

COMPENSATION BOARD DOCKET #16/07

January 27, 2016

EMPLOYEE RECOGNITION
NONE.

307-16-07: 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/SUPERINTENDENT	12-20-15: Officers request to transfer Vacancy Savings to Temporary or Office Expense	-0-	Approved per the Compensation Board's FY16 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
430	307	Piedmont Reg. Jail	1/13/2016	Vacancy Savings	Temporary	\$29,095.63	\$17,650.23
450	307	Rappahannock Reg. Jail	1/21/2016	Vacancy Savings	Temporary	\$287,017.37	\$287,017.37
480	307	New River Valley Reg. Jail	1/13/2016	Vacancy Savings	Temporary	\$176,599.21	\$123,500.00
485	307	Blue Ridge Reg. Jail	1/18/2016	Vacancy Savings	Temporary	\$24,539.58	\$24,539.58
496	307	RSW Reg. Jail	1/19/2016	Vacancy Savings	Office Expense	\$308,219.42	\$298,582.00
496	307	RSW Reg. Jail	1/19/2016	Vacancy Savings	Temporary	\$0.00	\$9,637.42
650	307	Hampton City	12/30/2015	Vacancy Savings	Office Expense	\$139,614.07	\$67,210.88
		Total				\$965,085.28	\$838,137.48

307-16-07: 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>
PAGE COUNTY	SHERIFF	<p>12-22-15: Newly elected Sheriff requests an exception to policy to reduce the current salary of the incumbent in position 00036, L12 from \$58,071 to L11 at \$49,360, a 15% reduction, effective January 1, 2016.</p> <p>The Compensation Board policy for a demotion is 10% below the current salary or the maximum of the lower pay band, whichever is less. The pay band maximum is \$72,687; therefore the minimum salary allowable by policy would be \$52,792.</p> <p>Officer states that he plans to demote this individual from Captain to Lieutenant and hire a Jail Captain with more experience to fulfill these duties under his administration.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

307-16-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

REGULAR DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NEW RIVER VALLEY REG. JAIL	SUPERINTENDENT	<p>12-22-15: Officer requests reimbursement of the Division of Risk Management's liability insurance premium recovery subtracted from their July, 2015 COIN reimbursement in the amount of \$78,062.19.</p> <p>Officer states that in May 2015, they opted out of Division of Risk Management's liability coverage and purchased coverage through VACORP.</p> <p>Staff notes that the officer did not notify Board staff until September, 2015 that it had opted out of the DRM coverage.</p> <p>Staff notes that the Compensation Board provided an estimate of charges for coverage in the VARISK program in late March to each facility and the amounts were approved by the Board at its April Board meeting and were provided to offices along with the FY16 Budgets on May1, 2015.</p> <p>Staff recommends the Compensation Board establish policy requiring notification by April 1 of each year if a regional jail plans to withdraw from the DRM VA Risk liability program for all or any portion of the subsequent fiscal year beginning July 1, and providing that amounts recovered from payroll and expense reimbursements for VA Risk premiums in July based upon a lack of notification regarding withdrawal by April 1 will not be refunded.</p>	-0-	<p>The Compensation Board approved reimbursement of the Division of Risk Management's liability insurance premium withheld from the New River Valley Regional Jail's July, 2015 COIN reimbursement in the amount of \$78,062.19.</p> <p>Effective immediately, the Compensation Board establishes policy requiring notification by April 1 of each year if a regional jail plans to withdraw from the DRM VA Risk liability program for all or any portion of the subsequent fiscal year beginning July 1. In the absence of any such notice from a regional jail to the Compensation Board by April 1 for withdrawal from the DRM VA Risk liability program for the upcoming fiscal year, premium amounts for the upcoming fiscal year will remain due and will be recovered from the subsequent July 1 payroll reimbursement per current procedure. Additionally, any amounts recovered from payroll and expense reimbursements for VA Risk premiums in July based upon a lack of notification regarding withdrawal by April 1 will not be refunded.</p>

772-16-07: 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>
GILES COUNTY	COMMONWEALTH'S ATTORNEY	<p>11-13-2015: Officer requests to transfer Base Temporary Funds in the amount of \$3,339 to increase the annual salary of position 00001, currently AAll at \$33,386 to be \$36,725, effective December 1, 2015, within CB policy.</p> <p>Officer also states, "I Robert Lilly, Jr., 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."</p>	-0-	The Compensation Board approved a transfer of \$3,339 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 Funds budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	New Salary	Amount Requested	Pro Rated
071	772	Giles County	11/13/2015	Temporary	AAll	pos. 00001	\$33,386	\$36,725	\$3,339	\$1,947.75

LANCASTER COUNTY	COMMONWEALTH'S ATTORNEY	<p>1-11-2016: Officer requests to transfer \$26,983.50, the balance of the vacant annual salary of pos. 00003, budgeted at \$53,967, to Temporary Funds effective January 1, 2015.</p> <p>Per phone conversation, Officer states, he does not intend to fill this position for the remainder of FY16.</p>	-0-	Approved per the Compensation Board's FY16 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro Rated Amount Approved
103	772	Lancaster County	1/11/2016	pos. 00052	ATTI	Temporary	\$53,967	\$53,967	\$26,983.50

772-16-07: 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>
SURRY COUNTY	COMMONWEALTH'S ATTORNEY	<p>12-17-2015: Newly Elected Constitutional Officer requests an exception to the procedure of election of part-time Commonwealth's Attorneys offices to convert to full-time.</p> <p>Officer understands the conversion procedure policy, but took office Jan. 1, 2016. His predecessor did not request the conversion, even though the workload of this office has consistently represented the greatest need among part-time offices.</p> <p>Officer states, "A part-time Commonwealth's Attorney's office is not practical in this jurisdiction. Without full-time funding, the Commonwealth's Attorney must continue to practice in other areas of law, which will inevitably create a significant number of conflicts. Due to the fact that there is only one prosecutor in the Surry Office, when a conflict arises, a substitute prosecutor must be brought in from another jurisdiction to handle the case, causing an unnecessary burden on both offices. Those unnecessary burdens subsequently lead to more costs expended to run each of the offices."</p> <p>Officer has submitted the form electing to convert to full-time status along with the requested expense projections and requests the Board to consider this request to be effective 7/1/2016.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer. Approval of an effective date of conversion of July 1, 2016 is subject to appropriation by the General Assembly and ranking of the office in accordance with Section 15.2-1629 of the <u>Code of Virginia</u> .
VIRGINIA BEACH CITY	COMMONWEALTH'S ATTORNEY	<p>1-8-2016: Officer requests an exception to the Substitute Prosecutor \$500, 60-day reimbursement policy.</p> <p>The expenditures for two trips including lodging expenses exceeded the \$500 limit.</p>	\$666.26	Approved as an exception to policy, based upon the specific conditions stated by the officer.

FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
810	772	Virginia Beach	Michael Doucette	11/04/2015 to 12/28/2015	William D. Sessoms, Jr.	\$666.26

772-16-07: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE CITY	COMMONWEALTH'S ATTORNEY (for Drug Prosecutor Office)	<p>1-13-2016: Officer requests to transfer base Temporary Funds in the amount of \$980 to increase the salary of position 00001 for a New Hire who qualifies for more than the increased salary. This is to be effective January 1, 2016.</p> <p>Pos. 00001, DP111 current salary of \$68,434, would be increased to a salary of \$69,414.</p> <p>Staff notes, this office does not have any unfunded Compensation Board positions.</p>	-0-	The Compensation Board approved a transfer of \$980 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 Funds budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	New Salary	Amount Requested	Pro Rated
771	772	Roanoke City Drug Prosecutor	1/12/2016	Office Expense	DP111	pos. 00001	\$68,434	\$69,414	\$980	\$490.00

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORFOLK CITY	COMMONWEALTH'S ATTORNEY	<p>1-11-2016: Officer requests to transfer the remaining annual vacant salary in the amount of \$31,480.75 from position 00052 currently budgeted in the amount of \$53,967, to Temporary Funds, effective January 1, 2016- June 30, 2016.</p> <p>Due to the position Reallocation Policy, this office must hold three (3) Assistant Attorney positions vacant in FY16; however, vacancy savings from the position held vacant may be transferred to another budget category for expenditure.</p>	-0-	Approved in accordance with the position reallocation policy.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro Rated Amount Approved
710	772	Norfolk City	1/11/2016	pos. 00052	ATT1	Temporary	\$53,967	\$53,967	\$26,983.50

772-16-07: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WISE COUNTY	COMMONWEALTH'S ATTORNEY	1-12-2016: Officer requests to transfer Office Expense funds in the amount of \$30,000.00 to Temporary Funds effective January 1, 2015. Staff notes funding is available in the office expenses category due to previous vacancy savings transfers.	-0-	Approved per the Compensation Board's FY16 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

HALIFAX COUNTY	COMMONWEALTH'S ATTORNEY	1-11-2016: Officer requests an exception to the Substitute Prosecutor \$500, 60-day reimbursement policy. The expenditures were not submitted for reimbursement when they reached the \$500 threshold.	\$1,379.43	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
083	772	Halifax County	Nora J. Miller	02/05/2015 to 11/17/2015	John David Buckner	\$1,379.43

772-16-07: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PATRICK COUNTY	COMMONWEALTH'S ATTORNEY	<p>1-20-16: Officer requests emergency Temporary funds in the amount of 20,400 to fund a full-time prosecutor. Officer calculates the salary from February 1, 2016 to May 27, 2016 at \$30.00 per hour, for 8 hours per day, for 17 weeks = \$20,400</p> <p>Officer states, her office has two murder trials pending in Circuit Court: one set for jury trial April 12-13, and the other is set for review on February 22 awaiting an insanity evaluation. She anticipates this jury trial being set sometime in April-May.</p> <p>There is also a third unsolved murder that the Officer would like to empanel a special investigative grand jury to assist. She anticipates empaneling an additional grand jury in March or April to present over 200 indictments from a year-plus work of undercover drug operation with confidential informants.</p> <p>Staff notes: this office has only the elected officer and one Assistant Commonwealth's Attorney, is Ranked 9th for staffing Standards Attorney position need, is due 2 FTE and is in 80.01% of Need.</p>	\$20,400	Approved as an exception to policy, based upon the specific conditions stated by the officer.

773-16-07: 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>
GREENSVILLE COUNTY	CIRCUIT COURT CLERK	<p>1-1-2016: Officer requests to transfer Base Temporary Funds in the amount of \$198 combined with available Turnover funds in the amount of \$1,182, to increase the annual salary of position 00002, currently CDCI at \$46,288 to be \$47,668, effective February 1, 2016, within CB policy.</p> <p>Staff notes this office does not have any unfunded Compensation Board positions.</p>	-0-	The Compensation Board approved a transfer of \$198 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.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	New Salary	Amount Requested	Pro Rated
081	773	Greensville County	1/11/2016	Temporary	CDCI	pos. 00002	\$46,288	\$46,486	\$198	\$82.50

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAREER DEVELOPMENT COMMITTEE	CIRCUIT COURT CLERKS	<p>12-17-15: Career Development Committee provides the Compensation Board with the documentation of accredited coursework for the Deputy Clerk's Career Development Program.</p> <p>The Career Development Committee has submitted a detailed outline of the Course Curriculum for 2016 for review and approval by the Board in December as required by the Deputy Clerks' Career Development Program.</p>	\$0	The Compensation Board approved the course curriculum and plan for coursework for completion by Deputy Circuit Court Clerks in CY16 for participation in the deputies' career development program as presented by the Career Development Committee.

774-16-07: TREASURERS

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF LYNCHBURG	TREASURER	<p>12-16-15: Acting Officer requests additional Temporary Funding in the amount of \$9,487.87. This is equivalent to position 00001 DI, budgeted at \$22,270 from January 1, 2015 to May 3, 2016. The election will be held on May 3, 2016.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as she understands that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00001 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.

771-16-07: COMMISSIONERS OF THE REVENUE

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 #16/06	N/A	Meeting Minutes approval will be deferred until the next scheduled Board Meeting on Wednesday, February 24, 2016.
2. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, February 24, 2016 and Wednesday, March 23, 2016 at 10:00 a.m.	N/A	Approved
3. FY BUDGET PRIORITIES	COMPENSATION BOARD	Staff presents FY17 draft budget priorities	N/A	Approved
4. TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY16 collections for July through December totaled \$3,543,054, an increase of 10.71% compared to the same period of collections in FY15.</p> <p>Expenditures: FY16 year-to-date Clerk's expenditures through 01/25/16, totaled \$1,255,407.36 or 25.38% of budgeted Technology Trust Funds.</p> <p>Projections: Based on year-to-date collections, FY16 TTF total collections would be approximately \$7.08 million, an increase of 7.68% compared to FY15 collections.</p>	NA	Noted

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #16/07
January 27, 2016**

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 #16/07 January 27, 2016

EMPLOYEE RECOGNITION

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Augusta County	Treasurer	January 26, 2016: Treasurer Rick Homes sent an email to Executive Secretary Robyn de Socio on 1/26/2016 regarding assistance provided by Charlene Rollins and all staff. The officer stated, "Robyn, Thank you and all the staff with the Compensation Board for all the hard work that you and they do. A VERY SPECIAL THANK YOU for Charlene M. Rollins for her help to me on the budget for the AUGUSTA COUNTY TREASURER'S OFFICE. Charlene is a GREAT employee; she went above and beyond to help me today. What a GREAT PERSON!!!"	N/A	The Compensation Board wishes to thank the Treasurer for his kind remarks.

774-16-07: TREASURERS

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DICKENSON COUNTY	TREASURER	<p>January 26, 2016: Officer requests to transfer base Temporary Funds in the amount of \$10,688 to fund a classification and salary increase for position 00001 from CDI budgeted at \$35,600 to CDIV with a salary of \$46,288. This is to be effective January 1, 2016.</p> <p>Officer acknowledges that due to budget reductions she currently has 2 unfunded authorized positions, and states her understanding that taking action to move base temporary and/or office expense funds to salaries of existing personnel may significantly reduce her options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p> <p>As this would increase the budgeted salary for position 00001, locality concurrence has been obtained.</p>	-0-	The Compensation Board approved a transfer of \$10,688 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 Funds 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-Rated for FY16
051	774	Dickenson County	1/26/2016	Temporary	Position 00001	\$19,308.00	\$10,688	\$5,344
		Total				\$19,308	\$10,688	\$5,344

772-06-16: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AMHERST COUNTY	COMMONWEALTH'S ATTORNEY	<p>1-26-2016: Officer requests to transfer base Temporary Funds in the amount of \$5,000 to increase the salary of position 00004 for a New Hire who qualifies for more than the increased salary. This is to be effective February 8, 2016.</p> <p>Pos. 00004, ATTI current salary of \$53,967, would be increased to a salary of \$58,967.</p> <p>Staff notes this office has 1 unfunded position.</p> <p>I, William Carver, acknowledge that due to budget reductions I currently have 1 unfunded authorized position, and I do understand that taking action to move base temporary and/or office expense 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.</p>	-0-	The Compensation Board approved a transfer of \$5,000 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 Funds budget in the current as well as subsequent fiscal years.

OTHER MATTERS NONE.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: January 27, 2016
Time: 10:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Susan Swecker, Chairman (absent)
Craig Burns, Ex Officio member (present)
Martha Mavredes, Ex Officio member (present)