

Board of Supervisors
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C. Douglas Barnes
Interim County Administrator

Finance, Audit & Budget Committee Meeting Agenda

January 24, 2017 - 1:30 PM
Conference Room A/B/C - Second Floor

Committee Members: Jack Cavalier, Wendy Maurer and Bob Thomas

Agenda Item	
1.	Monthly Report Director Human Resources Shannon Wagner
2.	Monthly Report Chief Financial Officer Maria Perrotte
3.	Mid-year review
4.	Stormwater Program Funding

FAB01242017



Memorandum Human Resources

To: Finance, Audit and Budget Committee

From: Shannon Wagner
Director Human Resources

Subject: Human Resources Update

Date: January 24, 2016

CC: C. Douglas Barnes

Turnover in Public Safety

Human Resources continues to monitor employee turnover statistics and available data from exit interviews to better understand the County's current situation and opportunities for improvement in the future. Employees often decide to leave their position for a variety of reasons and sometimes identifying the primary reason for a resignation can be difficult.

We are also reviewing our process for exit interview to improve the quality of data that we receive during that process. We updated our basic interview questionnaire in 2015 and are looking at a few additional changes now. The Sheriff's Office completes its own exit interviews and maintains the data in its office.

Below is a summary of the turnover in our public safety agencies over the last five fiscal years. Calculating turnover is a cumulative process and as such I have displayed FY2017 data to date in the below chart.

	FY2017 (to date)	FY2016	FY2015	FY2014	FY2013	FY2012	Average
Fire and Rescue	6.07%	17.23%	9.09%	4.33%	8.61%	11.12%	9.41%
Sheriff	6.28%	16.94%	9.18%	6.36%	5.31%	11.79%	9.31%

FY2016 and FY2017 to date have shown higher than normal turnover in each public safety agency. In fact, the County as a whole has experienced higher than average turnover since FY2016. In FY2015 the County experienced turnover of 9.71%. In FY2016 that number rose to 13.97%. We are starting to see those numbers decline slightly.

In response to the question about why employees are resigning from Stafford County, specifically in the public safety agencies, we have pulled data from the past five years. The summary for Fire and Rescue is included in the chart below (shown by calendar year). Attached is a memo from the Sheriff's office showing similar information.

Reason for Leaving – F&R	2016	2015	2014	2013	2012	2011
New Job/Advancement	1	2	1			1
New Career Path	2			1		
New Job/Higher Pay	3	1				
Relocation/Closer to Home		6				1
School			2	1		
Work Conditions/Personal	1				1	
Schedule Conflicts					2	
Retirement		1	1			
Various Reasons	2	3				
Total	9	13	4	2	3	2

Those classified under “various reasons” identified multiple reasons for their decision to resign and a primary reason was difficult to discern. A separate chart is included below to provide details on the various reasons identified.

Multiple Reasons - F&R	2016 #1	2016 #2	2015 #1	2015 #2	2015 #3
New Job/Advancement	X	X		X	X
New Career Path					
New Job/Higher Pay	X		X	X	X
Relocation/Closer to Home					X
School					
Work Conditions/Personal	X	X	X	X	
Schedule Conflicts		X			
Retirement					

Job advancement, higher pay, and relocation or working closer to home are some of the frequent reasons employees have decided to leave employment with Stafford County. HR continues to review and analyze available data on turnover for these agencies and all other County agencies for emerging or changing trends.

ACA Tax Forms – 1095-C

The Finance and Budget department has completed the W-2 forms for tax year 2016 and those forms are now available for employees. HR is working on the 1095-C forms to send to employees. This is the new requirement beginning with tax year 2015 to provide employees with information related to their health insurance coverage through the employer. The deadline to distribute these forms is March 2, 2017 this year and it is staff’s goal to have them complete mid-February.





Sheriff David P. Decatur, Jr.
Stafford County Sheriff's Office
 A State Accredited Law Enforcement Agency



TO: Shannon Wagner
 Director of Human Resources

FROM: 1st Lieutenant Robert J. Dembowski
 Professional Standards Division Commander

SUBJECT: Turnover Data

DATE: December 20, 2016

Below are tables of the past five years explaining why deputies have left this agency. The categories have varied over the years, but these tables include all of the known reasons an employee has left the Sheriff's Office.

REASON FOR SEPARATION BY CATEGORY THROUGH 11/2016 – DEPUTIES ONLY

Designation	Reason	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
Resignation	Higher pay at another agency	3		1	1		1		1					7
Termination	Internal Affairs													0
Retirement	Retirement	1		1			1			1				4
Forced Resignation	Unable to complete training						1		1					2
Resignation	Take home car/closer to home													0
Forced Resignation	Internal Affairs			1			1			1				3
Resignation	Job not for them			1										1
Forced Resignation	Job Performance													0
Resignation	Various reasons/other agency				1			1			2			4
Totals		4	0	4	2	0	4	1	2	2	2	0		21

REASON FOR SEPARATION BY CATEGORY 2015 – DEPUTIES ONLY

Designation	Reason	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
Resignation	Higher pay at another agency			1		1	1				1	2	1	7
Termination	Internal Affairs					2				1				3
Retirement	Retirement									1			1	2
Forced Resignation	Unable to complete training									1				1
Resignation	Take home car/closer to home									1				1
Forced Resignation	Internal Affairs				1									1
Resignation	Job not for them							1						1
Forced Resignation	Job Performance		1			1								2
Resignation	Various reasons/another agency										2		1	3
Totals			1	1	1	4	1	1	0	4	3	2	3	21

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Sheriff David P. Decatur, Jr.
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REASON FOR SEPARATION BY CATEGORY 2014 – DEPUTIES ONLY

Designation	Reason	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
Resignation	Higher pay at another agency					1			1			1		3
Termination	Internal Affairs													0
Retirement	Retirement												1	1
Forced Resignation	Unable to complete training										1			1
Resignation	Take home car/closer to home													0
Forced Resignation	Internal Affairs			1	1			2					1	5
Resignation	Medical reasons												1	1
Resignation	Personal reasons												1	1
Resignation	Moved out of state									1				1
Totals		0	0	1	1	1	0	2	1	1	1	1	4	13

REASON FOR SEPARATION BY CATEGORY 2013 – DEPUTIES ONLY

Designation	Reason	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
Resignation	Higher pay at another agency													0
Termination	Internal Affairs												1	1
Retirement	Retirement													0
Forced Resignation	Unable to complete training			1										1
Resignation	Take home car/closer to home													0
Forced Resignation	Internal Affairs						1							1
Resignation	Job not for them							1						1
Forced Resignation	Job Performance				1							1		2
Resignation	Moved out of state									1				1
Resignation	Personal reasons											1	1	2
Totals		0	0	1	1	0	1	1	0	1	0	2	2	9

REASON FOR SEPARATION BY CATEGORY 2012 – DEPUTIES ONLY

Designation	Reason	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
Resignation	Higher pay at another agency	1		1				1						3
Termination	Internal Affairs			1					1					2
Retirement	Retirement		1			1		1			1		1	5
Forced Resignation	Unable to complete training	2												2
Resignation	Take home car/closer to home													0
Forced Resignation	Internal Affairs	1												1
Resignation	Medical reasons													0
Resignation	Personal reasons			1					1					2
Resignation	Moved out of state		1							1				2
Totals		4	2	3	0	1	0	2	2	1	1	0	1	17

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REASON FOR SEPARATION BY CATEGORY 2011 – DEPUTIES ONLY

Designation	Reason	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
Resignation	Higher pay at another agency	1		1				1						3
Termination	Internal Affairs												1	1
Retirement	Retirement	2				1								3
Forced Resignation	Unable to complete training													0
Resignation	Take home car/closer to home													0
Forced Resignation	Internal Affairs							1						1
Resignation	Job not for them													0
Forced Resignation	Job Performance													0
Resignation	Moved out of state													0
Resignation	Personal reasons		1					1	1	1				4
Death	Death							1						1
Termination	Unable to complete physical	1												1
Totals		4	1	1	0	1	0	4	1	1	0	0	1	14

REASON FOR SEPARATION BY CATEGORY 2010 – DEPUTIES ONLY

Designation	Reason	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Totals
Resignation	Higher pay at another agency					1						1	1	3
Termination	Internal Affairs								1			1		2
Retirement	Retirement	1												1
Forced Resignation	Unable to complete training													0
Resignation	Take home car/closer to home													0
Forced Resignation	Internal Affairs								1	1			1	3
Resignation	Job not for them	1												1
Forced Resignation	Job Performance													0
Resignation	Moved out of state													0
Resignation	Personal reasons													0
Death	Death													0
Termination	Unable to complete physical													0
Totals		2	0	0	0	1	0	0	2	1	0	2	2	10

During this time-frame, personnel have left the Stafford Sheriff's Office and have become employees of the following agencies: Manassas Police Department, Manassas Park Police Department, Fairfax City Police Department, Prince William County Police Department, Alexandria Police Department, Spotsylvania Sheriff's Office, the Federal Emergency Management Agency, and the Pentagon Force Protection Agency.

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Memorandum

Finance and Budget

To: Finance, Audit and Budget Committee
From: Maria Perrotte, Chief Financial Officer
Subject: Monthly Update
Date: January 24, 2017
CC: C. Douglas Barnes, Interim County Administrator

Department Activity

The Finance and Budget Department is actively recruiting for the Accounting Manager position vacated when that employee was promoted to the Budget Division Director position. We hope to have the position filled by the end of February.

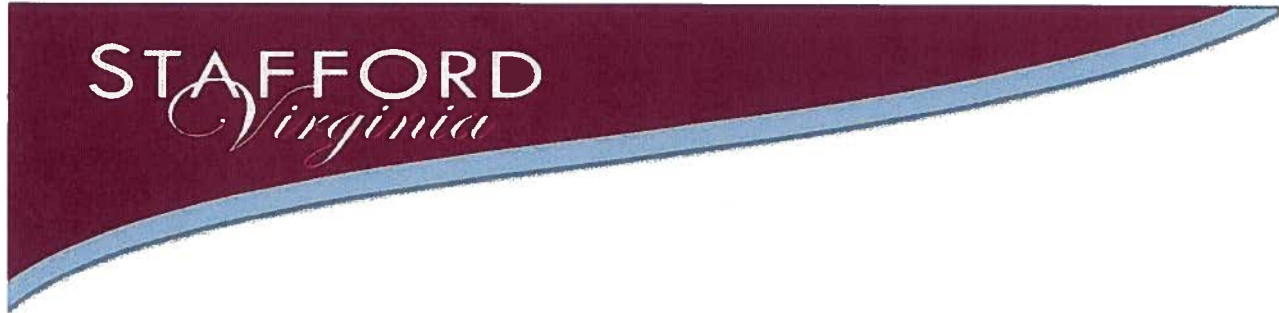
Over the next few months, we will undertake an updated actuarial study for the County's OPEB liability. Schools are also undergoing a similar study with the same vendor. These services were jointly bid a few years ago. Results will be shared with the Committee. The study and report are required in order to be in compliance with GASB 74 which is effective for FY17. The same report will be used for FY18 but will also provide actuarial information that is required to be in compliance with GASB 75 which is effective for FY18. Both GASB 74 and 75 focus on the liability rather than the expense similar to GASB 68 did for pensions.

Requested Information

Attached please find the following items requested by Board members.

1. A list of federal grant receivables as of June 30th 2016.
2. The most recent cash reconciliation report

Please let me know if you have any questions.



Stafford County
Accrued Federal Grants
as of June 30, 2016

<u>Federal Program Name</u>	<u>Department</u>	<u>Accrued Amount</u>
Aggression Defense Training	Sheriff	9,280.79
Centreport Parkway Design	Transportation	1,538,163.44
FEMA - Snow Event Jan 2016	Sheriff/F&R	123,601.14
Social Services	DSS	262,639.40
	Total accrued grants receivable	<u>1,933,684.77</u>

Stafford County
Cash Reconciliation Summary Report
As of November 30, 2016

Treasurer balance	263,254,997.40
Finance balance from H.T.E. and Munis	<u>279,927,244.77</u>
Difference	16,672,247.37

Reconciling items:

School and County payroll 12/1	10,711,989.14	clears in December
School Nutrition	4,337,484.59	
Specific account vs fund differences, SNAP, OPEB	393,482.23	
FY16 change not in present balance forward to FY17	17,550,886.64	clears in December
School payroll includes taxes & ICMA July, August, Sept, Oct, Nov	(31,759,995.50)	
School VRS July, August, Sept, Oct, Nov	(11,327,010.62)	
Debt Service US Bank County	(728,528.14)	clears in December
School Anthem Medical and Dental wires	(5,594,787.90)	some dental wires clear in December
County Anthem dental	(71,782.74)	clears in December
School Pcard	(111,179.14)	
School lease	(96,727.18)	
Sales and Use tax wires	(891.59)	
Interest earned not in Munis fund 60	18,915.92	
School Oct deposit unable to match to Treasurer	(9,420.28)	
Client Analysis Charge	12,982.00	clears in December
Voided checks	2,373.06	
Miscellaneous items less than \$ 500	(37.86)	
Total reconciling items	<u>(16,672,247.37)</u>	
Unreconciled difference	(0.00)	