

# COMPENSATION BOARD DOCKET #14/07

## January 22, 2014

EMPLOYEE RECOGNITION  
NONE.

### 307-14-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RIVERSIDE REGIONAL JAIL	SUPERINTENDENT	01-06-2014 The Officer requests to transfer Vacancy Savings to Office Expense.  Officer states that this request is due to unanticipated operating expenses in both the food services and medical service contracts. Officer anticipates the medical expenses will be over the budget due to a higher than expected number of inmates requiring specialty care or hospitalization for fiscal year 2014.	\$0	Approved per the Compensation Board's FY14 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 Requested	Amount Requested
465	307	Riverside Regional Jail	01/06/14	Vacancy Savings	Office	\$719,195.85	\$719,195.85
Totals						\$719,195.85	\$719,195.85

# 307-14-07: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF	<p>01-06-14 The following localities are requesting to transfer the annual vacant salaries of the following positions to Temporary Funds.</p> <p>Per the Position Reallocation Policy, these offices are each due to lose one (1) position and upon attrition must hold the positions vacant in FY14; however vacancy savings from positions held vacant may be transferred to another budgeted category for expenditure.</p>	\$0	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>To Category</b>	<b>Amount Available</b>	<b>Amount Requested</b>	<b>Pro-Rate Amount</b>
003	307	Albemarle County	01/08/13	pos. 00013	Temporary funds	\$29,081	\$29,081	\$14,540.50
025	307	Brunswick County	01/07/13	pos. 00006	Temporary funds	\$29,082	\$29,082	\$14,541.00
		<b>Totals</b>				<b>\$58,163</b>	<b>\$58,163</b>	<b>\$29,081.50</b>

# 772-14-07: COMMONWEALTH'S ATTORNEYS

## OLD BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORFOLK CITY	COMMONWEALTH'S ATTORNEY	<p>At its July 24, 2013 meeting, the Compensation Board agreed to defer implementation of the position reallocation policy in this office for six months pending discussion of current staffing standards with the Virginia Association of Commonwealth's Attorneys (VACA) and a review of potential alternate data sources for use in evaluating workload.</p> <p>12-10-2013 Officer requests to continue to suspend the implementation of the Position Reallocation Policy for his office. The office is grateful for the initial deferral of 6 months granted July 24, 2013 to conduct further research, however additional review time is needed.</p> <p>In response to the Compensation Board's agreement to defer implementation and after meeting with the Compensation Board Executive Secretary in August, 2013, VACA created a Committee on Staffing Standards of representative members of the Association to work with Compensation Board staff to research the issues.</p> <p>The committee has since had 1 opportunity to meet on December 5, 2013. After some discussion, Mr. Morrogh (Chair and VACA President) advised the committee members to review current staffing standards and related information and be prepared to discuss the matter in detail at the committee's second meeting scheduled for January 21, 2014. It is not yet known whether additional meetings will be needed. At the conclusion of its work, the committee will provide its findings to VACA and update the Compensation Board.</p> <p>As the committee has not yet had a substantive, critical conversation and the Office respectfully remains in disagreement that it should be in excess status by 6 permanent attorney positions, officer seeks continued review and deferred implementation of the Position Reallocation Policy in the Norfolk Commonwealth's Attorney's office.</p>	\$0	The Compensation Board approved continued deferral of implementation and requests an update at its regular meeting on February 26, 2014.

# 772-14-07: COMMONWEALTH'S ATTORNEYS

## OLD BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MARTINSVILLE CITY	COMMONWEALTHS' ATTORNEY	<p>At its December 18, 2013 meeting, the Compensation Board deferred action on the following base budget transfer request until installation of Officer Elect as the Commonwealth's Attorney.</p> <p>12-17-2013 Officer Elect requests to transfer Base Temporary Funds at \$6,993 to increase the annual salary of position #00002 currently ATTIV at \$63,784 for a New Hire candidate who qualifies for a salary of \$73,500. This office will have sufficient Turnover to fund the remaining difference to reach the new salary amount. The new salary is effective January 1, 2014.</p> <p>I, Clay Gravely, 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 reduced positions should a legislative decision be made in the future to restore reduced funding</p>	\$0	The Compensation Board approved a transfer of \$6,993 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 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>Amount Requested</b>	<b>Pro Rated</b>
690	772	Martinsville City	12/17/2013	Temporary	ATTIV	pos. 00002	\$63,784	\$6,993	\$3,496.50
		<b>Totals</b>						<b>\$6,993</b>	<b>\$3,496.50</b>

# 772-14-07: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BOTETOURT COUNTY	COMMONWEALTH'S ATTORNEY	1-9-14 Officer requests an exception to the \$500, 60-day reimbursement policy. The final expenses incurred exceeded the \$500 policy.	\$732.62	Approved as an exception to policy, based upon the specific conditions stated by the officer.

<b>Prosecutor</b>	<b>Expenses From - To</b>	<b>Defendant</b>	<b>Total</b>
Lethia C. Hammond	08-2-2013 to 12-12-2013	Michael Jay O'Hare	\$732.62
		<b>Total</b>	<b>\$732.62</b>

AMHERST COUNTY	COMMONWEALTH'S ATTORNEY	12-19-13 Officer requests to transfer Vacancy Savings in the amount of \$1,300 to Equipment to purchase one (1) Computer.	\$0	Approved as noted in the Stressed Cost column, per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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<b>FIPS</b>	<b>Locality</b>	<b>Equipment Requested</b>	<b>Requested Qty</b>	<b>Requested Cost</b>	<b>Total Requested Cost</b>	<b>Per Policy Qty</b>	<b>Per Policy Cost</b>	<b>Total Cost Approved</b>	<b>Stressed Cost</b>
009	Amherst County	Computer	1	\$1,300	\$1,300	1	\$1,200	\$1,200	\$842
<b>009-772 Total</b>					<b>\$1,300</b>			<b>\$1,200</b>	<b>\$842</b>

APPOMATTOX COUNTY	COMMONWEALTH'S ATTORNEY	1-16-14 Officer requests to transfer the annual vacant salary of the following position to Temporary Funds effective February 3, 2014.	\$0	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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Per the Position Reallocation Policy, this office is due to lose one (1) position and upon attrition must hold position vacant for the remainder of FY14; however, vacancy savings from this position held vacant may be transferred to another budget category for expenditure.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Permanent Position</b>	<b>Class Code</b>	<b>To Category</b>	<b>Current Salary</b>	<b>Amount Requested</b>	<b>Pro Rated Amount Approved</b>
011	772	Appomattox County	1/16/2014	pos. 00004	ATTI	Temporary	\$49,601	\$49,601	\$20,667.08
		Totals						\$49,601	\$20,667.08

## 773-14-07: CIRCUIT COURT CLERKS

### NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HALIFAX COUNTY	CIRCUIT COURT CLERK	<p>1-13-14 Acting Officer, effective January 1, 2014, requests additional Temporary Funding at \$22,111.50. This is equivalent to position #2 DCIV at \$44,223 from January 1, 2014 to June 30, 2014. The Special Election will be held on November 4, 2014.</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 Section 24.2-226 and 228 is that position #2 DCIV is not vacant during the period in which I am the Acting Clerk of the Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.

771-14-07: COMMISSIONERS OF THE REVENUE  
NONE.

774-14-07: TREASURERS  
NONE.

## OTHER MATTERS

### NEW BUSINESS:

### REGULAR DOCKET

	<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 #14/06.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, February 26, 2014 at 11:00 a.m., and Wednesday, March 26, 2014 at 11:00 a.m.	N/A	Noted.
3.	TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY14 year-to-date collections for July – December totaled \$3,996,679.81, a decrease of -5.99% over the same period in FY13.</p> <p>Expenditures: FY14 year-to-date Clerk's expenditures through 1/10/14, totaled \$1,101,808.79 or 14.50% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY14 TTF total collections would be approximately \$7.85 million, a decrease of -9.57% over FY13 collections.</p> <p>If the number of recordings falls 10% over the remainder of FY14, total collections for FY14 would be \$7.47 million, a decrease of -17.01% over FY13 collections.</p>	N/A	Noted.
4	FY15 COMPENSATION BOARD BUDGET PRIORITIES	COMPENSATION BOARD	Staff presents FY15 recommended budget priorities.	N/A	Approved.

## FOR YOUR INFORMATION

NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #14/07  
January 22, 2014**

**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"/>
Martha Mavredes, 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"/>
Martha Mavredes, 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.**

# H A N D C A R R Y

## COMPENSATION BOARD DOCKET #14/07

### January 22, 2014

EMPLOYEE RECOGNITION  
NONE.

307-14-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SHERIFF'S CRIME DATA REPORTING	SHERIFF	1-17-14 Staff presents information regarding Sheriffs' data reporting to the Virginia State Police (VSP) for Calendar Year 2013. Chapter 806, 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 22 Sheriffs' offices overdue for reporting final calendar year 2013 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 February 20, 2014. Staff notes that the VSP deadline for completion of data reporting for each month is the 15th of the following month, such that year-end reporting through December was to be completed by January 15.	\$0	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.

# 772-14-07: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PITTSYLVANIA COUNTY	COMMONWEALTH'S ATTORNEY	<p>1-21-14 Acting Officer requests to amend the amount of additional Temporary Funding approved for his office at the December 18, 2013 Compensation Board meeting.</p> <p>This office was approved additional Temporary funds in the amount of \$34,749, which was the equivalent to position #1 ATTIV at \$69,498 from January 1, 2014 to June 30, 2014. Effective January 1, 2014 a personnel action was processed to reduce the salary of position #1 ATTIV \$69,498 to be ATTIV at \$63,784.</p> <p>Officer requests to amend the amount of additional Temporary Funds to be \$31,891.99. This is the equivalent to position #1 ATTIV at \$63,784. The Special Election will be held on November 4, 2014.</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 #1 ATTIV 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.

# 772-14-07: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WASHINGTON COUNTY	COMMONWEALTH'S ATTORNEY	<p>1-14-2014 Officer requests to correct the Felony Defendant workload data for CY 2010, 2011 and 2012.</p> <p>The Supreme Court is not able to update the workload in their system at this time, but will follow up with staff regarding the status of workload reviews.</p>	\$0	Compensation Board approved the officer's request to adjust workload statistics, and asked staff to follow up with the Supreme Court regarding confirmation of this office's data concerns, the status of data reviews, and whether there are potential impacts on other offices.

#### CURRENT

FIPS	OFFICE	LOCALITY	Category	CY10	CY11	CY12	Wkld Avg
191	772	WASHINGTON COUNTY	Felony Defendants	283	316	312	304

#### CORRECTION

Category	CY10	CY11	CY12	Wkld Avg
Felony Defendants	480	473	536	496

## 771-14-07: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD COUNTY	COMMISSIONER OF THE REVENUE	1-14-14 Officer requests to use turnover to fund the deputy in position 00016 MCDI who is currently unfunded, to a base salary of \$35,261 and a CDP Funded Salary budgeted at \$38,540. Officer states that Budget Reductions left this office with 4 unfunded positions and that this action will allow this CDP Certified Deputy to begin receiving funding from the Compensation Board.  Staff Notes that this request will increase the total budget and the CDP budget of this office by \$1,366 for FY14 and by \$3,279 in FY15. Locality concurrence has been obtained.	\$1,366.25 (FY14)	Approved as requested.

774-14-07: TREASURERS  
NONE.

773-14-07: CIRCUIT COURT CLERKS  
NONE.

OTHER MATTERS  
NONE.

FOR YOUR INFORMATION  
NONE.

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Public Body: Compensation Board  
Date: January 22, 2014  
Time: 11:00 a.m.  
Location: Compensation Board Conference Room  
Oliver Hill Building, 102 Governor Street  
Richmond, VA 23219  
Members: Frank Drew, Chairman (present)  
Martha Mavredes, ex-officio member (present)  
Craig Burns, ex-officio member (present)