

COMPENSATION BOARD DOCKET #12/07

January 25, 2012

EMPLOYEE RECOGNITION
NONE.

307-12-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUENA VISTA CITY	SHERIFF	<p>12-30-2011 Officer has been unable to work due to back surgery and requests emergency Temporary Funds at \$3,168 to fund a part-time deputy sheriff.</p> <p>The budgeted Temporary funds of \$16,714 are used for six (6) permanent part-time Bailiff positions and not available for this request.</p> <p>This office will have no Vacancy Savings.</p> <p>Staff notes this office consists of one (1) Sheriff, one (1) Court Services Officer and one (1) Secretary I positions.</p> <p>Officer calculates the emergency Temporary funds: \$12.00 per hour, 20 hours per week for 13 weeks and 1 day = \$3,168</p>	\$3,168	The Compensation Board approved one time funds in Temporary Salaries in the amount of \$3,168, based upon the unique circumstances stated by the officer.

717-12-07: DIRECTORS OF FINANCE
NONE.

772-12-07: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FLOYD COUNTY	COMMONWEALTH'S ATTORNEY	<p>1-18-2012 Officer requests reconsideration of the Compensation Board's December docket decision of approving \$9600 in Temporary Funds based upon 20 hours per week for 22 weeks (Jan-May) at the base salary for an Assistant Commonwealth's Attorney.</p> <p>Officer calculated her original request for \$57,200 in emergency Temporary funds based on the following: \$55.00 per hour, 40 hours per week for 26 weeks = \$57,200. Net request for reconsideration totals \$47,600.</p> <p>Officer states: "Without a full-time attorney with specialized capital prosecution experience, I will be significantly disadvantaged as the Defendant has an entire defense team of five (5) attorneys specially trained in Capital litigation, as well as an investigator, and a social worker trained to assist in Capital cases. The Capital Public Defenders' office was funded by the Commonwealth to avoid a disparity in resources and quality of representation in capital cases. Ironically, in this case, there will be a tremendous disparity in representation for the Commonwealth's Attorney's office without funding for another full-time trained capital prosecutor.</p> <p>As the only attorney for the office, handling all cases and court for Floyd County, I will not be able to adequately handle all of the pending criminal cases (see December 21, 2011, request for figures regarding the significant increase in crime for Floyd County), as well as deal with the complexity of this capital case (murder of a two year old and all witnesses are non-English speakers). Furthermore, there is a practical issue with finding someone with capital prosecution experience at the base salary of an Assistant Commonwealth's Attorney. The fifty-five dollars (\$55.00) requested is the lowest hourly rate assigned to court-appointed counsel, for work performed outside of court. In a capital case, a Capital defense attorney appointed and certified to work in a Capital case is permitted by the Commonwealth to bill there normal hourly rate, which can range from \$150.00 to \$300.00 per hour."</p> <p>The Officer's budgeted Temporary funds of \$13,236 are used for a permanent part-time administrative assistant position and not available for this request., and this office</p>	\$47,600	Compensation Board approved additional Temporary Funds in the amount of 50% of the original amount requested by the officer (\$28,600), to include the \$9,600 approved by the Board at its December 21, 2011 meeting, for a net additional approval of \$19,000.

will have no Vacancy Savings.

At its December 21, 2011 meeting, the Compensation Board approved one-time funds in Temporary Salaries in the amount of \$9,600, based upon 20 hours per week for 22 weeks (Jan-May) at the base salary provided for an Assistant Commonwealth's Attorney position $\$45,385/2080=\$21.82/hr$.

12-8-2011 Officer notes this office consists of one (1) Commonwealth's Attorney, one (1) full-time and one (1) part-time administrative position (paid with CB temporary funds).

Officer requests emergency Temporary Funds at \$57,200 to fund a part-time assistant attorney.

Officer states the county has seen a tremendous increase in crime directly related to the epidemic use of methamphetamines; increasing the case number by 135 cases. Also, between June 7 and 10 approximately one hundred (100) indictments and warrants to approximately fifty (50) defendants were issued and will be prosecuted through this office.

Additionally, this office is prosecuting a DUI vehicular manslaughter case that occurred on July 27, 2011 and a capital murder case that occurred on November 23, 2011 where the victim is a two year old child. The defendant and witnesses are non-English speaking; interpreters will be required.

The budgeted Temporary funds of \$13,236 are used for a permanent part-time administrative assistant position and not available for this request.

This office will have no Vacancy Savings.

Officer calculates the emergency Temporary funds: \$55.00 per hour, 40 hours per week for 26 weeks = \$57,200.

At its June 22, 2011 meeting, the Compensation Board approved one-time funds in Temporary Salaries in the amount of \$11,346, based upon 20 hours per week for 26 weeks at the base salary provided for an assistant Commonwealth's Attorney position ($\$45,385 / 2080 = 21.82/hr$).

6-9-2011 FY12 Officer notes this office consists of one (1) Commonwealth's Attorney, one (1) full-time and one (1) part-time administrative position (paid with CB temporary funds).

Officer requests emergency Temporary Funds at \$28,600 to fund a part-time assistant attorney.

Officer states the county has seen a tremendous increase in crime directly related to the epidemic use of methamphetamines; increasing the case number by 135 cases. Also, between June 7 and 10 approximately one hundred (100) indictments and warrants to approximately fifty (50) defendants were issued and will be prosecuted through this office.

The budgeted Temporary funds of \$13,236 are used for a permanent part-time administrative assistant position and not available for this request.

This office will have no Vacancy Savings.

Officer calculates the emergency Temporary funds:
\$55.00 per hour, 20 hours per week for 26 weeks =
\$28,600.

Staff notes that current staffing standards identify a need in this office for 0.43 additional assistant attorney positions.

The addition to workload of approximately 50 felon defendants increases attorney staffing need by an additional half position.

772-12-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEY	1-17-2012 The following officers request to transfer Vacancy Savings to Equipment to fund the purchase of the following items:	Total Cost \$5,200 Stressed Cost \$4,023.24	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
185-772	Tazewell County	Copier	1	6,650	6,650	1	4,000	4,000	3,098.40
035-772	Carroll County	Computer	1	1,606	1,606	1	1,200	1,200	924.84
Total					8,256.08			5,200.00	4,023.24

771-12-07: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CARROLL COUNTY	COMMISSIONERS	01-17-2012 Officer requests a permanent base-budget transfer of \$5,213 from temporary funds combined with \$2,268 in turnover funds to Positions 3 and 5 in order to fund a class change for each. Position 3 is currently budgeted at DII, \$24,518 and will change to DIII, \$28,263. Position 5 is currently budgeted at \$24,725 and will change to DIII, \$28,362. If approved, both will be effective 1-2-2012 Staff notes that after the Budget Reductions of FY11, this office was left with 2 unfunded positions.	\$0	The Compensation Board approved a transfer of \$5,213 from base Temporary Funds to effect the salary actions requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's Temporary Fund budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate
035	771	CARROLL COUNTY	1-17-2012	Temporary	Pos 00003	\$6,835	\$1,576	\$788.00
				Temporary	Pos 00005		\$3,637	\$1,818.50
		Totals					\$5,213	\$2,606.50

774-12-07: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NEW KENT COUNTY	TREASURER	<p>The Compensation Board staff recommends the salary of the 2011 newly elected Treasurer be increased to reflect the salary amount prescribed in the current Appropriation Act for an officer serving in a population group of 10,000 to 19,999. Officer serves in a locality with a population between 10,000 and 19,999, and based on Code is due the full salary of an officer serving in a locality with a population between 10,000 and 19,999.</p> <p>Staff notes that the Officer's salary is currently \$2,720 less than the Appropriation Act established salary for a Treasurer serving in a locality with a population between 10,000 and 19,999, based upon the former officer's choice in April, 2003 to reduce his own salary to achieve budget reduction for FY04.</p> <p>Staff notes that at its July 27, 2011 meeting, the Board noted that future priority would be given to salary restoration for Officers where their salary was reduced to satisfy mandatory reductions in the Compensation Board budget.</p>	<p>\$2,720 Annual Cost \$1,360 Pro-Rated Cost</p>	Approved as Requested.

<u>FIPS</u>	<u>LOCALITY</u>	<u>CLASSIFICATION</u>	<u>CURRENT SALARY</u>	<u>APPROPRIATED SALARY</u>	<u>ANNUAL COST</u>	<u>FY12 PRO-RATE COST</u>
127	New Kent	TREAS	\$62,110	\$64,830	2,720	\$1,360
	Total Cost				\$2,720	\$1,360

774-12-07: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PITTSYLVANIA COUNTY	TREASURER	01-17-2012 Officer requests a permanent base-budget transfer of \$1,872 from temporary funds to Position 7 combined with \$2,564 in order to fund a class change. Position 7 is currently budgeted at DII, \$23,926 and will change to DIII, \$28,262 effective 2-1-2012. Staff notes that in the Budget Request of FY11, this office was left with 4 unfunded postions.	\$0	The Compensation Board approved a transfer of \$1,872 from base Temporary Funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's Temporary budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate
143	774	PITTSYLVANIA COUNTY	1-17-2012	Temporary	Pos 00003	\$11,408	\$1,872	\$936
		Totals					\$1,872	\$936

773-12-07: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GRAYSON COUNTY	CIRCUIT COURT CLERK	1-10-2012 Officer requests additional \$1 funds to fund the cost of purchasing four (4) new 24" Flat Panel Monitors combined with four (4) Fujitsu scanners to be used with the office desktop pc's in the amount of \$6,116. The vendor, the Supreme Court, has quoted \$5,916 for Equipment and \$200 for additional RMS Maintenance, totaling 6,116. The Purpose Code is L. This office does not have any available \$4 funds.	\$6,116 NGF	The Compensation Board did not approve the request for additional \$1 allocations. Current projections of FY12 collections indicate no additional \$1 funds are available for allocation.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #12/06.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, February 22, 2012 and Wednesday, March 28, 2012 at 11:00am..	N/A	Noted.
3.	FY13 COMPENSATION BOARD BUDGET PRIORITIES.	COMPENSATION BOARD	Staff presents FY13 recommended budget priorities.	N/A	Approved.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #12/07
January 25, 2012**

NO CLOSED MEETING

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (_____ seconded the motion).**

- Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must **immediately** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business exempt from the Act was discussed. (_____ seconded the motion.)

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

HANDCARRY COMPENSATION BOARD DOCKET #12/07 January 25, 2012

EMPLOYEE RECOGNITION
NONE.

307-12-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Various	Sheriffs/Superintendent	12-30-11 The following Sheriffs and Superintendents are requesting to transfer Vacancy Savings to Temporary and Office Expense categories.	\$0	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
485	307	Blue Ridge Regional Jail	12/30/11	Vacancy Savings	Temporary	\$ 54,376.84	\$ 54,376.84
730	307	Petersburg	01/09/12	Vacancy Savings	Temporary	\$ 18,005.58	\$ 18,005.58
133	307	Northumberland	01/19/12	Vacancy Savings	Temporary	\$ 11,859.16	\$ 11,859.16
650	307	Hampton	01/23/12	Vacancy Savings	Temporary	\$ 212,606.06	\$ 118,992.60
650	307	Hampton	01/23/12	Vacancy Savings	Office Expenses	\$ -	\$ 93,613.47
Totals						\$ 296,847.64	\$ 296,847.65

307-12-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Page County	Sheriff	<p>01-19-2012 Sheriff is requesting a staffing analysis of the jail due to overcrowding issues.</p> <p>Officer states their average daily population in 2011 exploded from 76 in January to 106 in December this has created tremendous issues for them with added medical, mental health issues, court transports, etc., the office has managed the increased population and duties, with the same number of staff. However, officer feels this study is necessary to ensure safe and efficient operation of the jail.</p> <p>Page County Jail has an operating capacity of 34 inmates. For the most recent 12 months, the average Payable ADP was 81.40. The Compensation Board currently funds 9 correctional positions and 8 emergency correctional officer positions for Page County.</p> <p>Based on the 5 to 1 ratio and a payable ADP of 81.40 the maximum number of emergency correctional officer positions the Compensation Board could approve 10.</p>	\$0	The Compensation Board will request that the Dept of Corrections perform a staffing analysis of the Page County Jail. The Board advises the Sheriff that any additional staffing needs identified by such study may not necessarily be available through the Compensation Board absent additional appropriation by the legislature.

717-12-07: DIRECTORS OF FINANCE

NONE.

772-12-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FAIRFAX COUNTY	COMMONWEALTH'S ATTORNEY	1-20-2012 Officer requests to transfer Vacancy Savings at \$45,280.69 to Office Expense Funds. Officer states, because this office does not have any budgeted Office Expense funds, they will be used to reimburse the County for the Officer's Association dues, State Bar Dues, general office supplies, postage and telephone bills.	\$0	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
059	772	Fairfax County	01/20/12	Vacancy Savings	Office Expense	45,280.69	45,280.69
		Totals					45,280.69

771-12-07: COMMISSIONERS OF THE REVENUE
NONE.

774-12-07: TREASURERS
NONE.

773-12-07: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESAPEAKE CITY	CIRCUIT COURT CLERK	1-24-12 Officer requests to transfer Vacancy Savings into both Temporary Funds and Office Expense funds.	\$0	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

The Office Expense funds will be used to reimburse the City for the Lease agreement of the Copier and postage expended by this office.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
550	773	Chesapeake City	01/24/12	Vacancy Savings	Temporary	58,938.48	22,000.00
550	773	Chesapeake City	01/24/12	Vacancy Savings	Office Expense		36,900.00
Totals							58,900.00

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. FY12 TECHNOLOGY TRUST FUND COLLECTIONS & PROJECTIONS	COMPENSATION BOARD	<p>Collections: FY12 year-to-date collections for July – December totaled \$3,546,920.41, a decrease of 9.68% over the same period in FY11.</p> <p>Expenditures: FY12 year-to-date Clerk's expenditures through 1/25/12, totaled \$1,748,874.74 or 27.9% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY12 TTF total collections would be approximately \$7.1 million, a decrease of 6.61% over FY11 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY12, total collections for FY11 would be \$6.74 million, a decrease of 11.28% over FY11 collections.</p>	N/A	Noted.

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Public Body: Compensation Board
 Date: January 25, 2012
 Time: 11:00 a.m.
 Location: Compensation Board Conference Room
 Oliver Hill Building, 102 Governor Street
 Richmond, VA 23219
 Members: Frank Drew, Chairman (present)
 Walt Kucharski, ex-officio member (present)
 Craig Burns, ex-officio member (absent)