

# COMPENSATION BOARD DOCKET #15/08

## February 25, 2015

EMPLOYEE RECOGNITION  
NONE.

### 307-15-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
JAMES CITY COUNTY	SHERIFF	02-12-15 Officer requests to transfer \$698 to Base Temporary Funds.  The officer states he has used his Turnover funds to accomplish as many personnel changes as prescribed in the Pay Factors.	\$0	Approved per the Compensation Board's FY15 Budget Priorities and Policies. This is a base budget transfer.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
095	307	James City County	02/12/15	Turnover	Temporary	\$698.00	\$698.00	\$290.83
		Totals					\$698.00	\$290.83

NEW KENT COUNTY	SHERIFF	02-09-2015 Officer requests a correction to the FY16 Budget Request to report additional information regarding participation in the Sheriffs' Career Development Program.  Officer states staff inadvertently omitted the accrediting agency and dates for which the office is accredited. He further states that the office is accredited with the Virginia Law Enforcement Professional Standards Commission from 04/2011 to 04/2015 and that he has met all criteria of the program.  Staff notes that the Sheriff's office had completed certain data elements in the Career Development Program Certification and the COIN system allowed the Budget Certification without requiring certification of the Sheriffs' Career Development Program.	\$0	Compensation Board approved the inclusion of additional information provided by the officer and requests staff to update the COIN budget request information.
-----------------	---------	--	-----	---

# 307-15-08: 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	02-3-15 The following localities are requesting to transfer Vacancy Savings to Temporary salaries.	\$0	Approved per the Compensation Board's FY15 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>
430	307	Piedmont Regional Jail	2/2/2015	Vacancy Savings	Temporary	\$30,111.37	\$18,375.05
485	307	Blue Ridge Regional Jail	2/20/2015	Vacancy Savings	Temporary	\$16,053.00	\$16,053.00
810	307	Virginia Beach City	2/3/2015	Vacancy Savings	Temporary	\$86,578.57	\$59,671.00
<b>Totals</b>						<b>\$132,742.94</b>	<b>\$94,099.05</b>

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKBRIDGE REG. JAIL	SHERIFF	02-12-15 Officer requests to transfer \$4,598 from base Temporary Funds to fund the following salary increases. The office will also use available turnover funds of \$1,311 to increase the salary of position 00002 from \$36,912 to \$38,223.  Officer states this request is being made due to the changes in the job description and responsibilities of these employees.  Staff notes these salary increases are within Compensation Board policy.	\$0	The Compensation Board approved a transfer of \$4,598 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>Amount Approved</b>
445	307	Rockbridge Reg. Jail	02/12/15	Temporary Funds	RPMED	Position 00033	\$24,335	\$2,434	\$26,769
445	307	Rockbridge Reg. Jail	02/12/15	Temporary Funds	RPMED	Position 00002	\$34,748	\$2,164	\$36,912
<b>Totals</b>							<b>\$59,083</b>	<b>\$4,598</b>	<b>\$63,681</b>

# 307-15-08: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA BEACH CITY	SHERIFF	<p>2-10-2015 Officer requests a correction to the FY16 Budget Request to report additional information regarding participation in the Sheriffs' Career Development Program.</p> <p>Officer states staff inadvertently omitted the accrediting agency and dates for which the office is accredited. He further states that the office is accredited with the Virginia Law Enforcement Professional Standards Commission from 10-03-2013 to 10-02-2017 and that he has met all criteria of the program.</p> <p>Staff notes that the Sheriff's office had completed certain data elements in the Career Development Program Certification and the COIN system allowed the Budget Certification without requiring certification of the Sheriffs' Career Development Program.</p>	\$0	Compensation Board approved the inclusion of additional information provided by the officer and requests staff to update the COIN budget request information.
RIVERSIDE REGIONAL JAIL	SUPERINTENDENT	<p>02-23-15 Officer requests to transfer Vacancy Savings to Office Expense.</p> <p>Officer states that the transfer will be used to defray the unanticipated operating expenses in Food Service and Medical Service Contracts.</p>	\$0	Approved per the Compensation Board's FY15 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>
465	307	Riverside Regional Jail	2/23/2015	Vacancy Savings	Office Expense	\$579,621.34	\$154,686.34
		<b>Totals</b>				<b>\$579,621.34</b>	<b>\$154,686.34</b>

# 772-15-08: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WINCHESTER CITY	COMMONWEALTH'S ATTORNEY	<p>1-30-2015 On the July 2014 docket, the Officer's request was approved to transfer the annual vacant salary of position 00009, ATTI in the amount of \$52,909 to Temporary Funds. At that time the officer had no intention of filling this vacant position.</p> <p>Due to an increase in caseload, it is necessary to fill the position.</p> <p>Officer requests to transfer the balance of the vacant salary back into position 00009 effective March 1, 2015.</p>	\$0	Approved as requested.

<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 Permanent Position</b>	<b>Current Salary</b>	<b>Amount Requested</b>	<b>Pro Rated Amount Approved</b>
840	772	Winchester City	1/30/2015	Temporary	ATTI	pos. 00009	52,909	52,909	17,636.33

# 772-15-08: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MARTINSVILLE CITY	COMMONWEALTH'S ATTORNEY	<p>2-3-2015 Officer requests to transfer base temporary funds in the amount of \$6,273 to increase the annual salaries of the following positions, effective February 1, 2015</p> <ul style="list-style-type: none"> <li>• position 00003 currently AAll at \$32,731 to be \$36,004</li> <li>• position 00005 currently PA at \$28,621 to be \$30,121</li> <li>• position 00008 currently SEC at \$24,435 to be \$25,935</li> </ul> <p>Officer also states, "I, H. Clay Gravely, acknowledge that due to budget reductions I currently have one unfunded authorized positions; 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 \$6,273 from base Temporary Funds to effect the salary actions requested by the officer in accordance with the Compensation Board's pay and classification policy. These actions will result in a reduction in the officer's base 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	Amount Requested	Pro Rated
690	772	Martinsville City	2/3/2015	Temporary	AAll	pos. 00003	\$32,731	\$3,273	\$1,363.75
690	772	Martinsville City	2/3/2015	Temporary	PA	pos. 00005	\$28,621	\$1,500	\$625.00
690	772	Martinsville City	2/3/2015	Temporary	SEC	pos. 00008	\$24,435	\$1,500	\$625.00
		<b>Totals</b>						<b>\$6,273</b>	<b>\$2,613.75</b>

# 771-15-08: COMMISSIONERS OF THE REVENUE

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AMHERST COUNTY	COMMISSIONER OF THE REVENUE	02-11-2015 Officer requests Board approval for Vicki Hickman, MDIV, Position 00003, to be forwarded to the Career Development Program Audit Committee for consideration to maintain the 'Master Deputy' status associated with the program. This deputy was erroneously omitted from the FY16 Budget Request. She is currently receiving the increase and is applying for recertification and requests to maintain the increase and Master Deputy status.	\$0	Compensation Board approved inclusion of the Officer's certification of the CDP for this deputy position 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, 2015.
SEE BELOW	COMMISSIONER OF THE REVENUE	02-29-2015 Officers request Board approval to provide the following Weldon Cooper certified deputies to the Career Development Audit Committee for consideration to attain the status associated with the program. These deputies were fully eligible with Weldon Cooper by the November 15, 2014 deadline, but did not receive notification from Weldon Cooper until after they were required to certify the Budget Request on February 1. These deputies are currently not receiving the increase, and are applying for certification for the first time in FY16:	\$0	Compensation Board approved inclusion of the Officer's certification of the CDP for this deputy position 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, 2015.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
035	Carroll County	02/10/2015	Sabrina Shockley	00003	DIII
035	Carroll County	02/10/2015	Matthew Surratt	00004	DIV
141	Patrick County	02/10/2015	Cynthia Kendrick	00002	DII
710	City of Norfolk	02/11/2015	Brian Casey	00006	DIII
800	City of Suffolk	02/11/2015	Shijuana Ivey	00001	CT

# 774-15-08: TREASURERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SEE BELOW	TREASURER	02-11-2015 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 FY16 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 this deputy position 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, 2015.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
093	Isle of Wight County	02/11/2015	Dahlia Atkins	00003	MDIV
175	Southampton County	02/11/2015	Rhonda Griffin	00004	MDIII
175	Southampton County	02/11/2015	Rosemary Horne	00002	MDII

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SEE BELOW	TREASURER	02-29-2015 Officers request Board approval to provide the following Weldon Cooper certified deputies to the Career Development Audit Committee for consideration to attain the status associated with the program. These deputies were fully eligible with Weldon Cooper by the November 2014 deadline, but did not receive certification from Weldon Cooper until after they were required to certify the Budget Request on February 1. These deputies are currently not receiving the increase, and are applying for certification for the first time in FY16:	\$0	Compensation Board approved inclusion of the Officer's certification of the CDP for this deputy position 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, 2015.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
081	Greensville County	02/11/2015	Amy Moseley	00001	DII
085	Hanover County	02/12/2015	Christopher Santora	00009	CTII
177	Spotsylvania County	02/19/2015	Redonda Ashley	00007	DIII
177	Spotsylvania County	02/19/2015	Sarah Maslock	00001	DIII
800	City of Suffolk	02/11/2015	Christian Ainsley	00004	CDI

## 773-15-08: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TAZEWELL COUNTY	CIRCUIT COURT CLERK	<p>2-11-2015 Officer requests additional Temporary Funding in the amount of \$16,639.00. This is equivalent to position #00002 CDCI in the amount of \$49,917 from March 1, 2015 to June 30, 2015. The Special Election will be held on November 3, 2015. The Incumbent will retire effective February 28th and the new Officer, Tammy Allison, will be appointed effective March 1<sup>st</sup>, 2015.</p> <p>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 CDCI is not vacant during the period in which there is an 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 #15/07.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, March 25, 2015 at 11:00 a.m. and April 22, 2015 at 11:00 a.m.	N/A	Noted.
3.	BUDGET HEARING	COMPENSATION BOARD	Compensation Board Budget Hearing is scheduled for Thursday, April 9, 2015 at 10:00 a.m. at the Compensation Board offices.	N/A	Approved.
4.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held at the Wyndham Virginia Crossings Hotel and Conference Center on April 1-2, 2015. There are 80 attendees registered.	N/A	Noted.
5.	TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections:  FY15 year-to-date collections for July – January totaled \$3,693,745.63, a decrease of 18.09% compared to the same period in FY14.</p> <p>Expenditures:  FY15 year-to-date Clerk's expenditures through January, totaled \$1,453,398.92 or 26.42% of budgeted Technology Trust Funds.</p> <p>Projections:  Based on current collections, FY15 TTF total collections would be approximately \$6.33 million, a decrease of 10.84% compared to FY14 collections.</p>	N/A	Noted.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #15/08**  
**February 25, 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 #15/08 February 25, 2015

## 772-15-08: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RICHMOND CITY	COMMONWEALTH'S ATTORNEY	<p>2-24-2015 Officer requests in accordance with §15.2-1606, to reimburse the City of Richmond in the amount of \$1,102.00 for defense counsel costs incurred in the James Hanks v. City of Richmond, et al. case.</p> <p>The officer contacted the Division of Risk Management (VaRISK program), which was not able to provide counsel because "this type of lawsuit for non-monetary damages is specifically excluded from coverage under the terms of VaRISK".</p> <p>Officer has provided documentation that these costs have already been paid by the City of Richmond and officer is seeking reimbursement.</p>	\$1,102	Approved in accordance with §15.2-1606, <u>Code of Virginia</u> .

# 773-15-08: CIRCUIT COURT CLERKS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICE</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	CIRCUIT COURT CLERK	<p>12-24-2015 Officer requests an exception to the Compensation Board 10% and 15% personnel salary increase policies and requests additional funding for salary increases in the amount of \$57,828, pro-rated cost \$19,292.00</p> <p>Officer states this request is "in order to avoid a devastating crisis within the Criminal and Probate divisions of the Hampton Circuit Court Clerk's office".</p> <p>Both departments within this Circuit exemplify the highest level of Deputy Clerks, distinguished by the complexity, sensitivity and the responsibility of duties assigned along with the requirement of high concentration, confidentiality and most importantly, the serious consequence of error.</p> <p>Without stability of the current staff, the lack of ability to hire experienced staff, it's only a matter of time when this judicial branch will become vulnerable and the integrity of the Court, Judges and Clerk's office will be at stake. This would severely impair the running and the efficiency of this court and affect the Judges daily criminal docket if relief sought isn't granted.</p> <p>Staff notes: This office currently has \$48 in Turnover Funds and does not have any budgeted temporary or Office Expense funds to use to fund these increases.</p>	\$57,876 (\$19,292 pro-rated)	<p>The Compensation Board did not approve the request for additional budgeted funds to provide for staff salary increases and reclassifications.</p> <p>Compensation Board policy requires the use of existing budgeted funds in the implementation of pay practices</p> <p>As noted in the Compensation Board's letter of June 27, 2014 regarding budget policies, additional funds are not available for allocation this year.</p>

FIPS	Office Code	Locality Name	Requested Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Pro Rated
650	773	Hampton City	02/24/2015	N/A	DCIV	pos. 00003	\$34,902	\$3,490	\$1,163.33
650	773	Hampton City	02/24/2015	N/A	DCIV	pos. 00010	\$25,925	\$14,212	\$4,737.33
650	773	Hampton City	02/24/2015	N/A	DCIV	pos. 00011	\$38,252	\$11,666	\$3,888.67
650	773	Hampton City	02/24/2015	N/A	DCIV	pos. 00013	\$38,252	\$5,738	\$1,912.67
650	773	Hampton City	02/24/2015	N/A	DCIV	pos. 00015	\$35,939	\$5,391	\$1,797.00
650	773	Hampton City	02/24/2015	N/A	DCIV	pos. 00017	\$20,452	\$14,450	\$4,816.67
650	773	Hampton City	02/24/2015	N/A	DCIV	pos. 00019	\$29,287	\$2,929	\$976.33
		<b>Totals</b>						<b>\$57,876</b>	<b>\$19,292.00</b>

## OTHER MATTERS

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	FINES & FEES REPORT	COMPENSATION BOARD	Staff presents the FY14 Fines & Fees Report Exposure Draft for confirmation of previous informal approval. Final comments have been received and staff anticipates publication in the coming days.	N/A	Approved.
2.	POTENTIAL JAIL CLOSURE	COMPENSATION BOARD	Staff requests that, in the event of a closure of the Petersburg City jail, a policy exception be approved to allow the transfer of current salary funds to accompany an individual presently employed in a Compensation Board funded jail related position in the Petersburg City Sheriff's Office moving to a comparable Compensation Board funded jail related position in another jail facility. This exception would allow for the transferring employee to maintain their current Compensation Board funded salary at the new facility, if the transfer to the new facility is as a result of the closure of the City jail. The amount of salary funds transferred would be only the amount needed to make up the difference between the current Compensation Board funded position salary in the hiring facility and the current Compensation Board funded salary of the incumbent transferring from Petersburg City jail as a result of closure. In the event of closure of the City jail, all remaining position salary funds would be removed as a result of the elimination of all jail related positions. This exception would not be granted in the event the jail does not close.	N/A	The Compensation Board approved this policy change as a one-time exception, in the event of a final decision for closure of the local jail and related removal of jail related positions from the officer's budget.

## FOR YOUR INFORMATION NONE.

h:\kbullock\AdminAsstBackup\Docket\FY15Minutes\minutes02\_2015

Public Body: Compensation Board

Date: February 25, 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)