

COMPENSATION BOARD DOCKET #13/08

February 27, 2013

EMPLOYEE RECOGNITION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SALEM CITY	COMMONWEALTH'S ATTORNEY	1-31-13 Executive Secretary reports to the Board having received a phone call from Marshall Harrell, Assistant Commonwealth's Attorney for the City of Salem, praising Paige Christy, Senior Fiscal Technician for Commonwealth's Attorneys and Clerks, for her never ending patience and assistance to their office. Ms. Harrell indicated that Paige is consistently available, patient with their questions and need for assistance, and never criticizes for their questions asked more than once. She is cheerful and pleasant and a true asset to our staff.	-0-	The Compensation Board wishes to thank the Assistant Commonwealth's Attorney for her kind remarks.

307-13-08: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SHERIFFS CRIME DATA REPORTING	SHERIFF	2-22-13 Staff presents update to status of Sheriff's data reporting to the Virginia State Police for calendar year 2012 data.	-0-	Status of late submissions noted. Staff is to provide a final update at the March monthly board meeting.

307-13-08: 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/ SUPERINTENDENTS	02/11/13-The following Officers request to transfer Vacancy Savings to Temporary and Office expenses.	-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
465	307	Riverside Regional Jail	02/28/13	Vacancy Savings	Office Expense	\$62,548.00	\$62,548.00
485	307	Blue Regional Jail	02/19/13	Vacancy Savings	Temporary Funds	\$55,886.60	\$55,886.60
650	307	Hampton	02/20/13	Vacancy Savings	Office Expense	\$67,713.12	\$67,713.12
810	307	Virginia Beach	02/11/13	Vacancy Savings	Temporary Funds	\$111,684.10	\$111,684.10
						\$297,831.82	\$297,831.82

717-13-08: DIRECTORS OF FINANCE
NONE.

772-13-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE CITY	COMMONWEALTH'S ATTORNEY	2-19-13 Officers request to transfer Vacancy Savings Funds to Equipment to fund the purchase of the following equipment.	Total Cost \$27,950 Stressed Cost \$24,420	Approved per the Compensation Board's FY13 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
770-772	Roanoke City	CPU	3	2,200	6,600	3	2,200	6,600	5,766.42
770-772	Roanoke City	Laptops	8	2,500	20,000	8	2,200	17,600	15,377.12
770-772	Roanoke City	Docking Station	8	150	1,200	8	150	1,200	1,048.44
770-772	Roanoke City	Printers	3	350	1,050	3	350	1,050	917.39
770-772	Roanoke City	Fax	1	400	400	1	400	400	349.48
770-772	Roanoke City	Copier	1	1,100	1,100	1	1,100	1,100	961.07
770-772	Roanoke City	TV for Courtroom	2	100	200	0	0	0	0.00
Total					30,550			27,950	24,420

771-13-08: 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	02-15-2013 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 FY14 Budget Request. The officers did not realize they were required to list "currently" certified deputies, as well as "newly" certified deputies in the FY14 Budget Request. These deputies are currently not receiving the increase, and are applying for re-certification:	-0-	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, 2013.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
103	Lancaster	02/7/2013	Marlon Savoy	00002	DIII
630	City of Fredericksburg	02/12/2013	Christine Thompkins	00005	DII
161	City of Roanoke	02/7/2013	Margaret Whitlock	00004	DI
650	City of Hampton	2/15/2013	Kristen Findley	00001	DII

774-13-08: TREASURERS

NONE.

773-13-08: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NEWPORT NEWS CITY	CIRCUIT COURT CLERK	<p>2-7-2013 Officer requests to budget additional available \$4 TTF funds at \$7,007 for the purpose of purchasing a Scanner and Copier.</p> <p>Staff notes that in September, 2012 the Board approved the officer's request to budget \$58,208 of the \$4 available amount of \$335,733, with the remaining amount currently unbudgeted.</p>	\$7,007.00 NGF	The Compensation Board approved your request for use of the equipment and services portion of your TTF funding based on the criteria set out in §17.1-279, B., <u>Code of Virginia</u> .

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 #13/07.	N/A	Approved.
2. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday March 27th, 2013 at 11:00 a.m. and Wednesday April 24th, 2013 at 11:00 a.m.	N/A	Noted.
3. BUDGET HEARING	COMPENSATION BOARD	Compensation Board Budget Hearing is scheduled for Thursday, April 11, 2013 at 11:00 a.m. at the Compensation Board offices.	N/A	Noted.
4. TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents the updated Training Status Report.	N/A	Noted.
5. FY13 TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	<p>Collections: FY13 year-to-date collections for July – January totaled \$5,025,356.59, 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 \$2,261,296.39 or 34.04% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY13 TTF total collections would be approximately \$8.56 million, an increase of 11.94% over FY12 collections.</p> <p>If the number of recordings falls 10% over the remainder of FY13, total collections for FY13 would be \$8.2 million, an increase of 7.32% over FY12 collections.</p>	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #13/08
February 27, 2013**

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 #13/08

February 27, 2013

EMPLOYEE RECOGNITION
NONE.

307-13-08: 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>
SHERIFFS AND REGIONAL JAIL	SHERIFFS AND REGIONAL JAILS	<p>Staff provides status update on the allocation of one-time funds in FY13 for additional Master Deputies in Sheriffs' Offices and Master Jail Officers in Regional Jails. After additional review, a total of 180 positions met eligibility criteria for the allocation of FY13 master deputy funding/classifications. Based upon Board authorization of flexibility to work with offices and localities for a smooth implementation of the one-time salary amounts, the following implementation occurred: 95 deputies were provided with reclassifications to master deputy in the permanent personnel category, and 85 deputies were funded through an allocation of one-time temporary salaries to be reimbursed with the January and May payroll reimbursements. Total implementation cost in FY13 is \$593,575 (down from original projection of 184 positions at \$607,847).</p> <p>With 2013 General Assembly action to restore funds in FY14 that were previously reduced by the 2012 General Assembly, staff anticipates that all new master deputy allocations made in FY13 will be eligible for continuation in permanent personnel in FY14. Presentation of these allocations will be made with draft budget allocations for consideration at the March and April meetings.</p>	N/A	Noted. The Board concurs with implementation action for FY13. The Board will take action on the continuation of these allocations for FY14 during the final budget approval for FY14 prior to May 1, 2013.

307-13-08: 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>
WARREN	SHERIFF	<p>02/27/13- Officer requests to maintain his status as an accredited Sheriff and to change the erroneous program certification as he continues to be in the Accreditation Program and has met all the criteria of the program.</p> <p>Sheriff has provided all information necessary to certify his participation in the program.</p> <p>Staff notes that the officer misunderstood instructions and removed information from the online budget program certification screens upon encountering difficulties in certifying the budget request for FY14. Officer did not intend to certify to not participating in the Accreditation CDP.</p>	N/A	<p>Compensation Board approved inclusion of the Officer's certification of the CDP with all other program certifications for officers as an exception to policy and based upon specific conditions as stated by the officer. Approval of continuation of pay raise associated with certification of CDP will be considered with all officer certifications during the budget approval process prior to May 1, 2013.</p>

772-13-08: COMMONWEALTH'S ATTORNEYS
NONE.

771-13-08: COMMISSIONERS OF THE REVENUE
NONE.

774-13-08: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SEE BELOW	TREASURER	02-25-2012 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 FY13 Budget Request. The officers did not realize they were required to list "currently" certified deputies, as well as "newly" certified deputies in the FY13 Budget Request. These deputies are currently not receiving the increase, and are applying for re-certification:	-0-	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, 2013.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
540	City of Charlottesville	02/25/2013	Brian Harden	00001	DIII
540	City of Charlottesville	02/25/2013	James Schneider	00002	DIII
015	Augusta County	02/25/2013	Angela Michael	00004	DII
077	Grayson County	02/26/2013	Karen Dickson	00004	CTII
019	Bedford County	02/26/2013	Robin Posey	00004	DII
053	Dinwiddie County	02/26/2013	Sandra Harrison	00001	DII
081	Greensville County	02/26/2013	Cathy Wray	00003	DII
093	Isle of County County	02/26/2013	Cheryl McClanahan	00006	DI
093	Isle of Wight County	02/26/2013	Kay Mckee	00005	DII
191	Washington County	02/26/2013	Julia Taylor	00007	DII
650	City of Hampton	02/26/2013	Christine Carli	00013	DII
650	City of Hampton	02/26/2013	Jauwan Parks	00009	DI
650	City of Hampton	02/26/2013	Diane Hinton	00017	CDIII

774-13-08: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SEE BELOW	TREASURER	02-26-2013 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 FY13 Budget Request. They are currently receiving the increase and are applying for recertification and request to maintain the increase and Master Deputy status.	-0-	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, 2013.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
540	City of Charlottesville	02/25/2013	Tonya Hopkins	00003	MSECI
095	James City County	02/26/2013	Barbara Miller	00003	MCDI
093	Isle of Wight County	02/26/2013	Dahlis Atkins	00003	MDIV

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CLARKE COUNTY	TREASURER	02-26-2013 Officer, who is a Weldon Cooper Center certified officer, requests Board approval to be forwarded to the Career Development Program Audit Committee for consideration to have her name included in the Career Development Program for FY14. The Newly Certified Officer's certification was entered incorrectly based on an incorrect assumption that she did not have enough Enrolled and Participating Deputies.	-0-	Compensation Board approved inclusion of this Officer's 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, 2013.

773-13-08: CIRCUIT COURT CLERKS
NONE.

OTHER MATTERS
NONE.

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board
Date: February 27, 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 (absent)
Martha Mavredes, ex-officio member (present)

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