

Minutes

Loudoun County Board of Supervisors

INTERNAL OPERATIONS COMMITTEE

January 26, 1993

At a meeting of the Internal Operations Committee of the Board of Supervisors of Loudoun County, held in the Reception Room of the County Administration Building, 18 North King Street, Leesburg, Virginia on Tuesday, January 26, 1993, at 5:00 p.m.

PRESENT: Charles D. Grant, Chairman
Steven D. Whitener
George L. Barton

IN RE: CALL TO ORDER

Mr. Grant called the meeting to order.

IN RE: OVERTIME ANALYSIS FOR COURT APPEARANCES OF DEPUTIES

Mr. Grant noted that he had observed the large number of sheriff's deputies who have to spend a considerable amount of time waiting at court for their cases to be called, and requested an analysis of the overtime expenditures for this purpose and a report on whether the waiting time can be reduced.

Sheriff John Isom explained the efforts which he has made to address this problem with the courts and the Commonwealth's Attorney. No long-term solution has been devised as yet which has reduced the delays.

Mr. Barton asked Sheriff Isom to set up a meeting of the Circuit and General District Court Judges, the Commonwealth's Attorney, the Sheriff, and Mr. Barton to discuss this issue, and in particular the allocation of the cost of the deputies' overtime. Mr. Barton also asked staff to verify the overtime expenditure for this purpose.

IN RE: UPDATE OF 40-HOUR WORK WEEK FOR PUBLIC SAFETY PERSONNEL

Candice deButts, Director of Management Services, reviewed the decision made by the Board during last year's budget process to convert certain public safety personnel to a 40-hour work week, effective July 1, 1993. She explained a problem and associated costs which have been identified with regard to the concept of the "meal break", and outlined a solution which will be implemented with the pay period beginning January 28, 1993 to eliminate unanticipated overtime expenditures.

Discussion followed. This item was brought forward for the Committee's information and required no action.

IN RE: PAY-FOR-PERFORMANCE UPDATE

Julie Withrow, Chief of Human Resources, reviewed the development of the Pay for Performance program, training of supervisors and employees, and development of the performance plans, which are nearly complete and ready for submission to a Quality Review Team to ensure consistency and appropriateness.

The County Administrator commented on the importance of developing high standards of performance for each position throughout the organization, and also on options for rewarding employees for achieving the levels of performance outlined in their plans. Mr. Bowers emphasized that this is first and foremost an evaluation system and a new way to manage the County workforce.

There was discussion of the implementation and compensation aspects of the program.

IN RE: SICK LEAVE REQUEST

Leah April, Policy and Research Analyst, said that at the time the Board approved revisions to the Sick Leave Policy and eliminated the sick leave bank, staff indicated that options to implement a County-wide disability or extended illness policy would be developed and presented for consideration. Currently there is an employee with a catastrophic condition who has been granted extended sick leave. These benefits will expire on February 22, 1993. Staff is seeking direction on how to handle this situation and future cases that might come up until a policy is developed and adopted by the Board.

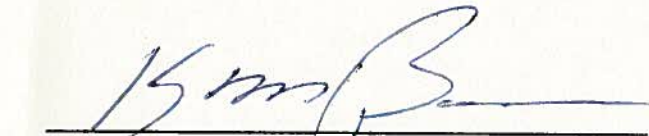
Mr. Barton stated that it is essential to put a policy in place so that situations such as this do not have to be handled on a case by case basis.

Mr. Whitener moved that the Finance Committee recommend that the full Board delegate to the County Administrator the authority to implement sick leave donation drives in such extreme cases until a policy is developed. Seconded by Mr. Barton and approved 3-0.

IN RE: ADJOURNMENT

There being no further business to come before the Committee, the Chairman adjourned the meeting.

An audio tape of this meeting is available for review in the County Administrator's Office.



County Administrator

2/24/93
Date

Minutes

Loudoun County Board of Supervisors

INTERNAL OPERATIONS COMMITTEE

February 24, 1993

At a meeting of the Internal Operations Committee of the Board of Supervisors of Loudoun County, held in the Reception Room of the County Administration Building, 18 North King Street, Leesburg, Virginia on Wednesday, February 24, 1993, at 3:00 p.m.

PRESENT: Charles D. Grant, Chairman
Steven D. Whitener
George L. Barton

IN RE: CALL TO ORDER

Mr. Grant called the meeting to order.

IN RE: STIPEND INCREASE REQUEST FROM SANITATION AUTHORITY BOARD OF DIRECTORS

Kenneth Shelton, Executive Director of the Loudoun County Sanitation Authority, presented the Board of Director's request for an increase in their stipends of \$1,200 per year for members and \$2,400 for the Chairman.

There was discussion of whether this increase would have an impact on the Sanitation Authority's budget, and of the appropriateness of an increase during difficult financial times. Mr. Barton stated that he would not support an increase for any of the Board's commissions or boards unless the Board of Supervisors votes itself an increase, even though the Board appreciates the members' hard work and long hours.

Mr. Barton moved that the Internal Operations Committee recommend to the full Board that no action be taken at this time and that a letter of explanation and appreciation be forwarded to Mr. Black, the current chairman of the Sanitation Authority. Seconded by Mr. Whitener and approved 3-0.

IN RE: GENERAL REGISTRAR'S COMPENSATION

Leah April, Policy and Research Analyst, and Jacqueline Moison, Secretary of the Electoral Board, presented the Electoral Board's request that the current 5% County salary supplement for the General Registrar be applied to the General Registrar's new

salary rate which was which was increased by 2% by the State effective December 1, 1992. Mrs. Moison explained that unless the County calculates the supplement on the basis of the Registrar's new salary rate, the County supplement will effectively decrease from 5% to 3%.

An extensive discussion ensued regarding the Registrar's salary, staffing situation and workload, and the County policy for supplementing the salaries of State employees. Committee members expressed concern that approving this request could result in the County's having to increase the supplement for all State employees who receive a supplement from Loudoun County.

Mr. Grant stated that this item would be tabled until the next meeting of the Internal Operations, and requested that staff prepare a report on the broad fiscal impact, the amount of the supplements received by other employees, and options for the Committee to consider.

IN RE: FIRE PERSONNEL EARLY RETIREMENT UNDER VRS

Keith Brower, Assistant Director of Fire & Rescue Services, stated that this item was brought forward to inform the Committee of the early retirement option now available to public-safety personnel under the Virginia Retirement System. An enhancement to Fire-Rescue Services' budget would be required to fund this option. Staff is not requesting an enhancement in FY 94 because no employee would be adversely impacted, but will present an enhancement request as part of the FY 95 budget process. There was a brief discussion of the effect of implementing the option for fire-rescue personnel.

IN RE: FAMILY AND MEDICAL LEAVE ACT OF 1993/UPDATE

Staff presented a report on the ramifications for the County of the Family and Medical Leave Act of 1993, which generally becomes effective on August 5, 1993. A more detailed report on this matter will be brought to the Committee in conjunction with a review of the County's Leave Policy in its entirety.

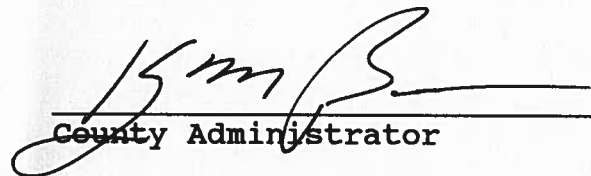
IN RE: MERIT DATES FOR SHERIFF'S DEPUTIES

Mr. Grant stated that he has learned that the merit dates for some deputies have been changed as a result of their absence from duty due to injuries incurred in the line of duty. He requested that staff provide a report to the Committee on this situation.

IN RE: ADJOURNMENT

There being no further business to come before the Committee, Mr. Grant adjourned the meeting.

An audio tape of this meeting is available for review in the County Administrator's Office.



County Administrator

3/8/93

Date

Minutes

Loudoun County Board of Supervisors

INTERNAL OPERATIONS COMMITTEE

March 23, 1993

At a meeting of the Internal Operations Committee of the Board of Supervisors of Loudoun County, held in the Reception Room of the County Administration Building, 18 North King Street, Leesburg, Virginia on Tuesday, March, 1993, at 5:00 p.m.

PRESENT: Charles D. Grant, Chairman
Steven D. Whitener
George L. Barton

IN RE: CALL TO ORDER

Mr. Grant called the meeting to order.

IN RE: RECONSIDERATION OF SANITATION AUTHORITY BOARD OF DIRECTORS' REQUEST FOR STIPEND INCREASE

Mr. Barton moved that the Internal Operations Committee recommend that the full Board grant the request of the Sanitation Authority to increase the stipend amount of its Board members.

Mr. Whitener said that he does not think it appropriate for board or commission members to vote to request or approve their own stipend increases, and would like to have any stipend increases for boards and commissions become effective on the first day of January when the next Board of Supervisors takes office. He would support a request for an increase under that condition.

Mr. Grant seconded Mr. Barton's motion.

Ken Shelton, Executive Director of the Loudoun County Sanitation Authority, reviewed the workload and history of stipend increases for the Board of Directors. Discussion continued.

The motion passed 2-1, Mr. Barton and Mr. Grant voting in support, Mr. Whitener opposed.

Mr. Barton said that he would like staff to look into the possibility of implementing Mr. Whitener's suggestion as a policy for stipend increases, and would like this issue to come forward to this Committee for further discussion in the future.

IN RE: GENERAL REGISTRAR'S COMPENSATION

Candice deButts, Director of Management Services, reviewed the information put together by staff at the Committee's request concerning current practices for compensating employees who are partially funded by the State. As a result of the Electoral Board's request that the General Registrar's salary be increased, staff has taken a closer look at the General Registrar's situation, and has developed a number of options for the Board of Supervisors to consider. Ms. deButts outlined these options.

Jacqueline Moisin, Secretary of the Electoral Board, addressed the Committee in support of the increase for the Registrar. Judy Brown, the General Registrar, also commented on the uniqueness of the Registrar's office within the County government as a whole.

Joan Jennings, Assistant County Attorney, commented on the provisions in the State Code relative to the General Registrar's salary and participation in local personnel systems.

An extensive discussion ensued.

Mr. Whitener moved that the Internal Operations Committee recommend that the full Board approve Option 3, in which the incumbent General Registrar will be treated separately from all employees. This will maintain the current County supplement of 5% at the General Registrar's new State salary of \$34,552 as requested by the Chairman of the Electoral Board. This would establish the General Registrar's salary of \$36,279. The cost of this option is approximately \$420 for the current fiscal year and assumes the supplement to be retroactive to December 1, 1992. Seconded by Mr. Barton, and approved 3-0.

IN RE: ON-CALL COMPENSATION REQUEST FOR JUVENILE COURT SERVICES UNIT

Ms. deButts reviewed the status of the Juvenile Court Services Unit and noted that as part of the agreement transferring the Unit to the State, which was effective July 1, 1992, the Board of Supervisors agreed to continue to pay for on-call hours through June 30, 1993 for the three Probation Officers who were currently receiving on-call payment. The Unit has come forward with an increment request that the County continue to provide on-call payments to the probation officers at the same rate as was established last year.

Two pending lawsuits bear on this request, one concerning the

FLSA status of Intake Probation Officers, the other concerning the FLSA status of social workers. The basis of these suits is the request for the Court to determine that the employees are non-exempt from the Fair Labor Standards Act and should be entitled to on-call as defined within FLSA guidelines.

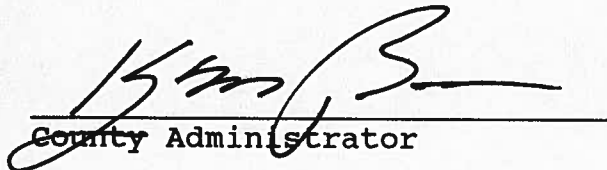
An extensive discussion ensued of the on-call issue and funding considerations. Joan Jennings, Leah April, Maureen Reed, and probation officers Frank Schumaker, Mark Alexander, and Mark Crowley participated in the discussion.

Mr. Barton moved that the Internal Operations Committee recommend that the full Board of Supervisors approve on-call compensation totalling \$15,000 for the Juvenile Court Service Unit Probation Officers until June 30, 1994 or until the lawsuit is resolved, whichever comes first. The motion was seconded by Mr. Whitener and approved 3-0.

IN RE: ADJOURNMENT

There being no further business to come before the Committee, the Chairman adjourned the meeting.

An audio tape of this meeting is available for review in the County Administrator's Office.


County Administrator

4/21/93
Date

MINUTES

LOUDOUN COUNTY BOARD OF SUPERVISORS

INTERNAL OPERATIONS COMMITTEE

April 27, 1993

At a meeting of the Internal Operations Committee of the Board of Supervisors of Loudoun County, held in the Reception Room of the County Administration Building, 18 North King Street, Leesburg, Virginia, on Tuesday, April 27, 1993, at 5:15 p.m.

PRESENT: Charles D. Grant, Chairman
Steven D. Whitener
George L. Barton

IN RE: CALL TO ORDER

Mr. Grant called the meeting to order.

IN RE: DRUG-FREE WORKPLACE POLICY AND COMPLIANCE WITH THE FEDERAL AND STATE BLOODBORNE PATHOGENS STANDARDS POLICY

Leah April, Policy and Research Analyst, summarized two new policies required by federal regulations. The County currently has procedures in place dealing with drug and alcohol use on the job. The proposed Drug-Free Workplace Policy will bring us into compliance with new federal regulations making it mandatory to have a written policy.

Ms. April then summarized the policy and procedures to be taken to implement the state and federal regulations regarding bloodborne pathogens standards. Frankie Sutherland, Assistant Director of Fire-Rescue Services, outlined the new requirements and equipment necessary to comply with the new regulations.

Mr. Barton moved that the Internal Operations Committee recommend to the Board of Supervisors on May 5, 1993, approval of the Drug-Free Workplace Policy and compliance with the Federal and State (OSHA and VOSH) Bloodborne Pathogens Standards Policy. Mr. Whitener seconded Mr. Barton's motion. The motion passed 3-0.

IN RE: OVERTIME ANALYSIS FOR COURT APPEARANCES

Ann Kennedy and Lt. Ron Gibson of the Sheriff's Department presented a report on an analysis made by the Sheriff's Office of the overtime expenditures for deputies appearing at court. To accurately track overtime, deputies have been recording their time since January 28, 1993. Based on projections covering five pay periods, approximately 12-15% of overtime for deputies is court related. This percentage equates to approximately \$100,000 per year, significantly less than the \$300,000 estimated in January.

Mr. Barton questioned the cost-effectiveness of paying significant amounts of overtime vs. creating additional positions, and requested further discussion on the matter at a future IOC meeting.

There was discussion of ways to further reduce or recover overtime costs.

The Committee concurred that Mr. Barton should send another letter to the judges transmitting the cost analysis and requesting their assistance in reducing overtime costs, and requesting a review of the fine structure to determine that court costs are off set appropriately.

IN RE: INCREASE OF 7.5 HOURS IN FEDERAL ADMS BLOCK GRANT FUNDED SENIOR CLINICAL POSITION

Roger Biraben, Director of Mental Health Services, stated that the County would be receiving an additional \$10,868 in funding from the State Office of Substance Abuse Services and requested this additional funding be used to increase by 7.5 hours an existing 30.0 hour federally-funded Senior Clinician position making it a full-time position at no expense to the County.

Mr. Barton questioned why the Committee could not approve this item instead of recommending it to the full Board and requested that staff draft a policy for the Board of Supervisors to authorize the IOC to approve increased FTE's for grant-funded positions when no local funds are required. Candice deButts, Director of Management Services, noted that the full Board would still have to approve the BA receiving the grant and appropriating the funds.

Mr. Barton moved that the Internal Operations Committee report on this matter at the May 5, 1993, Board meeting with the recommendation that the Board of Supervisors approve the increase of 7.5 hours for the Federal ADMS Block Grant funded Senior Clinician position. Seconded by Mr. Whitener. The motion passed 3-0.

IN RE: WAIVER GROUP HOME STAFF

Mary Kusserow, Director of Mental Retardation Services, requested increased staffing for the waiver group home in order to serve four citizens who are being moved from the Northern Virginia Training Center ("NVTC") into community placement. The state has guaranteed funding for this program. No local funds are required.

Mr. Barton stated that it be clear that these positions are contingent on continued State funding.

Mr. Barton moved that the Internal Operations Committee report on this matter at the May 5, 1993, Board meeting with the recommendation that the Board of Supervisors approve the revised positions for the Waiver Group Home. This includes the addition of 2.06 FTEs. Funding will be provided through a combination of Medicaid reimbursement, CRIPA (Civil Rights of Institutionalized Persons

Act) Medicaid funds, clients' SSI benefits and State funding. Seconded by Mr. Whitener.

Mr. Whitener requested that staff reports include an analysis of the policy implications of accepting grant funds.

The motion passed 3-0.

IN RE: SUPERVISOR WHITENER'S ETHICS IN GOVERNMENT ACT

Mr. Whitener presented a Loudoun County Ethics in Government Act for the Committee's consideration. Section 1 of the Act relates to acceptance of gifts by Board members or staff from groups which receive grant or appropriation funding from the County. Mr. Whitener pointed out that Supervisors frequently receive gratuities from entities which receive grants from the County, and while he knows of no misuse of these or has no suspicion that anybody's judgment has been tainted, that possibility always exists. Section 2 relates to increases in stipends for members of policy making boards appointed by the Board of Supervisors. No increases in stipend would take effect during the term of the sitting Board which approves the increase.

Mr. Whitener requested that this item be considered at the next meeting with language modified as staff deems appropriate.

IN RE: COMMITTEE MEETING SCHEDULE

The next scheduled meeting is May 24, 1993.

IN RE: ADJOURNMENT

There being no further business to come before the Committee, the Chairman adjourned the meeting.

An audio tape of this meeting is available for review in the County Administrator' office.



County Administrator

8-30-93
Date