

COMPENSATION BOARD DOCKET #11/08

February 23, 2011

EMPLOYEE RECOGNITION
NONE.

307-11-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PATRICK COUNTY	SHERIFF	1-11-11 Sheriff requests funding for Live Scan equipment. Sheriff has provided concurrence letters from the Patrick County Administrator and the Virginia State Police.	\$12,937.22	The Compensation Board did not approve this request for additional funds.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
141	Patrick County	Live Scan	1	17,305	17,305	1	17,305	17,305	12,937.22
Total					17305			17,305	12,937.22

SPOTSYLVANIA COUNTY	SHERIFF	2-14-11 Sheriff requests to make a change to the FY12 Budget Request Submission. Officer states the Master Deputy Program adoption date should have been 1/1/2005 instead of being left blank. The Master Deputy program adoption date is a part of the criteria for the Career Development Accreditation Program.	N/A	Compensation Board approved correction to the entry made by the officer to be noted by staff in the budget request submission comments.
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STAFFORD COUNTY	SHERIFF	2-9-11 Sheriff requests to correct CY09 Workload data reported for Levies Received. After reviewing previously submitted workload data, Officer discovered errors in prior reporting. Current CY09 Levies Received 726; Correction CY09 Levies Received 267	N/A	Compensation Board concurs with the officer's request to correct prior year workload data and asks the Compensation Board staff to update COIN with corrected data.
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307-11-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/SUPERINTENDENT	1-19-11 Officer requests to transfer funds from Vacancy Savings to Office Expenses.	\$0	Approved per the Compensation Board's FY11 Budget Priorities and Policies. This is a one-time transfer, not in the base budget

Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
307	Gloucester County	01/19/11	Vacancy Savings	Office Expenses	\$21,375.06	\$15,092.00
307	Western Virginia RJ	02/11/11	Vacancy Savings	Office Expenses	\$131,347.13	\$131,347.13
	Totals				\$152,722.19	\$146,439.13

HAMPTON CITY	SHERIFF	2-10-11 Sheriff requests to transfer \$49,602.25 from vacancy savings to office expenses.	\$0	Approved per the Compensation Board's FY11 Budget Priorities and Policies. This is a one-time transfer, not in the base budget
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Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
307	Hampton City	02/10/11	Vacancy Savings	Office Expenses	\$110,025.88	\$49,602.25
	Totals				\$110,025.88	\$49,602.25

307-11-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	SHERIFF	2-10-11 Sheriff requests to transfer \$50,000 from vacancy savings to equipment. The amount approved per policy is \$17,700; the stressed amount is \$15,181.29. The locality has agreed to pay the remaining amount less the stressed cost. The vacancy savings available is \$60,423.63	\$0	Approved per the Compensation Board's FY11 Budget Priorities and Policies. This is a one-time transfer, not in the base budget

FIPS	Locality	Equipment Requested	Requested Qty.	Unit Requested Cost	Total Requested Cost	Per Policy Quantity	Per Policy Unit Cost	Total Cost Approved	Stressed Cost	Board Action 2-23-11
650	Hampton City	Desktop PC	10	\$1,200	\$12,000	10	\$1,200	\$12,000	\$10,292.40	Approved
650	Hampton City	Copier	2	\$15,000	\$30,000	1	\$4,000	\$4,000	\$3,430.80	Approved
650	Hampton City	Fax Machine	2	\$3,000	\$6,000	1	\$1,000	\$1,000	\$857.70	Approved
650	Hampton City	Shredder	2	\$1,000	\$2,000	1	\$700	\$700	\$600.39	Approved
Grand Totals				\$20,200	\$50,000		\$6,900	\$17,700	\$15,181.29	

SHERIFFS CRIME DATA REPORTING	SHERIFF	02-18-11 Staff presents information regarding Sheriffs' data reporting to the Virginia State Police for Calendar Year 2010. Chapter 874, Item 67.90, paragraph O. provides that the Compensation Board is authorized to withhold reimbursements 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 has contacted ten Sheriffs' offices overdue for reporting final calendar year 2010 data necessary for submission by VSP to the federal government and for creation of the annual Uniform Crime Report. Sheriffs have been notified of the potential for Board action to withhold reimbursements for offices not submitting data by March 15, 2011. 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.	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 by the March 15 deadline.
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717-11-08: DIRECTORS OF FINANCE
NONE.

772-11-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PETERSBURG CITY	COMMONWEALTH'S ATTORNEY	2-16-2011 Officer requests Compensation Board approval to correct the entry made in the FY12 Budget Request submission related to the Juvenile Program. The correct response should be Yes, anyone in a Juvenile classified position's primary but not sole responsibility is to the Juvenile and Domestic Court.	N/A	Compensation Board approved correction to the entry made by the officer to be noted by staff in the budget request submission comments.

771-11-08: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FRANKLIN COUNTY	COMMISSIONER OF THE REVENUE	1/19/11 Officer requests to transfer \$917 in turnover funds to Base Budget Temporary Funds, effective January 1, 2011. Officer states that turnover cannot be used in other positions due to limitations prescribed in Pay Factors, and the office has lost funding from positions 1 & 3 due to budget reductions and would prefer not to lose further funding from her budget.	\$0	The Compensation Board approved this request as an exception to policy based upon the condition that the office has unfunded positions and does not have other options to utilize turnover funds within permanent salaries or to restore the salaries of unfunded positions, and that funds are transferred to base temporary salaries only.

771-11-08: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SEE BELOW	COMMISSIONER OF THE REVENUE	02-08-2011 Officers request Board approval for the following Weldon Cooper Certified Deputies, to be forwarded to the Career Development Program Audit Committee for consideration to maintain the 'Master Deputy' status associated with the program. The deputies were erroneously omitted from the FY12 Budget Request. They are currently receiving the increase and are applying for recertification and request to maintain the increase and Master Deputy status.	N/A	Compensation Board approved inclusion of the Officer's certification of the CDP for these deputy positions with all other program certifications for deputies as an exception to policy and based upon specific conditions as stated by the Officer. Approval of pay raise associated with certification of CDP will be considered with all deputy certifications during the budget approval process prior to May 1, 2011.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
045	Craig County	02/09/2011	Danielle Snider	00003	MDII

SEE BELOW	COMMISSIONER OF THE REVENUE	02-08-2011 Officers request Board approval to provide the following Weldon Cooper certified deputies to the Career Development Audit Committee for consideration to maintain the status associated with the program. These deputies were erroneously omitted from the FY12 Budget Request. The officers did not realize they were required to list "currently" certified deputies, as well as "newly" certified deputies in the FY12 Budget Request. These deputies are currently not receiving the increase, and are applying for re-certification:	N/A	Compensation Board approved inclusion of the Officer's certification of the CDP for these deputy positions with all other program certifications for deputies as an exception to policy and based upon specific conditions as stated by the Officer. Approval of pay raise associated with certification of CDP will be considered with all deputy certifications during the budget approval process prior to May 1, 2011.
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FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
101	King William County	02/09/2011	Barbara Ford	00004	DI
810	City of Virginia Beach	02/09/2011	Margaret Blynn	00011	CDII
810	City of Virginia Beach	02/09/2011	Deanna Board	00010	DIII
810	City of Virginia Beach	02/09/2011	Euodias Knight	00016	CDIII
810	City of Virginia Beach	02/09/2011	Timothy Lee	00024	DIII
069	Frederick County	02/09/2011	Melinda Hillyard	00003	DIV
775	City of Salem	02/15/2011	Kristie Chittum	00001	DIV

771-11-08: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SEE BELOW	COMMISSIONER OF THE REVENUE	02-08-2011 Officer, who is a Weldon Cooper certified officer, requests Board approval to be forwarded to the Career Development Program Audit Committee for consideration to maintain the salary increase associated with the program. The officer entered all of the required criteria but the COIN system did not require that he certify the program prior to certifying his budget request. This officer is currently receiving the increase and is applying for recertification.	N/A	Compensation Board approved inclusion of these Officers' certification of CDP with all other program certifications for officers as an exception to policy and based upon specific conditions stated by the Officer. Approval of pay raise associated with certification of CDP will be considered with all officer certifications during the budget approval process prior to May 1, 2011.

FIPS	Locality	Request Date	Officer	Position	Class
135	Nottoway County	02/09/2011	Irving Arnold	00001	CREV9

SEE BELOW	COMMISSIONER OF THE REVENUE	02-14-2011 Officers, who are Weldon Cooper Certified Officers, request Board approval to be forwarded to the Career Development Program Audit Committee for consideration to maintain the 'Master Treasurer' status associated with the program. The Officers were erroneously omitted from the FY12 Budget Request. Since the increase associated with their Career Development status is not currently funded, the officers did not realize they were required to certify the Special Programs portion of their FY12 Budget Request. They are not currently receiving the increase and are applying for recertification.	N/A	Compensation Board approved inclusion of these Officers' certification of CDP with all other program certifications for officers as an exception to policy and based upon specific conditions stated by the Officer. Approval of pay raise associated with certification of CDP will be considered with all officer certifications during the budget approval process prior to May 1, 2011.
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FIPS	Locality	Request Date	OFFICER	POSITION	CLASS
115	Mathews County	02/14/2010	Ray Hunley	00002	CREV
775	City of Salem	02/15/2010	Linda Carroll	00003	CREV

774-11-08: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SEE BELOW	TREASURER	02-08-2011 Officers, who are Weldon Cooper certified officers, request Board approval to be forwarded to the Career Development Program Audit Committee for consideration to maintain the salary increase associated with the program. The officers entered all of the required criteria but the COIN system did not require that they certify the program prior to certifying their budget request. These officers are currently receiving the increase and are applying for recertification.	N/A	Compensation Board approved inclusion of these Officers' certification of CDP with all other program certifications for officers as an exception to policy and based upon specific conditions stated by the Officer. Approval of pay raise associated with certification of CDP will be considered with all officer certifications during the budget approval process prior to May 1, 2011.

FIPS	Locality	Request Date	Officer	Position	Class
023	Botetourt	02/08/2011	Benton Bolton	00004	TREA9
183	Sussex	02/08/2011	Onnie Woodruff	00001	TREA9

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SEE BELOW	TREASURER	02-08-2011 Officers request Board approval to provide the following Weldon Cooper certified deputies to the Career Development Audit Committee for consideration to maintain the status associated with the program. These deputies were erroneously omitted from the FY12 Budget Request. The officers did not realize they were required to list "currently" certified deputies, as well as "newly" certified deputies in the FY12 Budget Request. These deputies are currently not receiving the increase, and are applying for re-certification:	N/A	Compensation Board approved inclusion of the Officer's certification of the CDP for these deputy positions with all other program certifications for deputies as an exception to policy and based upon specific conditions as stated by the Officer. Approval of pay raise associated with certification of CDP will be considered with all deputy certifications during the budget approval process prior to May 1, 2011.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
141	Patrick County	02/09/2011	Glenda Morse	00004	DI
810	City of Virginia Beach	02/08/2011	Rickie Richards	00004	CDIV
810	City of Virginia Beach	02/08/2011	Karen Robinson	00008	DIII
810	City of Virginia Beach	02/08/2011	Laura Martini	00036	DII
810	City of Virginia Beach	02/08/2011	Mary Beth Southern	00044	DII
045	Craig County	02/08/2011	Phyllis King	00001	DII

774-11-08: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SEE BELOW	TREASURER	02-08-2011 Officer requests Board approval for the following Weldon Cooper Certified Deputies, to be forwarded to the Career Development Program Audit Committee for consideration to maintain the 'Master Deputy' status associated with the program. The deputies were erroneously omitted from the FY12 Budget Request. They are currently receiving the increase and are applying for recertification and request to maintain the increase and Master Deputy status.	N/A	Compensation Board approved inclusion of the Officer's certification of the CDP for these deputy positions with all other program certifications for deputies as an exception to policy and based upon specific conditions as stated by the Officer. Approval of pay raise associated with certification of CDP will be considered with all deputy certifications during the budget approval process prior to May 1, 2011.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
183	Sussex	02/08/2011	Deste Cox	00003	MDI
183	Sussex	02/08/2011	LaVerne Ford	00002	MDI

773-11-08: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SCOTT COUNTY	CIRCUIT COURT CLERK	2-14-2011 In July the Compensation Board approved Officer's request to transfer the annual vacant salary of pos. 7, DCI 23,723 to Temporary Funds for FY11. Officer now intends to fill vacant position 7 effective March 1, 2011 and requests to transfer the pro-rated annual salary 7,907.67 from Temporary Funds into position 7. This is not a base budget transfer.	\$0	Approved as Requested.

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 #11/07.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, March 23, 2011 at 11:00 a.m. and Wednesday April 27, 2011 at 11:00 a.m.	N/A	Approved.
3.	BUDGET HEARING	COMPENSATION BOARD	Compensation Board Budget Hearing is scheduled for Thursday, April 14, 2011 at 11:00 a.m. at the Compensation Board offices.	N/A	Approved.
4.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held at the Holiday Inn Koger Hotel and Conference Center in South Richmond on April 6, 2011. Registration will be open March 1-16, 2011.	N/A	Noted.
5.	AID TO LOCALITIES	COMPENSATION BOARD	Staff presents final FY11 aid-to-localities reduction elections and distributions to localities that failed to make elections, per allocations provided by the Department of Planning and Budget.	N/A	Approved.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
6. TECHNOLOGY TRUST FUND COLLECTIONS	COMPENATION BOARD	<p>FY11 Collections: FY11 collections for July – January totaled \$4,610,189.31, which is a 1.99% decrease compared to same period in FY10.</p> <p>FY11 Expenditures: FY11 year-to-date Clerk's expenditures through 2/2/2011, totaled \$1,265,626.65 or 17.88% of budgeted Technology Trust Funds.</p> <p>FY11 Projected Collections: Based on current collections, FY11 TTF total collections would be approximately \$7.9 million, an increase of 1.57% over FY10 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY11, total collections for FY11 would be \$7.57 million, a decrease of 2.66% over FY10 collections.</p>	N/A	Noted.

FOR YOUR INFORMATION NONE.

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Public Body: Compensation Board

Date: February 23, 2011

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 (present)

COMPENSATION BOARD DOCKET #11/08
February 23, 2011

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.