



County of Frederick

Paula A. Nofsinger
Director of Human Resources

(540) 665-5668
Fax: (540) 665-5669
pnofsing@co.frederick.va.us

TO: Board of Supervisors
FROM: Paula Nofsinger, Director of Human Resources
DATE: April 17, 2012
SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, April 13, 2012, at 8:00a.m. Committee members present were: Ross Spicer, Bill Ewing, Chris Collins, Dorrie Green and Sharon Gromling. Committee member absent was Phil Farley. Also present were: County Administrator John R. Riley, Jr., Planning Director Eric Lawrence, Finance Director Cheryl Shiffler, County Attorney Rod Williams, Treasurer C. William Orndorff, and NRADC Superintendent Bruce Conover. The following items were discussed:

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

1. Approval of the Employee of the Month Award.

The Committee recommends approval to award Mark Miller the Employee of the Month for April 2012. (Attachment 1).

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

1. The discussion of three (3) Human Resource policies.

Committee Chairman Ross Spicer introduced the discussion of Human Resources policies with the intent not to proceed with any action to the Board of Supervisors until all of the remaining policies can be reviewed in total. The committee also agreed to have a Work session with the Board of Supervisors when all policies have been reviewed, discussed, and revised by the Committee.

2. An update of the County's HR Priorities for calendar year 2012.

The HR Director discussed recent updates to the HR priorities, specifically, the Wellness Initiative. (Attachment 2).

3. Committee approval of May's Employee of the Month Award.

Since the next HR Committee meeting will be held in June, the committee recommended approval of the Employee of the Month award for May. Board action will be forthcoming in May.

There being no further business, the meeting was adjourned.

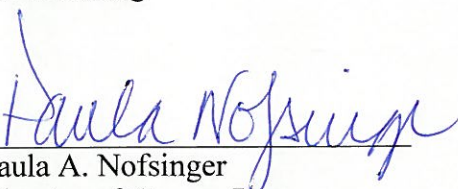
Due to the Apple Blossom holiday, the next meeting will be held on Friday, June 1, 2012 at 8:00a.m.

Respectfully Submitted,

Human Resources Committee

Ross Spicer, Chairman
Bill Ewing
Dorrie Greene
Sharon Gromling

By:


Paula A. Nofsinger
Director of Human Resources

Attachments

April 2012



County of Frederick Employee of the Month Nomination Form

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 : Mark Miller Department: NRADC

Nomination Submitted By: Daniel Ellis Department: NRADC

Nominator's Signature: *Daniel Ellis* Date: 03/13/2012

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

Mark Miller has been employed with Court Services for over 25 years. He started as a Case Manager and now has earned the title of Senior Case Manager. In his 25 years he has consistently maintained one of the highest case loads. Although his productivity is outstanding, he is being recommended for this award for his ability to jump in and assist the Department without being asked. Over the last year Mark has become more of a team player.

As is the case with all Departments, from time to time we are short-handed because of illness, vacation, or training. This requires that others pick up the slack. Mark has volunteered to be one of these people. During the Thanksgiving and Christmas Holidays when his co workers were requesting time off Mark was there to assist in whatever was needed. In February when two of our administrative employees were in training he was willing to do his job and pitch in to do theirs.

He is of great assistance not only with his experience and knowledge of the Department but of his willingness to give help when it is needed most. I am proud to recommend him for this award because of his can do attitude and his willingness to help when needed.

HR Section: Received: 3/13/12 Emailed to HR Committee: _____



County of Frederick

Paula A. Nofsinger
Director of Human Resources

(540) 665-5668
Fax: (540) 665-5669
pnofsing@co.frederick.va.us

TO: Human Resources Committee and Board of Supervisors

FROM: Paula Nofsinger, HR Director *Paula Nofsinger*

DATE: April 3, 2012

SUBJECT: Human Resources Strategic Initiatives CY2012 Update

1. *Wellness Program*

As mentioned last month, there have been several meetings with the County's benefit brokers, BB&T, Anthem Wellness representatives, and the County Administration's leadership. It was decided to begin the first year of the County's wellness program with a strategy of awareness through participation. We are going to ask each employee to be aware of their health by completing a health assessment.

Anthem offers to all of its members an on-line questionnaire, called MyHealth Assessment, which when completed, is essentially a health calculator. This questionnaire captures current lifestyle habits, health history, and some health values. Once completed, it will generate a health score and a personal health risk profile. It will also offer additional wellness information and online resources. Ideally, it will help identify potential health risks before they occur or can cause serious health problems.

In order for our employees to complete the MyHealth Assessment, they will need to know some specific information about their health. Information that is usually obtained through regular wellness check ups, like height, weight, blood pressure, blood glucose, and cholesterol levels. The employees can use their information from their own personal physician; or, the County will be providing an onsite nurse to assist with the confidential medical screen as an alternative.

Once the health assessments are completed, Anthem will generate a list of the names of our employees who have participated in the wellness initiative. The employees who elected to participate will maintain the current healthcare premium rates for coverage. Those employees who elected not to participate will see an increase of \$5.00 per pay to their healthcare premium.

Additionally, Anthem will provide to the County a synopsis report which will identify areas of high risk at the group level. The information provided by the synopsis will be utilized to offer programs to our employees that can help address these high risk areas. For example, if the synopsis indicates that 85% of our employee population is smokers, then perhaps the County will offer smoking cessation classes.

The County's ultimate goal is to have our employees aware of and responsible for their own health. Additionally, the County would like to be able to offer programs that the employees will see as beneficial to improving their health. Therefore, it is absolutely necessary to gather the information that will provide to the County data that will allow us to know what programs may be helpful and utilized by our employees. To that end, we also anticipate the overall welfare of the plan, in terms of future plan renewals, to maintain their overall general trend of wellbeing.

Thank you for your support and please contact me directly with any questions.