

# COMPENSATION BOARD DOCKET #15/07

## January 28, 2015

EMPLOYEE RECOGNITION  
NONE.

307-15-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WYTHE COUNTY	SHERIFF	<p>01-14-15 Interim Officer requests additional Temporary funding @ \$28,182. This is equivalent to the salary of position 00033, L12 at \$56,364 from January 1, 2015 to June 30, 2015. The Sheriff's election will be held November 3, 2015.</p> <p>Interim Officer states "This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds, as I understand the Compensation Board's interpretation of §24.2-226 and 228 is that position 0033, L12 is not vacant during the period in which I am the interim Sheriff, consequently funds cannot be transferred from this position."</p>	\$0	Approved at no additional cost to the Compensation Board

# 307-15-07: 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	01-28-15 The following localities are requesting to transfer Vacancy Savings to Temporary or Office Expense funds.	\$0	Approved per the Compensation Board's FY15 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
061	307	Fauquier County	1/9/2015	Vacancy Savings	Temporary	\$72,488.74	\$56,616.90
135	307	Nottoway	1/12/2015	Vacancy Savings	Office Expense	\$26,652.09	\$20,458.84
485	307	Blue Ridge Regional Jail	1/15/2015	Vacancy Savings	Temporary	\$17,163.25	\$17,163.25
496	307	RSW Regional Jail	1/21/2015	Vacancy Savings	Office Expense	\$142,539.38	\$80,000.00
650	307	Hampton City	12/18/14	Vacancy Savings	Office Expense	\$171,781.11	\$120,180.35
710	307	Norfolk City	1/12/2015	Vacancy Savings	Temporary	\$120,522.75	\$79,423.63
<b>Totals</b>						<b>\$551,147.32</b>	<b>\$373,842.97</b>

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WESTMORELAND	SHERIFFS	1-22-15 Officer request to transfer Vacancy Savings to equipment to purchase the following item.  Officer states the locality does agree to fund the remaining cost of this purchase with reimbursement of the stressed cost.  The Officer understands the last opportunity to claim reimbursement for approved equipment funds is with the May payroll reimbursement process.	\$0	Approved per the Compensation Board's FY15 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 Approved
193	Westmoreland	Live Scan	1	\$7,385.00	\$7,385.00	1	\$7,385.00	\$7,385.00	\$4,679.14
<b>Totals</b>					<b>7,385.00</b>		<b>\$7,385.00</b>	<b>\$7,385.00</b>	<b>\$4,679.14</b>

## 772-15-07: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PATRICK COUNTY	COMMONWEALTH'S ATTORNEY	<p>1-7-2015 Officer requests emergency Temporary funds at \$14,400.00 from March 16, 2015 to June 8, 2015.</p> <p>Officer will be on maternity leave from March 16, 2015 to June 8, 2015. In preparation for the office to continue to run smoothly and not disrupt the court dockets, Officer is planning to bring in a former Commonwealth's Attorney to assist during her absence.</p> <p>Officer calculates the Temporary salary at \$30.00 per hour, 8 hours per day, 5 days per week, for 12 weeks = \$14,400.00</p> <p>Although this event is 2 ½ months away, Officer would like to learn the Board's decision so she may complete her plan for during her absence.</p> <p>Staff notes this office has no Vacancy Savings, and has only one assistant Commonwealth's Attorney.</p>	\$14,400	Approved as an exception to policy, based upon the specific conditions stated by the officer.
LEE COUNTY	COMMONWEALTH'S ATTORNEY	<p>1-5-2015 Acting Officer, effective January 1, 2015, requests additional Temporary Funding in the amount of \$26,454.50. This is equivalent to position 00006 ATTI in the amount of \$52,909 from January 1, 2015 to June 30, 2015. The Election will be held on November 3, 2015.</p> <p>Acting Officer states "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 00006 ATTI 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

## 772-15-07: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ISLE OF WIGHT COUNTY	COMMONWEALTH'S ATTORNEY	<p>1-5-2015 Acting Officer requests additional Temporary Funding in the amount of \$42,425.25. This is equivalent to position 00003 ATTIV in the amount of \$72,729 from December 1, 2014 to June 30, 2015. The Election will be held on November 3, 2015.</p> <p>Acting Officer states "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 00003 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.

## 774-15-07: TREASURERS NONE.

## 773-15-07: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GOOCHLAND COUNTY	CIRCUIT COURT CLERK	<p>12-30-2014 Acting Officer requests additional Temporary Funding in the amount of \$17,758. This is equivalent to position #00002 DCIV in the amount of \$35,516 from January 1, 2015 to June 30, 2015. The Special Election will be held on November 3, 2015.</p> <p>Acting Officer States "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 #00002 DCIV 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
ROANOKE CITY	CIRCUIT COURT CLERK	<p>12-18-2014 Officer requests an exception to the Compensation Board 10% and 15% personnel salary increase policy.</p> <p>Officer proposes the following personnel changes:            Promote employee from pos. 00007 DCIII \$37,860 to pos. 00003 DCIV at budgeted salary \$50,000; this is a 32.066% increase.            Promote employee from pos. 00018 DCII \$32,211 to pos. 00007 DCIII at budgeted salary \$37,860; this is a 17.54% increase.</p> <p>Staff notes: This office maintains all fees locally and pays all its own expenses, and is not reimbursed by the Compensation Board.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

# 773-15-07: CIRCUIT COURT CLERKS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
JAMES CITY COUNTY	CIRCUIT COURT CLERK	<p>1-7-2015 Officer requests to budget funding from the remaining balance of available TTF \$4 Fund in the amount of \$18,570.00 for two (2) Plat System Scanner/Viewers (vendor, SCV). Clerk has been providing SRA to land records since 2005.</p> <p>This office elected to carry over unbudgeted \$4 TTF projected collections of \$501,368 in August and currently has \$347,097.16 in \$4 TTF cash collections available for budgeting.</p>	\$18,570 NGF	The Compensation Board approved the request for budgeting of \$4 TTF current cash balances available. All TTF funds budgeted must be requested for reimbursement no later than the May payroll and expense reimbursement request period. TTF funds not reimbursed by the May reimbursement request period will not be available for reimbursement with the June reimbursement request.
AUGUSTA COUNTY	CIRCUIT COURT CLERK	<p>1-6-2015 Acting Officer requests additional Temporary Funding in the amount of \$25,542.50. This is equivalent to position #00002 ACD in the amount of \$51,085 from January 1, 2015 to June 30, 2015. The Special Election will be held on November 3, 2015.</p> <p>Acting Officer States "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 #00002 ACD 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 #15/06.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, February 25, 2015 and Wednesday, March 25, 2015 at 11:00 a.m.	N/A	Approved.
3.	FY15 BUDGET PRIORITIES	COMPENSATION BOARD	Staff presents FY15 draft budget priorities.	N/A	Approved.
4.	TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections:  FY15 year-to-date collections for July – December totaled \$3,200,335.63, a decrease of 19.93% compared to the same period in FY14.</p> <p>Expenditures:  FY15 year-to-date Clerk’s expenditures through December, totaled \$1,211,976.60 or 22.03% of budgeted Technology Trust Funds.</p> <p>Projections:  Based on current collections, FY15 TTF total collections would be approximately \$6.40 million, a decrease of 9.87% compared to FY14 collections.</p>	N/A	Noted.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #15/07  
January 28, 2015**

**NO CLOSED MEETING**

1) **MOTION FOR “CLOSED MEETING” by Chairman Susan Swecker. ( \_\_\_\_\_ 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 SUSAN SWECKER: I move to certify that only public business exempt from the Act was discussed. ( \_\_\_\_\_ seconded the motion.)**

Susan Swecker, 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 SUSAN SWECKER: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. ( \_\_\_\_\_ seconded the motion.)**

Susan Swecker, 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.**

# HANDCARRY COMPENSATION BOARD DOCKET #15/07 January 28, 2015

307-15-07: SHERIFFS & REGIONAL JAILS  
NONE.

772-15-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	COMMONWEALTH'S ATTORNEY	<p>1-23-2015 The City of Portsmouth originally set the date of the Commonwealth's Attorney Special Election as November 3, 2015. Recently the date of the Special Election has been changed to be February 10, 2015.</p> <p>The Acting Commonwealth's Attorney, on the December Compensation Board Docket submitted and was approved additional Temporary Funds in the amount of \$42,535.50, which is the equivalent to position 00015 ATTIV \$72,918 from December 1, 2014 to June 30, 2015.</p> <p>Acting Officer requests to change the amount of additional Temporary Funds to be \$14,279.78, which is the equivalent to position 00015 ATTIV \$72,918 from December 1, 2014 to February 10, 2015.</p> <p>Acting Officer states "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 00015 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.

771-15-07: COMMISSIONERS OF THE REVENUE  
NONE.

774-15-07: TREASURERS  
NONE.

773-15-07: CIRCUIT COURT CLERKS  
NONE.

## OTHER MATTERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. FY15 AID TO LOCALITIES REDUCTIONS	COMPENSATION BOARD	<p>Staff presents locality elections to be implemented through reductions in Compensation Board reimbursements for Constitutional Officers. Reductions to per diem payments for jails will be implemented in their 4<sup>th</sup> quarter payments.</p> <p>Remaining balances and anticipated 4<sup>th</sup> quarter per diem payments are sufficient to meet all ATL election amounts with the exception of Campbell County's ATL election.</p> <p>Remaining balances are not sufficient to implement Campbell County's election as submitted. Staff has notified DPB of this issue and is awaiting input from Campbell County.</p>	N/A	Approved.

# FOR YOUR INFORMATION NONE.

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Public Body: Compensation Board

Date: January 28, 2015

Time: 11:00 a.m.

Location: Compensation Board Conference Room

Oliver Hill Building, 102 Governor Street

Richmond, VA 23219

Members: Susan Swecker, Chairman (present)

Martha Mavredes, ex-officio member (present)

Craig Burns, ex-officio member (present)