



County of Frederick

Becky A. Merriner
Director of Human Resources

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To: Board of Supervisors
From: Becky A. Merriner, HR Director
Date: June 6, 2016
Subject: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00 a.m. on Friday, May 13, 2016. HR Committee members present were: Supervisors Robert Hess, Chairman, Robert Wells, Blaine Dunn and citizen members Beth Lewin, and Dorrie Greene; Citizen Member Don Butler was absent. Others present were: Brenda Garton, County Administrator; Kris Tierney, Asst County Administrator; Lynsey Orndorff, HR Generalist; Delsie Jobe, Administrative Services Manager, DSS; Billy Orndoff, Treasurer; Cheryl Shiffler, Finance Director; Lenny Millholland, Sheriff; Rod Williams, County Attorney; and Denny Linaburg, Fire Chief.

Items Requiring Board Action

1. Employee Compensation & Performance Philosophy; see attachment.

The Committee reviewed the attached employee compensation and performance philosophy to set a standard to attract, motivate, and retain quality employees' who support Frederick County's mission.

Upon a motion by Beth Lewin, seconded by Blaine Dunn, the Committee recommended approval of this request. The motion was approved unanimously.

Items Not Requiring Action

1. Reorganization of the County Administrator's Office; see attachment.
2. Bonus Ordinance; see attachment.

The Committee reviewed request from the County Attorney for an Employee Recognition program pursuant to Virginia Code, § 15.2-1508.

Upon a motion by Beth Lewin, seconded by Blaine Dunn, the Committee recommended approval of this request from the Board with referral to Code & Ordinance. The motion was approved unanimously.

There being no further business, the meeting was adjourned. The next HR Committee meeting is scheduled for Friday, June 17, 2016 at 8:00 a.m.

Respectfully submitted,

Human Resources Committee

Robert A. Hess, Chairman
Robert W. Wells
Blaine P. Dunn
Don Butler
Beth Lewin
Dorrie Greene

By: Becky Merriner
Becky A. Merriner
HR Director

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 payroll 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 1st (unless an alternate effective date is recommended by the County Administrator);
 - 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 July 1st (unless an alternate effective date is recommended by the County Administrator);
 - 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.



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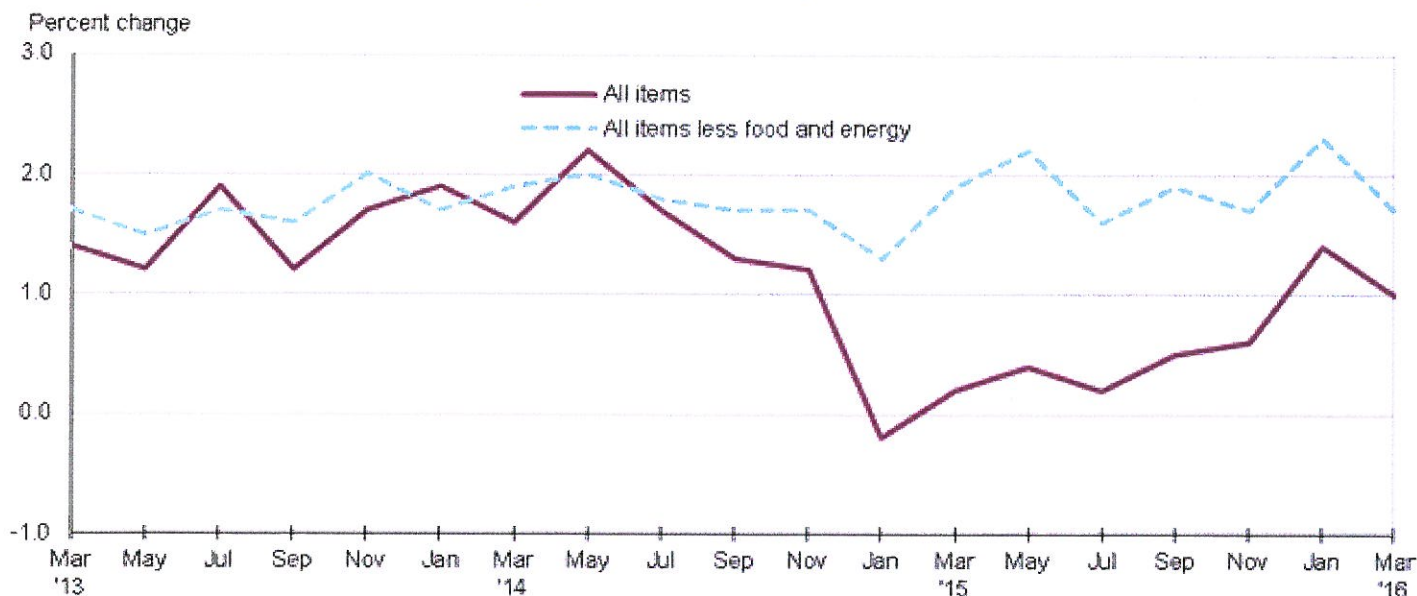
Consumer Price Index, Washington-Baltimore – March 2016

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		

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 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.

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
All items ⁽¹⁾		155.519		156.493	1.0	0.6	
Food and beverages ⁽¹⁾		156.080		156.506	1.2	0.3	
Food ⁽¹⁾		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 ⁽²⁾		166.771		167.780	2.1	0.6	
Alcoholic beverages ⁽²⁾		137.112		135.989	-0.2	-0.8	
Housing ⁽¹⁾		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 ^{(1) (3)}		200.173	200.100	200.947	1.6	0.4	0.4
Owners' equivalent rent of residences ^{(3) (4)}		180.808	181.081	181.501	1.9	0.4	0.2
Owners' equivalent rent of primary residence ^{(3) (4)}		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 ⁽³⁾		165.696	167.752	170.322	1.9	2.8	1.5
Electricity ⁽³⁾		181.515	182.987	183.905	6.3	1.3	0.5
Utility (piped) gas service ⁽³⁾		103.862	107.309	114.162	-12.6	9.9	6.4
Household furnishings and operations.....		88.203		87.209	-2.4	-1.1	
Apparel ⁽¹⁾		95.831		100.029	-1.1	4.4	
Transportation ⁽¹⁾		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 ⁽⁵⁾		163.625	150.680	161.480	-22.2	-1.3	7.2
Gasoline, unleaded midgrade ⁽⁵⁾		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 ⁽⁵⁾		188.259	178.829	185.272	-15.5	-1.6	3.6
Medical care ⁽¹⁾		182.506		183.828	3.9	0.7	
Recreation		118.290		120.453	1.6	1.8	
Education and communication		154.163		153.058	3.7	-0.7	
Other goods and services ⁽¹⁾		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 ⁽¹⁾		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 ⁽¹⁾		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 ⁽¹⁾		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

Adopted January 2015

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	
	Grand Total	757	50	807	780	27



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

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E-mail:
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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

Code of Virginia

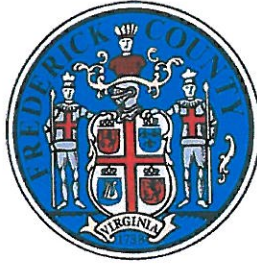
Title 15.2. Counties, Cities and Towns

Chapter 15. Local Government Personnel, Qualification for Office, Bonds, Dual Office Holding and Certain Local Government Officers

§ 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

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
 - Deputy 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
- Maintenance Supervisor – 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