony and Ricky also moved all of the office furniture and files to relocate 15 people on top of completing their regular daily maintenance duties. Even though this was hard, physical work, throughout the construction and movement of office personnel, Tony and Ricky managed to keep a positive attitude and were courteous and helpful to the Department of Social Services Staff.

HR Section: Received: 2/2/15

Emailed to HR Committee: _____

Employee of the Month Resolution

for:

Anthony Riley

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, Anthony Riley who is employed by the Frederick County Maintenance Department was nominated for Employee of the Month; and,

WHEREAS, Anthony Riley is a Maintenance Specialist who has the dedication and willingness to go above and beyond the "norm" to accommodate all the requirements of his position. In addition to his daily duties, Anthony recently put in much physical labor by removing over 80 filing cabinets and relocating office furniture for the Frederick County Department of Social Services who recently added seven new positions. Anthony maintains a positive attitude as well as courtesy for other employees and his hard work never goes unrecognized; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 25th day of March, 2015, that Anthony Riley is hereby recognized as the Frederick County Employee of the Month for March 2015; and,

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

BE IT FURTHER RESOLVED, that Anthony Riley 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

March 2015

Anthony Riley

Hardworking

Excellence

Professional

Richard C. Shickle
Chairman, Board of Supervisors

Employee of the Month Resolution

for:

Ricky McKee

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, Ricky McKee who is employed by the Frederick County Maintenance Department was nominated for Employee of the Month; and,

WHEREAS, Ricky McKee is a Maintenance Custodian who has the dedication and willingness to go above and beyond the "norm" to accommodate all the requirements of his position. In addition to his daily duties, Ricky recently put in much physical labor by removing over 80 filing cabinets and relocating office furniture for the Frederick County Department of Social Services who recently added seven new positions. Ricky maintains a positive attitude as well as courtesy for other employees and his hard work never goes unrecognized; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 25th day of March, 2015, that Ricky McKee is hereby recognized as the Frederick County Employee of the Month for April 2015; and,

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

BE IT FURTHER RESOLVED, that Ricky McKee 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

April 2015

Ricky McKee

Hardworking

Excellence

Professional

Richard C. Shickle
Chairman, Board of Supervisors

RESEARCH MANAGER

SUMMARY: The director of market intelligence is responsible for collecting, cataloging, maintaining, and presenting a wide range of information from secondary sources that is critical to the work of the RRP.

DUTIES:


- Research and answer information requests from prospect and partners
- Collect and analyze current and future real estate data and trends
- Maintain current knowledge of data sources
- Prepare site studies and requests for information
- Maintain current information on website
- Provide supporting material for prospect visits including Power Point presentations
- Coordinate and supervise Cost of Living Survey
- Prepare custom prospect presentations
- Provide data support to EDA activities
- Generate market intelligence that impacts EDA strategies
- Identify data that supports EDA mission
- Supervise primary research as necessary
- Supervise annual compilation of market performance indicators in support of RRP goals
- Plan long and short term business objectives for the department
- And other duties as assigned.

REQUIRED SKILLS:

- Proficiency in Microsoft Outlook, Word, Excel, and Power Point. Also skilled with databases
- Excellent writing and presentation skills
- Strong organizational skills and ability to prioritize
- Self-motivator with ability to approach job responsibilities from an entrepreneurial perspective and executive responsibilities on time and budget with minimal supervision
- Proficiency on and understanding of capabilities of the Internet
- Understanding of the mission and goals of the EDA
- Ability to understand, analyze and interpret complicated data at a client-appropriate level
- Knowledge of current market conditions that affect business and industry and EDA strategies
- Commitment to continuous improvement in all job responsibilities
- Familiarity with research methods and sources

**COUNTY of FREDERICK****MEMORANDUM**

TO: Board of Supervisors Members

FROM: Kris C. Tierney, Assistant County Administrator 

RE: Proposed Use of Fund Balance for Public Safety Positions

DATE: March 2, 2015

Kris C. Tierney
Assistant County Administrator
540/665-5666
Fax 540/667-0370
E-mail:
ktierney@co.frederick.va.us

In response to discussion at the February 25, 2015 Budget Work Session; below is a scenario for use of \$1.3 million, allotted to General Fund from the additional three million in Fund Balance, to fund Public Safety positions. This amount assumes the established (43%-57%) division between the General Fund and the School system and essentially distributes the funds evenly between the Sheriff and Fire and Rescue.

Position	Base Salary	Fringe	Total Comp	One time	Total/Position
Deputy	\$36,800	\$18,350	\$55,150	\$37,816	\$92,966
				times 7 Court Security	\$650,622
				Reoccurring	\$385,910
				One time	\$264,712
Fire Fighter	\$36,800	\$19,420	\$56,220	\$6,616	\$62,836
				times 6 fire fighters	\$375,216
				Reoccurring	\$337,320
				One time	\$37,869
				times 4 relief staff	\$250,144
				Reoccurring	\$224,880
				One time	\$25,264
				Fire and Rescue total	\$625,360
				Total for all positions	\$1,275,982

Also included below is a detailed listing of all position requests and indicated costs for salary and fringe.

FY 2015-2016 NEW POSITION REQUESTS - GENERAL FUND

<u>Dept Code</u>	<u>Department</u>	<u>New Position Plus Fringes</u>	<u>Amount</u>
1203	Human Resources	HR Administrator FICA VRS Health/Dental Life Worker's Compensation Disability 1 Position Total Cost	29,500 2,257 3,130 10,500 351 30 180 45,948
1210	Reassessment	Assessor I FICA VRS Health/Dental Life Worker's Compensation Disability 1 Position Total Cost	43,000 3,290 4,562 10,500 512 43 265 62,172
3102	Sheriff 1 Deputy position salary + fringes = 55,123	Deputy I - 16 x \$36,800 AFIS Examiner FICA VRS Health/Dental Life Worker's Compensation 17 Positions Total Cost	588,800 60,000 49,633 68,838 178,500 7,721 11,743 965,235
3505	Fire and Rescue 1 Firefighter position salary + fringes = 56,220	Firefighter - 49 x \$34,744 Training Officer Training Officer Secretary I Health & Safety Officer Resource Management Technician FICA VRS Health/Dental Life Worker's Compensation 54 Positions Total Cost	1,702,456 34,744 34,744 27,052 34,744 30,000 142,576 197,743 567,000 22,179 86,598 2,879,836

<u>Dept Code</u>	<u>Department</u>	<u>New Position Plus Fringes</u>	<u>Amount</u>
4203	Refuse Collection	Laborer II FICA VRS Health/Dental Life Worker's Compensation	13,574 2,077 2,880 10,500 323 629
		1 Position Total Cost	29,983
4205	Litter Control	Laborer II Position split with Refuse Collection - all fringes included in Refuse Collection	13,574
		Total Cost	13,574
7104	Recreation Centers	Recreation Technician Program Coordinator FICA VRS Health/Dental Life Worker's Compensation Disability	27,053 34,984 4,746 6,582 21,000 738 1,370 300
		2 Positions Total Cost	96,773
8101	Planning	Planner I FICA VRS Health/Dental Life Worker's Compensation Disability	50,000 3,825 5,305 10,500 595 50 300
		1 Position Total Cost	70,575
8102	EDA - Fund 31	Research Manager FICA VRS Health/Dental Life Worker's Compensation	57,000 4,361 6,048 10,500 678 57
		1 Position Total Cost	78,644
78 Positions Total Cost			4,242,740

FREDERICK COUNTY CIRCUIT COURT

2013 Excess Fees: \$ 219,608.41 Frederick County received \$73,202.83
2014 Excess Fees: \$ 150,499.09 Frederick County received \$50,166.37

Also, our locality was reimbursed for copy paper, toner & copier rental in the amount of \$11,719.46 in 2013 & \$10,397.45 for 2014.

In our office, among various other duties, we recorded:

	<u>2013</u>	<u>2014</u>
Land records	14,502	11,173
Law Cases	826	816
Criminal cases	2283	2347
Marriages	435	578
Wills, guardianships	263	285
Judgments	6,002	5,635
Passports	482	375
Concealed weapons	1,745	1,336
Notary Public qualifications	246	201
Fictitious Name filings	291	293
Financing Statements	48	30

Our Frederick County budget includes all expenses of our office. However, the State reimburses Frederick County for many of our expenses (salaries, the copier rentals, toner & copy paper, postage expense are some examples). When the County receives this reimbursement, it is not credited to our line items. It is my understanding that it is deposited in the general fund.

Our computer equipment has been furnished by the State, or purchased mainly with the technology funds that we have collected.