



## County of Frederick

**Becky A. Merriner**  
Director of Human Resources

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

TO: Human Resources Committee and Board of Supervisors  
FROM: Becky A. Merriner, HR Director *BAM*  
DATE: May 9, 2016  
SUBJECT: HR Committee Agenda

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The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, May 13<sup>th</sup>, at 8:00 a.m. The agenda for the meeting is as follows:

1. Employee of the Month for May & June (See Attached);
2. Employee Compensation & Performance Philosophy (See Attached);
3. Reorganization of the County Administrator's Office (See Attached);
4. Bonus Ordinance.



## County of Frederick Employee of the Month Nomination Form

May

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 : Barbara Hummer

Department: Commissioner of the Revenue

Nomination Submitted By: Lorraine Mossburg

Department: Commissioner of the Revenue

Nominator's Signature: Lorraine Mossburg

Date: 03/31/2016

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

Barbara Hummer has worked in the Real Estate Division of the Commissioner's office for the past 11 years. As secretary to the Chief Deputy and real estate staff, she has typical administrative job duties including answering phones, responding to inquiries regarding assessments and owners etc., processing the mail, and sending out information. However, her major responsibilities include updating the County's real estate property tax records and administering the County's real estate tax relief programs.

On a daily basis, Barbara effectuates property transfers or changes based on, among other documents, deeds, wills, and foreclosure notifications. Each transaction is a complex multi-step process involving several screens and records in various databases. Approximately 4600 transfers were done in 2015, and this was accomplished due to Barbara's incredible work ethic.

In addition, from the beginning of January until April 1, Barbara handles the applications for tax relief submitted by County residents who are either elderly or permanently disabled. Barbara is also in charge of the tax relief programs for 100% service-connected, totally and permanently disabled veterans, and for surviving spouses of armed forces members killed in action. Obviously, these latter two programs are ongoing so applications can be submitted at any time.

For all of the tax relief programs, there are specific qualifications that must be met and detailed documents that must be submitted. Barbara is knowledgeable about the legislation behind the creation of the programs as well as each program's requirements pursuant to the Codes of Virginia and Frederick County.

Currently, there are approximately 822 participants in the tax relief programs. These participants are not your average taxpayers. Assisting seniors and those who are disabled is a labor of love that requires a special person. Barbara is such person. Her joyful outlook, caring nature, unending patience, and cheerful personality make her the perfect fit for this position. Many of the participants intentionally deliver their application in person rather than by mail year after year because they want only Barbara to handle their account. She takes the time to listen to their stories and knows not only them by name but also their family members too.

For all of her hard and very special work, Barbara is being nominated as employee-of-the-month.

HR Section: Received: 4/1/16 Emailed to HR Committee: \_\_\_\_\_





## County of Frederick Employee of the Month Nomination Form

June

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 : Allena Kovak Department: NRADC

Nomination Submitted By: Wendi Robinson Department: NRADC

Nominator's Signature: Wendi Robinson

Digitally signed by Wendi Robinson  
DN: cn=Wendi Robinson, o=NRADC, ou=NRADC, email=wrobinso@fcva.us, c=US  
Date: 2016.04.28 08:43:05 -04'00'

Date: 04/28/2016

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

Since December, 2015 the Medical Department at NRADC has lost 4 employees, including the Director of Nursing. During the past 4 months, Allena Kovak has stepped up and filled in as the Director while also filling a nurses spot. She has completed the director's work, i.e. time sheets, schedules, from home. She has worked several weekends so that other staff could have them off. All of this while having 3 young children at home. Just during the past two weeks, another staff member had to take off several weeks for FMLA. Once again, she has worked to try and keep the morale up and fill spots so that others could take their time off as needed. Last week NRADC had a surprise DOC audit, during which she was the one who took over and answered all questions from the auditor. She has done all of this without any expectations of extra compensation.

I feel that her contribution the Medical Department has been extraordinary and well beyond her requirements as a nurse at NRADC. She has taken the lead to try and help the department when it is clearly going through a stressful time. She should be recognized for her willingness to give up her own time and for working two jobs for the past 4 months without extra monetary compensation. She did this to keep the department afloat.

Thank you for your consideration,  
Wendi Robinson

HR Section: Received: 4/28/16 Emailed to HR Committee: \_\_\_\_\_




## County of Frederick

**Becky A. Merriner**  
Director of Human Resources

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

TO: Human Resources Committee and Board of Supervisors

FROM: Becky A. Merriner, HR Director 

DATE: May 9, 2016

SUBJECT: Employee Compensation & Performance Philosophy

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The attached compensation philosophy is simply a formal statement documenting the county's position about employee compensation and performance to be used as the foundation for compensation decisions. It essentially explains the "who", "when" and "why" behind employee pay and creates a framework for consistency.

This philosophy outlines the role of the Frederick County Board of Supervisors as part of the annual budget process and further explains the County Administrator's role in support of the philosophy. This document provides a guideline for timing of employee increases and the methodology behind them. For example, salary dollars would be distributed using a two-tiered approach in which general increases would be effective July 1<sup>st</sup> and tied to the Cost of Living Index provided by the Bureau of Labor Statistics for the Mid-Atlantic region, which includes our area and merit increases effective January 1<sup>st</sup>.

Please see attached.



## Employee Compensation & Performance Philosophy

Frederick County's (FC's) Employee Compensation & Performance Philosophy is to attract, motivate and retain quality employees who support the County mission of providing high-quality, cost-effective public services. Our goal is to compete in comparable markets for high performing employees and recognize that public service has rewards beyond a base salary. We strive to provide employees with competitive compensation, benefits and retirement programs that reflect current market practices and are fiscally responsible.

As part of the annual budget process, the Frederick County Board of Supervisors approves the:

- A. Pay Grades and Salary Ranges;
- B. Position Allocation Chart Summary by Department;
- C. Percent of dollars to be used by the County Administrator for general/merit increases.

The County Administrator will support FC's employee compensation & performance philosophy by:

- A. Conducting market surveys, as needed, in FC's primary labor market using comparator organizations to maximize external market competitiveness with a pay posture of "Median plus 5" and if necessary, recommending an adjustment to the pay classification system to be effective July 1st;
- B. Awarding a General Increase for all eligible full-time employees effective July 1<sup>st</sup> (unless an alternate effective date is recommended by the County Administrator and approved by the Board of Supervisors)
  - subject to availability of funds approved by the Board of Supervisors with adoption of the budget; and,
  - based on the Cost of Living Index provided by the Bureau of Labor Statistics for the Mid-Atlantic region (Consumer Price Index for All Urban Consumers (CPI-U) for Washington-Baltimore) or upon compensation levels required by the General Assembly action, whichever is greater.
- C. Awarding an overall amount of Merit Increase for all eligible full-time employees effective January 1<sup>st</sup>,
  - subject to availability of funds approved by the Board of Supervisors with adoption of the budget, and,
  - based on FC's structured performance management process and eligibility criteria established by the County Administrator and with the County Administrator approving individual employees raises on the recommendations of Department Heads.



For Release: Thursday, April 14, 2016

16-792-PHI

MID-ATLANTIC INFORMATION OFFICE: Philadelphia, Pa.

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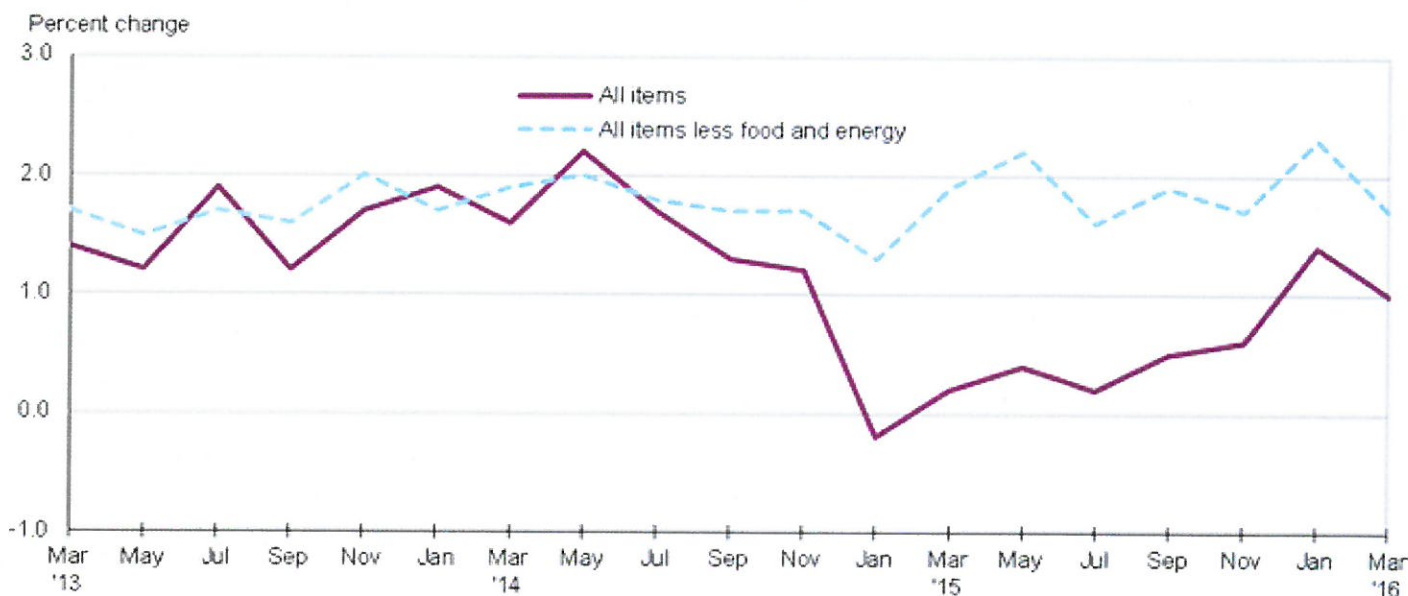
## Consumer Price Index, Washington-Baltimore – March 2016

Area prices up 0.6 percent since January and 1.0 percent over the year

The Consumer Price Index for All Urban Consumers (CPI-U) for Washington-Baltimore increased 0.6 percent over the last two months, the U.S. Bureau of Labor Statistics reported today. Regional Commissioner Sheila Watkins noted the rise was led by a 0.6-percent increase in the all items less food and energy index. The energy index and the food index also rose since January, up 1.0 and 0.3 percent, respectively. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect the impact of seasonal influences.)

Over the last 12 months, the CPI-U increased 1.0 percent, due largely to a 1.7-percent rise in the all items less food and energy index. (See [chart 1](#) and [table A](#).) Since March 2015, the food index rose 1.3 percent, while the energy index fell 9.1 percent. (See [table 1](#).)

**Chart 1. Over-the-year percent change in CPI-U, Washington, D.C., March 2013–March 2016**



Source: U.S. Bureau of Labor Statistics.

### Food

After declining 0.4 percent from November to January, the food index increased 0.3 percent over the last two

months. Prices for food away from home rose 0.6 percent over the last two months; those for food at home inched up 0.1 percent. Higher prices for cakes, cupcakes, and cookies; soups; and breakfast cereal contributed to the increase in the food at home index.

Food prices rose 1.3 percent over the year, as prices for both components also increased. Prices for food away from home advanced 2.1 percent and those for food at home increased 0.6 percent since last March.

### Energy

Since January, the energy index, which includes prices for household and transportation fuels, rose 1.0 percent due to increases in both utility (piped) gas service and electricity prices, up 9.9 and 1.3 percent, respectively. Prices for gasoline declined 1.4 percent over the last two months.

Energy prices fell 9.1 percent over the year, led by a 20.9-percent drop in gasoline prices. Utility (piped) gas service prices also declined, dropping 12.6 percent, while electricity prices rose 6.3 percent since last March.

### All items less food and energy

The index for all items less food and energy increased 0.6 percent since January. The increase was due largely to higher prices for shelter (0.9 percent) and apparel (4.4 percent). Moderating the increase in the all items less food and energy index were lower prices for education and communication (-0.7 percent) and household furnishings and operations (-1.1 percent) over the last two months.

Since March 2015, the index for all items less food and energy rose 1.7 percent. The increase was due largely to an over-the-year rise in shelter prices (2.3 percent), as the owners' equivalent rent of residences index was up 1.9 percent. Higher prices for medical care (3.9 percent) and education and communication (3.7 percent) also contributed to the rise. Lower prices for household furnishings and operations (-2.4 percent), among others, moderated the increase in the all items less food and energy index since last March.

**Table A. Washington, D.C. CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted**

Month	2012		2013		2014		2015		2016	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
January.....	0.4	2.7	0.1	1.8	0.4	1.9	-1.0	-0.2	-0.2	1.4
March.....	1.3	2.8	0.9	1.4	0.6	1.6	1.0	0.2	0.6	1.0
May.....	0.1	1.8	-0.2	1.2	0.4	2.2	0.6	0.4		
July.....	-0.2	1.4	0.5	1.9	0.0	1.7	-0.2	0.2		
September.....	1.3	2.8	0.6	1.2	0.2	1.3	0.5	0.5		
November.....	-0.7	2.1	-0.2	1.7	-0.4	1.2	-0.3	0.6		



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The Consumer Price Index for May 2016 is scheduled to be released on Thursday, June 16, 2016, at 8:30 a.m. (EDT).

### Technical Note

The Consumer Price Index for Washington-Baltimore is published bi-monthly. The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 89 percent of the total population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 28 percent of the total population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 87 urban areas across the country from about 4,000 housing units and approximately 26,000 retail establishments--department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date (1982-84) that equals 100.0. An increase of 16.5 percent, for example, is shown as 116.5. This change can also be expressed in dollars as follows: the price of a base period "market basket" of goods and services in the CPI has risen from \$10 in 1982-84 to \$11.65. For further details see the CPI home page on the Internet at [www.bls.gov/cpi](http://www.bls.gov/cpi) and the BLS Handbook of Methods, Chapter 17, The Consumer Price Index, available on the Internet at [www.bls.gov/opub/hom/pdf/homch17.pdf](http://www.bls.gov/opub/hom/pdf/homch17.pdf).

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **Note: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The Washington-Baltimore, D.C.-Md.-Va.-W.Va., Consolidated Metropolitan Statistical Area includes the District of Columbia; Baltimore City and the counties of Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Harford, Howard, Montgomery, Prince George's, Queen Anne's, and Washington in Maryland; the cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, and Manassas Park and the counties of Arlington, Clarke, Culpeper, Fairfax, Fauquier, King George, Loudoun, Prince William, Spotsylvania, Stafford, and Warren in Virginia; and the counties of Berkeley and Jefferson in West Virginia.



Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

**Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods, Washington-Baltimore, D.C.-Md.-Va.-W.Va., (December 1997=100 unless otherwise noted) (not seasonally adjusted)**

Expenditure category	Indexes				Percent change from		
	Historical data	Jan. 2016	Feb. 2016	Mar. 2016	Mar. 2015	Jan. 2016	Feb. 2016
<b>All items <sup>(1)</sup></b>		155.519		156.493	1.0	0.6	
Food and beverages <sup>(1)</sup> .....		156.080		156.506	1.2	0.3	
Food <sup>(1)</sup> .....		157.432		157.971	1.3	0.3	
Food at home. ....		147.966	148.193	148.146	0.6	0.1	0.0
Food away from home <sup>(2)</sup> .....		166.771		167.780	2.1	0.6	
Alcoholic beverages <sup>(2)</sup> .....		137.112		135.989	-0.2	-0.8	
Housing <sup>(1)</sup> .....		168.587		169.966	1.9	0.8	
Shelter. ....		180.545	181.232	182.138	2.3	0.9	0.5
Rent of primary residence <sup>(1) (3)</sup> .....		200.173	200.100	200.947	1.6	0.4	0.4
Owners' equivalent rent of residences <sup>(3) (4)</sup> .....		180.808	181.081	181.501	1.9	0.4	0.2
Owners' equivalent rent of primary residence <sup>(3) (4)</sup> .....		180.799	181.073	181.490	1.9	0.4	0.2
Fuels and utilities. ....		183.726		187.463	2.4	2.0	
Household energy. ....		172.076	174.102	176.685	1.2	2.7	1.5
Gas (piped) and electricity <sup>(3)</sup> .....		165.696	167.752	170.322	1.9	2.8	1.5
Electricity <sup>(3)</sup> .....		181.515	182.987	183.905	6.3	1.3	0.5
Utility (piped) gas service <sup>(3)</sup> .....		103.862	107.309	114.162	-12.6	9.9	6.4
Household furnishings and operations. ....		88.203		87.209	-2.4	-1.1	
<b>Apparel <sup>(1)</sup></b>		95.831		100.029	-1.1	4.4	
Transportation <sup>(1)</sup> .....		135.458		135.805	-4.5	0.3	
Private transportation. ....		132.919		133.611	-4.4	0.5	
Motor fuel. ....		166.830	154.640	164.492	-21.0	-1.4	6.4
Gasoline (all types). ....		166.603	154.386	164.345	-20.9	-1.4	6.5
Gasoline, unleaded regular <sup>(5)</sup> .....		163.625	150.680	161.480	-22.2	-1.3	7.2
Gasoline, unleaded midgrade <sup>(5)</sup> .....		181.428	170.720	179.213	-16.3	-1.2	5.0

**Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods, Washington-Baltimore, D.C.-Md.-Va.-W.Va., (December 1997=100 unless otherwise noted) (not seasonally adjusted) - Continued**

Expenditure category	Indexes				Percent change from		
	Historical data	Jan. 2016	Feb. 2016	Mar. 2016	Mar. 2015	Jan. 2016	Feb. 2016
Gasoline, unleaded premium <sup>(5)</sup> .....		188.259	178.829	185.272	-15.5	-1.6	3.6
<b>Medical care <sup>(1)</sup></b>		182.506		183.828	3.9	0.7	
<b>Recreation</b>		118.290		120.453	1.6	1.8	
<b>Education and communication</b>		154.163		153.058	3.7	-0.7	
<b>Other goods and services <sup>(1)</sup></b>		178.837		177.702	0.5	-0.6	
Commodity and service group .....							
Commodities .....		124.144		124.742	-1.6	0.5	
Commodities less food and beverages .....		106.728		107.387	-3.5	0.6	
Nondurables less food and beverages .....		131.027		132.062	-5.5	0.8	
Durables .....		79.989		80.348	-0.6	0.4	
Services .....		176.669		177.903	2.3	0.7	
Special aggregate indexes .....							
All items less shelter .....		143.132		143.825	0.2	0.5	
All items less medical care <sup>(1)</sup> .....		153.797		154.747	0.7	0.6	
Commodities less food .....		108.118		108.727	-3.3	0.6	
Nondurables .....		143.376		144.088	-1.9	0.5	
Nondurables less food .....		131.603		132.489	-5.0	0.7	
Services less rent of shelter .....		173.124		173.962	2.2	0.5	
Services less medical care services .....		176.053		177.282	2.1	0.7	
Energy <sup>(1)</sup> .....		169.582	165.687	171.291	-9.1	1.0	3.4
All items less energy .....		153.228		154.153	1.7	0.6	



**Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods, Washington-Baltimore, D.C.-Md.-Va.-W.Va., (December 1997=100 unless otherwise noted) (not seasonally adjusted) - Continued**

Expenditure category	Indexes				Percent change from		
	Historical data	Jan. 2016	Feb. 2016	Mar. 2016	Mar. 2015	Jan. 2016	Feb. 2016
All items less food and energy <sup>(1)</sup> .....		153.520		154.506	1.7	0.6	

(1) Indexes on a November 1996=100 base.

(2) Indexes on a November 1997=100 base.

(3) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.

(4) This index series underwent a change in composition in January 2010. The expenditure class now includes weight from secondary residences, and has been re-titled "Owners' equivalent rent of residences." The item stratum "Owners' equivalent rent of primary residence" excludes secondary residences.

(5) Special index based on a substantially smaller sample.

Note: Index applies to a month as a whole, not to any specific date.

SALARY RANGES <i>Adopted January 2015</i>					
Range	Minimum	Progress	Midpoint	Advance	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



Position Allocation Chart

Budget Dept #	Department	2015-2016 Position Allocation	Position Request Approved 2016-2017	Total Position Allocation	2016-2017 Funded	2016-2017 Unfunded
2106	Clerk's Office	9		9	9	
1209	Comm of the Revenue	21		21	21	
2201	Commonwealth's Attorney's Office	13		13	13	
2202	Victim Witness	2		2	2	
1201	County Administrator's Office	8		8	8	
1202	County Attorney's Office	2	1	3	3	
5316	Department of Social Services	66	1	67	67	
8102	Economic Development	3	1	4	3	1
8301	Extension Office	2		2	2	
1214	Finance Department	7		7	7	
3505	Fire & Rescue Department	96	23	119	106	13
1203	HR Department	5	1	6	6	
1220	IT Department	14		14	14	
3303	Juvenile Probation Office	2		2	2	
4301	Maintenance	9		9	9	
3301	NRADC	201	3	204	204	
2109	NRADC/DCS	12		12	12	
7104	Parks & Recreation Department	40		40	40	
8101	Planning & Development	11	1	12	11	1
3506	Public Safety Communications	16		16	16	
4201	Public Works/Administration	4		4	4	
4305	Public Works/Animal Shelter	7		7	7	
3401	Public Works/Inspections	14		14	14	
4204	Public Works/Landfill	27		27	27	
4203	Public Works/Recycling	2		2	2	
8108	Public Works/Shawneeland	6	1	7	7	
1302	Registrar's Office	2		2	2	
3102	Sheriff's Office	134	18	152	140	12
1213	Treasurer's Office	11		11	11	
8109	Winchester Regional Airport	11		11	11	
	<b>Grand Total</b>	<b>757</b>	<b>50</b>	<b>807</b>	<b>780</b>	<b>27</b>



## **FREDERICK COUNTY REORGANIZATION**

**Effective May 4, 2016**

**County Administrator – Brenda Garton**

### **Direct Reports:**

- Deputy County Administrator for Community Development – Kris Tierney
- Deputy County Administrator for Human Services – Jay Tibbs
- Director of Finance – Cheryl Shiffler
- Director of Human Resources – Becky Merriner
- Director of Information Technology – Scott Varner
  - MIS Director – Benny Tyson
- Fire and Rescue Chief – Denny Linaburg
  - Emergency Management Coordinator – Chester Lauck
- Public Information Officer – Karen Vacchio

### **Liaison with:**

- Board of Supervisors
- School Superintendent – Dave Sovine
- County Attorney – Rod Williams
- Constitutional Officers
  - Sheriff – Lenny Millholland
  - Clerk of the Circuit Court – Becky Hogan
  - Commonwealth's Attorney – Ross Spicer
  - Treasurer – Bill Orndoff
  - Commissioner of the Revenue – Ellen Murphy
- Federal and State Legislators
- Northwestern Regional Adult Detention Center Executive Director – Jim Whitley
  - Chair of Jail Board – Directly Supervise Director
- Local, Regional, State, and National Officials

### **Meetings:**

- Board of Supervisors
- Code and Ordinance Committee
- Economic Development Authority (EDA) – Secretary/Treasurer
- Finance Committee
- Fire and Rescue Association
- Human Resources Committee
- Joint Finance Committee (Frederick County and City of Winchester)
- Juvenile Detention Center Commission (alternate)
- Landfill Oversight Committee
- Northern Shenandoah Valley Regional Commission (NSVRC)
- Northern Shenandoah Valley Regional Commission CAOs
- Old Dominion ASAP Policy Board
- Old Dominion Community Criminal Justice Board
- Public Safety Committee
- Public Works Committee
- Russell 150 Community Development Authority
- School Board
- Technology Committee
- Transportation Committee
- Winchester-Frederick Metropolitan Planning Organization

## **Deputy County Administrator for Community Development – Kris Tierney**

### **Direct Reports:**

- Director of Planning and Community Development – Mike Ruddy
  - Planning – Candace Perkins
  - Zoning – Mark Cheran
  - Transportation – John Bishop
- Director of Public Works – Ed Strawsnyder
  - Animal Shelter – Kathy Whetzel
  - Landfill – Steve Frye
  - Building Inspections – John Trenary
  - Engineering – Ed Strawsnyder
  - Environmental Programs – Ron Kimble
- Director of Economic Development – Patrick Barker

### **Liaison with:**

- Economic Development Authority
- Frederick County Sanitation Authority – Eric Lawrence
- Health Department with regard to Community Development Issues
- Winchester-Frederick Regional Airport – Airport Executive Director Renny Manuel

### **Meetings:**

- Agricultural District Advisory Committee
- Board of Building Appeals
- Board of Supervisors
- Board of Zoning Appeals (BZA)
- Code and Ordinance Committee
- Conservation Easement Authority (CEA)
- Development Impact Model Oversight Committee (DIMOC)
- Economic Development Authority (EDA)
- Finance Committee
- Frederick-Winchester Service Authority
- Historic Resources Advisory Board
- Landfill Oversight Committee (alternate)
- Northern Shenandoah Valley Regional Commission (NSVRC) (alternate)
- Planning Commission
- Public Works Committee
- Russell 150 Community Development Authority
- Shawneeland Sanitary District Advisory Committee
- Transportation Committee
- Winchester-Frederick Metropolitan Planning Organization
- Winchester Regional Airport Authority

### **Special Duties:**

- Serves as County Administrator in the absence of the County Administrator
- Handles Special Projects as Assigned by County Administrator, especially large scale projects
- Participates in various internal meetings, committees, and leadership groups as assigned by the County Administrator
- Coordinates activities related to Lake Holiday Sanitary District

## **Deputy County Administrator for Human Services – Jay Tibbs**

### **Direct Reports:**

- Director of Parks and Recreation – Jason Robertson
- Director of Public Safety Communications – LeeAnna Pyles
- Director of Buildings and Grounds – Steve Richman

### **Liaison with:**

- Liaison with:
  - Health Department with regard to Human Services Issues
  - Northwestern Community Services Board – Executive Director Michael Elwell
  - Social Services – Director of Social Services Tami Green
  - Voter Registrar – Voter Registrar Rick Miller
  - VPI Extension – Unit Coordinator Mark Sutphin
  - Winchester-Frederick County Tourism – Tourism Director Justin Kerns
  - Winchester Regional Library – Library Executive Director John Huddy
- Legislative Liaison:
  - Coordinates with Legislators
  - Develops Legislative Agenda

### **Meetings:**

- Board of Supervisors
- CSA Community Policy and Management Team (CPMT) (as appointed member)
- Extension Leadership Council
- Finance Committee
- Handley Regional Library Board
- Joint Finance Committee
- Parks and Recreation Commission
- Public Safety Committee
- Shenandoah Area Agency on Aging
- Social Services Board
- Winchester-Frederick County Tourism Board

### **Special Duties:**

- Serves as Deputy Clerk to the Board
- Serves as County's Records Manager
- County Administration Office Manager – supervises County Administration staff
- Serves as County Administrator in the absence of the County Administrator and the Deputy County Administrator for Community Development
- Handles Special Projects as assigned by County Administrator
- Participates in various internal meetings, committees, and leadership groups as assigned by the County Administrator
- Serves as County's Service Learning Coordinator





COUNTY OF FREDERICK

**Roderick B. Williams**  
County Attorney

540/722-8383  
Fax 540/667-0370  
E-mail:  
rwillia@fcva.us

**MEMORANDUM**

TO: Human Resources Committee

FROM: Roderick B. Williams  
County Attorney

DATE: May 9, 2015

RE: Frederick County Code, Chapter 19 (Personnel Policies), Section 19-1 Employee recognition program

From time to time, the County may find it appropriate, in advancing its interests as an employer, to make certain bonus payments to its employees, for recruitment, retention, and/or recognition purposes. Virginia Code, §15.2-1508 (copy attached) requires an ordinance that authorizes the payment of monetary bonuses to officers and employees. The County Code currently does not contain an authorization provision for monetary bonuses. Attached please find a draft proposed ordinance that would provide such authorization.

Attachments

## § 15.2-1508. Bonuses for employees of local governments

Notwithstanding any contrary provision of law, general or special, the governing body of any locality may provide for payment of monetary bonuses to its officers and employees. The payment of a bonus shall be authorized by ordinance.

1985, c. 142, § 15.1-7.4; 1997, c. 587; 2003, c. [204](#).



**ORDINANCE**  
**\_\_\_\_\_, 2016**

The Board of Supervisors of Frederick County, Virginia hereby ordains that Section 19-1 (Employee recognition program) of Chapter 19 (Personnel Policies) of the Code of Frederick County, Virginia be, and the same hereby is, enacted, as follows:

**CHAPTER 19 PERSONNEL POLICIES**

**§ 19-1 Employee recognition program.**

The Board of Supervisors may authorize payment of monetary bonuses to county officers and the County Administrator may authorize payment of monetary bonuses to county employees, as part of an employee recruitment, retention, and/or recognition program, pursuant to the County's Human Resources Policies and provided that appropriated funds are available.

Enacted this \_\_\_\_ day of \_\_\_\_, 2016.

Charles S. DeHaven, Jr.,  
Chairman

\_\_\_\_\_

Gary A. Lofton

\_\_\_\_\_

Robert A. Hess

\_\_\_\_\_

Robert W. Wells

\_\_\_\_\_

Blaine P. Dunn

\_\_\_\_\_

Gene E. Fisher

\_\_\_\_\_

Judith McCann-Slaughter

\_\_\_\_\_

A COPY ATTEST

\_\_\_\_\_  
Brenda G. Garton  
Frederick County Administrator