

# COMPENSATION BOARD DOCKET #13/07

## January 23, 2013

EMPLOYEE RECOGNITION  
NONE.

### 307-13-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA BEACH	SHERIFF	12-20-2012- Officer requests to transfer the remaining salary of position 29, that will remain vacant from January 1, 2013 - June 30, 2013, to temporary funds at \$31,448.00. The Budgeted amount for position 00029 is \$62,896.00.	-0-	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Salary Requested	Amount Requested
810	307	VIRGINIA BEACH	12/20/12	Position 00029	C11	Temporary	62,896.00	31,448.00	31,448.00
		Totals							31,448.00

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	SHERIFF	01-18-2012 – Officer requests to transfer \$121,615.62 from Vacancy Savings to Office Expense.	-0-	Approved per the Compensation Board's FY13 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
650	307	Hampton	11/20/12	Vacancy Savings	Temporary	\$121,615.62	\$121,615.62
						\$121,615.62	\$ 121,615.62

## 307-13-07: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BLUE RIDGE REGIONAL JAIL	SUPERINTENDENT	<p>01-23-13 Officer requests to reinstate Michael Conner to his former Master Deputy status effective January 1, 2013. He was promoted to Sergeant in April of 2012, and by Blue Ridge Regional Jail policies he had to relinquish Master Deputy status. He voluntarily asked to be taken back down to officer in June 2012. Officer has continued to fulfill all requirements of the Career Development Program.</p> <p>Staff notes that officer was a funded master deputy when the January 2010 program suspension was put into place, and is therefore eligible to continue in the program.</p>	-0-	Approved as requested.
BLUE RIDGE REGIONAL JAIL	SUPERINTENDENT	01-23-2012- Officer requests to transfer Vacancy Savings in the amount of \$24,808.07 to Temporary Funds.	-0-	Approved per the Compensation Board's FY13 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
485	307	Blue Ridge Regional Jail	01/17/13	Vacancy Savings	Temporary	24,808.07	24,808.07

717-13-07: DIRECTORS OF FINANCE  
NONE.

772-13-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FREDERICK COUNTY	COMMONWEALTH'S ATTORNEY	<p>1-8-13 Acting Officer requests additional Temporary Funding @ \$31,987.50. This is equivalent to position #2 CPII@ \$63,975 from January 1, 2013 to June 30, 2013. The Special Election will be held on November 5, 2013.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #2 CPII is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.

# 772-13-07: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FRANKLIN COUNTY	COMMONWEALTH'S ATTORNEY	<p>1-15-2013 Officer requests to transfer Base Temporary Funds at \$2,080 to pos. 00007 to fund an Internal Salary Adjustment. This is a 10% salary increase from the current salary.</p> <p>Position 00007, currently SEC, budgeted at \$28,084 to SEC at \$30,892, effective 2-1-2013.</p> <p>I, Timothy Allen, acknowledge that due to budget reductions I currently have one unfunded authorized position; I understand that taking action to move base temporary funds to salaries of existing personnel may significantly reduce my options in dealing with any potential future funding reductions without impacting salaries of permanent staff. Such base transfers may also prevent future full restoration of recently reduced attorney and/or staff position should a legislative decision be made in the future to restore reduced funding.</p>	-0-	The Compensation Board approved a transfer of \$2,080 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 Temporary Fund budget in the current as well as subsequent fiscal years.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>Class Code</b>	<b>To Category</b>	<b>Current Salary</b>	<b>Salary Requested</b>	<b>Amount Requested</b>	<b>Pro-Rate</b>
067	772	Franklin County	01/15/13	Temporary	SEC	pos. 00007	28,084.00	30,892	2,080.00	1,170.00
		<b>Totals</b>						<b>30,164.00</b>	<b>2,080.00</b>	

**771-13-07: COMMISSIONERS OF THE REVENUE  
NONE.**

**774-13-07: TREASURERS  
NEW BUSINESS:**

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ESSEX COUNTY	TREASURER	<p>12-27-2012 Acting Officer requests additional Temporary Funding @ \$4,394.50. This is equivalent to position #3 DI, budgeted @ \$8,789 from January 1, 2013 to June, 2013. The Special Election will be held on November 5, 2013.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as officer understands that the Compensation Board's interpretation of §24.2-226 and 228 is that position #3 DI is not vacant during the period in which she is the Acting Treasurer; consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.

**773-13-07: CIRCUIT COURT CLERKS**

**NEW BUSINESS:**

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MATTHEWS COUNTY	CIRCUIT COURT CLERK	<p>1-2-13 Acting Officer requests additional Temporary Funding @ \$14,325.50. This is equivalent to position #2 DCIII @ \$28,651 from January 1, 2013 to June 30, 2013. The Special Election will be held on November 5, 2013.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #2 DCIII is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.

## 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 #13/06.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday February 27th, 2013 at 11:00 a.m. and Wednesday March 27th, 2013 at 11:00 a.m.	N/A	Noted.
3.	FY14 COMPENSATION BOARD BUDGET PRIORITIES	COMPENSATION BOARD	Staff presents FY14 recommended budget priorities.	N/A	Approved.

**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #13/06**  
**January 23, 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"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, 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"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, 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.**

# H A N D C A R R Y

## COMPENSATION BOARD DOCKET #13/07

### January 23, 2013

EMPLOYEE RECOGNITION  
NONE.

#### 307-13-05: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. SHERIFFS CRIME DATA REPORTING	SHERIFF	<p>1-23-13 Staff presents information regarding Sheriffs' data reporting to the Virginia State Police for Calendar Year 2012. Chapter 3, Item 75, paragraph O. provides that the Compensation Board is authorized to withhold reimbursement due the locality for Sheriff and jail expenses upon notification from the Superintendent of State Police that there is reason to believe that crime data reported is missing, incomplete or incorrect. Staff will be contacting this week 21 Sheriffs' offices overdue for reporting final calendar year 2012 data necessary for submission by VSP to the federal government and for creation of the annual Uniform Crime Report. Sheriffs will be notified of the potential for Board action to withhold reimbursements for offices not submitting data by March 1, 2013 Staff notes that the VSP deadline for completion of data reporting for each month is the 15<sup>th</sup> of the following month, such that year-end reporting through December was to be completed by January 15.</p> <p>Staff further notes that 13 of the 21 offices are only delayed at this time in the reporting of December data.</p>	N/A	Status of late submissions noted. The Compensation Board instructed staff to provide an update at the next monthly meeting regarding the status of reporting of all delinquent reports.

772-13-05: COMMONWEALTH'S ATTORNEYS  
NONE.

771-13-05: COMMISSIONERS OF THE REVENUE  
NONE.

774-13-05: TREASURERS  
NONE.

773-13-05: CIRCUIT COURT CLERKS

**OLD BUSINESS:**

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WISE COUNTY	CIRCUIT COURT CLERK	<p>At its meeting on December 19, 2012, the Compensation Board deferred action on this request pending additional staff review.</p> <p>11-28-2012 Officer requests to budget \$1 TTF funds at \$2,000 for the purpose of SCV Case Management Interface. This office does not have any \$4 funds.</p> <p>Staff confirms availability of \$1 TTF funds available and notes that discussions with the Executive Secretary of the Supreme Court indicate that additional expenses are not anticipated at this time beyond the amount requested by the officer, and there are no pending additional requests to the Supreme Court at this time.</p>	\$2,000.00 NGF	Approved.

# OTHER MATTERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. FY13 TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	<p>Collections: FY13 year-to-date collections for July – December totaled \$4,251,133.11, an increase of 20.01% over the same period in FY12.</p> <p>Expenditures: FY13 year-to-date Clerk's expenditures through 01/22/13, totaled \$2,049,571.24 or 30.94% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY13 TTF total collections would be approximately \$8.42 million, an increase of 10.17% over FY12 collections.</p> <p>If the number of recordings falls 10% over the remainder of FY13, total collections for FY13 would be \$8.01 million, an increase of 4.71% over FY12 collections.</p>	N/A	Noted.

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
 Date: January 23, 2013  
 Time: 11:00 a.m.  
 Location: Compensation Board Conference Room  
 Oliver Hill Building, 102 Governor Street  
 Richmond, VA 23219  
 Members: Frank Drew, Chairman (present)  
 Craig Burns, ex-officio member (present)  
 Martha Mavredes, ex-officio member (present)