



# County of Shenandoah

OFFICE OF COUNTY ADMINISTRATION  
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## AGENDA

**Personnel Committee**  
Board Conference Room  
Shenandoah County Government Center  
600 N. Main Street, Woodstock, Virginia  
December 14, 2010  
*8:30 a.m.*

### **Committee Members:**

*Dick Neese, Chairman*

*Conrad Helsley*

*Dennis Morris*

*Sharon Baroncelli*

**Staff Liaison:** Mary T. Price, Assistant County Administrator

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1. **Approval of Minutes**  
Personnel Committee, November 9, 2010.
2. **Monthly Reports and Staff Comments**
3. **Special Reports**  
Presentation by Sheriff Tim Carter regarding court security.
4. **Old Business**  
None
5. **New Business**
  - A. Consideration of a request to enter into Closed Session under Section 2.2-3711 (A) (1) of the Code of Virginia, to discuss appointments to the Parks and Recreation Advisory Board and Travel Council. **(Action Requested)**
  - B. Consideration of appointments **(Action Requested)**

**MINUTES OF MEETING OF  
THE PERSONNEL COMMITTEE  
November 9, 2010**

A regular meeting of the Personnel Committee was held in the Board Conference Room, 600 North Main Street, Woodstock, Virginia, on November 9, 2010 at 8:30am. The following Committee members were present: Dick Neese, Chairman, Dr. Conrad Helsley, Dennis Morris and Sharon Baroncelli. Others present included: County Administrator Doug Walker, Assistant County Administrator Mary Price and Executive Assistant Chris Sherman

**Meeting start time was adjusted to 9:00am.**

**1. Approval of minutes from the October 12, 2010 Personnel Committee meeting.**

Supervisor Helsley made a Motion, seconded by Supervisor Baroncelli to approve the minutes of the October 12, 2010 Personnel Committee with corrections. The Motion was approved 4-0.

**2. Monthly Reports and Staff Comments**

- Discussion regarding custodial staff positions.

Ms. Price presented the Committee with a plan which proposes utilizing the current two full-time custodial employees and two new part time custodial positions to provide janitorial services for the Government Center and the Health and Human Services building.

She added that Shen Paco would be contracted to vacuum the Government Center and the Health and Human Services building two evenings each week.

Mr. Williams said that the two current full time positions and two part time custodian would work together as a team rather than being assigned only to one building.

Mr. Walker indicated that this is intended to be an efficient way to maintain the County's investment in its buildings without compromising quality.

**3. Special Reports**

There were no special reports.

**4. Old Business**

There was no old business discussed.

**5. New Business**

**A. Consideration of a revision to the County Vehicle Policy of the Personnel Policy.**

Mary Price said that each year, County Administration distributes specific County Policies to be signed by each County employee and placed in their respective personnel files. She said that after review by employees and supervisors, it is recommended to delete Item 2 in Chapter 15.7 that prohibits driving outside the County without prior consent.

Supervisor Helsley made a Motion, seconded by Supervisor Morris to approve changes to the Vehicle Policy of the Personnel Policy. The Motion was approved 4-0.

**B. Consideration of a revision to the County Mileage Reimbursement policy of**

**the Personnel Policy.**

Ms. Price stated that the County currently reimburses employees for work-related mileage based on the IRS reimbursement rate in all cases where an employee uses a personal vehicle for work related purposes. The change in this policy would provide that the the County would reimburse the employee at half the IRS rate if a County vehicle was available and the employee elected instead to drive his/her own personal car.

Supervisor Morris made a Motion, seconded by Supervisor Helsley to approve changes to the mileage reimbursement policy. The Motion was approved 4-0.

**C. Consideration of a request to enter into Closed Session under Section 2.2-3711 (A) (1) of the Code of Virginia, to discuss appointments to the Parks and Recreation Advisory Board and Travel Council.**

Supervisor Baroncelli made a motion, seconded by Supervisor Morris to enter into Closed Session to discuss appointments to the Parks and Recreation Advisory Board and the Travel Council at 8:54 am. The motion was approved 4-0.

Supervisor Morris made a Motion, seconded by Supervisors Helsley to return to regular session at 8:57 am. The Motion was approved 4-0.

Ms. Price read the certification that all members must certify that to the best of each member’s knowledge only public business matters lawfully exempted from open meeting requirement, under Section 15.2-2906(d) and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting of the public body.

Members were polled to certify that only those matters identified in the above Code Section was discussed.

Supervisor Baroncelli - Aye  
Supervisor Morris - Aye

Supervisor Neese - Aye  
Supervisor Helsley - Aye

**D. Consideration of appointments**

Supervisor Morris made a Motion, seconded by Supervisor Baroncelli to re-appoint Sean Corso and Larry Hollar to serve 3 year terms on the Parks and Recreation Advisory Board. The motion was approved 4-0.

Supervisors Morris made a Motion, seconded by Supervisor Baroncelli to re-appoint Betty Luse to the Travel Council. The Motion was approved 4-0.

**With no further business to come before this committee, the meeting adjourned at 9:00am.**

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Dick Neese, Chairman