

COMPENSATION BOARD DOCKET #16/08

February 24, 2016

EMPLOYEE RECOGNITION
NONE.

307-16-08: 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>
SPOTSYLVANIA	SHERIFF	<p>02-10-16 - Officer requests the Compensation Board to amend the budget request submission for the Certification of Accreditation for Sheriffs due to an oversight.</p> <p>Officer states that the office is currently accredited with the Virginia Law Enforcement Professional Standards Commission Effective 11/15-11/18.</p> <p>Staff notes that the officer completed other information in the certification process but incorrectly completed the accreditation statement and the program certification.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

307-16-08: 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>
Bristol	Sheriff	<p>2-17-15- Officer requests the Compensation Board to amend the budget request submission for the certification of the Master Deputy program.</p> <p>Officer states they certified No to the question regarding participation in the Master Deputy program in error and should have certified yes to the question.</p> <p>Staff notes this Sheriff's office has consistently maintained and certified their participation in the Master Deputy program for several years.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

VARIOUS	SHERIFF/SUPERINTENDENT	02-17-15 - 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.
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FIPS	Office Code	Locality Name	Request Date	From Positions	To Category	Amount Available	Amount Requested
163	307	Rockbridge County	2/8/2016	Vacancy Savings	Temporary	\$19,380.64	\$19,380.64
465	307	Riverside Reg. Jail	2/1/2016	Vacancy Savings	Office Expense	\$233,645.78	\$233,645.78
495	307	Meherrin River Jail	2/3/2016	Vacancy Savings	Office Expense	\$208,806.17	\$208,806.17
650	307	Hampton City	2/2/2016	Vacancy Savings	Office Expense	\$72,403.19	\$72,403.19
Total						\$534,235.78	\$534,235.78

307-16-08: 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>
ALBEMARLE	SHERIFF	<p>02-18-16 – Officer requests an extension through Spring 2016 to complete the additional six (6) hours of Lawful Employment training required to meet the criteria of the Compensation Board’s Career Development for Accredited Sheriffs for FY17.</p> <p>Officer states he has historically attended or sent command staff to the Lawful Employment Training. This year no one attended the training due to the resignation of his Chief Deputy whom he had planned to send in the Fall. The resignation disrupted the office and caused movement within his administration. Officer states he realizes this is his responsibility, but hoped that the Compensation Board would consider that his office is Accredited and is in the top 1% of agencies reviewed that did not have a single correction. Officer further states that he meets all other criteria of the program.</p> <p>Staff notes Accredited Sheriffs must certify annually by February 1st during the Budget Request cycle that they meet all the criteria of the Career Development program in order to retain or obtain the 9.3% increase. Lawful Employment training requirements must be met during the previous calendar year to be eligible for participation in the subsequent fiscal year.</p>	-0-	The Compensation Board acknowledges the efforts of the Sheriff’s Office to maintain its accredited status, but cannot approve an exception to program criteria to extend the time period for achieving required training hours.

772-16-08: 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>
GRAYSON COUNTY	COMMONWEALTH'S ATTORNEY	<p>January 29, 2016 Officer requests to transfer the remaining annual vacant salary in the amount of \$13,910.83 from position 00002 currently budgeted in the amount of \$33,386, to Temporary Funds, effective February 1, 2016-June 30, 2016.</p> <p>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.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro Rated Amount Approved
077	772	Grayson County	1/29/2016	pos. 00002	AAll	Temporary	\$33,386	\$33,386.00	\$13,910.83

POWHATAN COUNTY	COMMONWEALTH'S ATTORNEY	<p>February 8, 2016 At the September Board meeting the Powhatan Commonwealth's Attorney's office was approved to transfer the annual vacant salary of pos. 00003 to Temporary funds, in the amount of 18,970, effective September 1, 2015 .</p> <p>Officer states, 'unexpectedly, an ideal candidate has been appointed to fill pos. 00003', effective February 1, 2016.</p> <p>Officer requests to transfer the remaining annual vacant salary of pos. 00003 from Temporary Funds to Permanent personnel, pos. 00003 in the amount of \$9,485.00 effective February 1, 2016</p>	-0-	Approved as Requested
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FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Permanent Position	Current Salary	Amount Requested	Pro Rated Amount Approved
145	772	Powhatan County	2/1/2016	Temporary	JATTA	pos. 00003	\$22,764	\$22,764	\$9,485.00

772-16-08: 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>
MARTINSVILLE CITY	COMMONWEALTH'S ATTORNEY	<p>January 28, 2015 Officer requests to transfer Base Temporary Funds in the amount of \$4,700 to increase the annual salary of the following positions, effective February 1, 2016, within CB policy.</p> <p>position 00003, currently AAll at \$36,724 to be \$40,175 position 00009, currently PA at \$24,924 to be \$26,173</p> <p>Officer also states, "I Clay Gravely 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 \$4,700 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 Base 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
690	772	Martinsville City	2/1/2016	Temporary	AAll	pos. 00003	\$36,724	\$40,175	\$3,451	\$1,437.92
690	772	Martinsville City	2/1/2016	Temporary	PA	pos. 00009	\$24,924	\$26,173	\$1,249	\$520.42
	Totals							\$75,550	\$4,700	\$1,958.33

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALLEGHANY COUNTY	COMMONWEALTH'S ATTORNEY	<p>February 5, 2016 Officer requests an exception to the Substitute Prosecutor \$500, 60-day reimbursement policy.</p> <p>The CB22 form was not provided to her office in a timely manner.</p>	\$134.50	Approved as an exception to policy, based upon the specific conditions stated by the officer.

FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
005	772	Alleghany County	JC Singleton	07/07/2015 to 10/23/2015	John Thomas May	\$134.50

773-16-08: 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>
JAMES CITY COUNTY	CIRCUIT COURT CLERK	<p>February 11, 2016 Officer requests to transfer Base Temporary Funds in the amount of \$2,000 to increase the annual salary of position 00009, currently DCII at \$32,777 to be \$34,777, effective February 1, 2016, within CB policy.</p> <p>Officer also states, "I Mona Foley 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 \$2,000 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 Base 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
095	773	James City County	2/11/2016	Temporary	DCII	pos. 00009	\$32,777	\$34,777	\$2,000	\$833.33

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FREDERICKSBURG CITY	CIRCUIT COURT CLERK	<p>February 5, 2016 Officer requests to transfer Vacancy Savings in the amount of \$12,120.94 to Temporary Funds.</p>	-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 Positions	To Category	Amount Available	Amount Requested
630	773	Fredericksburg City	2/5/2016	Vacancy Savings	Temporary	\$12,120.94	\$12,120.94

773-16-08: 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>
HIGHLAND COUNTY	CIRCUIT COURT CLERK	<p>January 19, 2016 Officer requests to transfer Base Temporary Funds in the amount of \$2,676 to increase the annual salary of position 00003, currently DCI at \$24,924 to be \$27,600, effective January 1, 2016, within CB policy for a new hire.</p> <p>Staff notes, this office does not have any unfunded Compensation Board positions.</p>	-0-	The Compensation Board approved a transfer of \$2675 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 Base 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
091	773	Highland County	1/19/2016	Temporary	DCI	pos. 00003	\$24,924	\$27,600	\$2,676	\$1,115.00

771-16-08: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SEE BELOW	COMMISSIONER OF THE REVENUE	<p>02-17-2016 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 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 FY17:</p> <p>Staff notes that it has contacted the Weldon Cooper Center to clarify communications needed in January each year with officers to provide qualification information prior to February 1st budget request deadlines. All Weldon Cooper certification requirements were met prior to the February 1st deadline.</p>	-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 raises associated with certification of CDP will be considered with all deputy certifications during the budget approval process prior to May 1, 2016.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
035	Carroll County	2/16/2015	Cynthia Shockley	00003	DII
035	Carroll County	02/10/2015	Carolyn Marshall	00005	DIII
171	Shenandoah County	2/18/2016	Kismey Webster	00002	DII

ARLINGTON COUNTY	COMMISSIONER OF THE REVENUE	<p>02-18-2016 Officer requests Board approval for Ann Bisson, MCDI, Position 00005, 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 FY17 Budget Request. She is currently receiving the increase and is applying for recertification and requests to maintain the increase and Master Deputy status.</p>	-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, 2016.
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771-16-08: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DICKENSON COUNTY	COMMISSIONER OF THE REVENUE	<p>02-18-2016 Officer requests Board approval to be forwarded to the Career Development Program Audit Committee for consideration to be newly certified 'Master Commissioner' status associated with the program. The Commissioner did not certify that he was eligible on the Budget Request because he had not been notified by Weldon Cooper that he had completed all of the requirements for his certification. He is not currently receiving the increase and is applying for certification and requests to become eligible to receive the increase and Master Commissioner status.</p> <p>Staff notes that it has contacted the Weldon Cooper Center to clarify communications needed in January each year with officers to provide qualification information prior to February 1st budget request deadlines. All Weldon Cooper certification requirements were met prior to the February 1st deadline.</p>	-0-	Compensation Board approved inclusion of the Officer's certification of the CDP with all other program certifications 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 officer certifications during the budget approval process prior to May 1, 2016.

774-16-08: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FAUQUIER COUNTY	TREASURER	<p>02-18-2016 Officer requests Board approval to be forwarded to the Career Development Program Audit Committee for consideration to be of newly certified 'Master Commissioner' status associated with the program. The Commissioner did not include all of the Enrolled and Participating deputies in her office that were needed to qualify her to maintain her Career Development Status. She requests to add the names of the following deputies to the list of Enrolled and Participating Deputies: Heidi Davies, Laura Beach, Ami Cales, Tammy Lusk, and Mable Meadows. She is not currently receiving the increase and is applying for re-certification and requests to become eligible to receive the increase and Master Commissioner status.</p> <p>Staff Notes that this is more than enough enrolled and participating deputies to qualify her for the number required by the program according to her population group. This has also been independently verified by the Weldon Cooper Center.</p>	-0-	Compensation Board approved inclusion of the Officer's certification of the CDP with all other program certifications 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 officer certifications during the budget approval process prior to May 1, 2016.
CITY OF NORFOLK	TREASURER	<p>02-18-2017 Officer requests 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. Deputies were erroneously omitted from the FY17 Budget Request and Officer was allowed to sign off on the Budget Request prior to certifying the Career Development. These deputies are currently not receiving the increase, and are applying for re-certification:</p>	-0-	Compensation Board approved inclusion of the Officer's certification of the CDP for these deputies with all other program certifications 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, 2016.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
710	Norfolk	02/18/2016	Darrell Heller	00033	CDII
710	Norfolk	2/18/2016	Collette Hill	00029	DIII
710	Norfolk	2/18/2016	Wendy Petchel	00024	CDIII

774-16-08: 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	02-11-2015 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 listed on the Budget Request, but the officers were allowed to certify the FY17 Budget Request prior to finishing the certification for Career Development. 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, 2016.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
740	City of Portsmouth	2/17/2016	Carol Hayward	00001	MDII
740	City of Portsmouth	2/17/2016	Joyce Gardner	00002	MCD3
740	City of Portsmouth	2/17/2016	Nikisha Garner	00013	MDIV
740	City of Portsmouth	2/17/2016	Lucille Davis	00006	MDIV
740	City of Portsmouth	2/17/2016	MaryJo Moseley	00014	MDI
740	City of Portsmouth	2/17/2016	Michelle Masters	00012	MDII
710	City of Norfolk	2/17/2016	Amy Ortega	00017	MCD3

LUNENBURG COUNTY	TREASURER	02-78-2016 Officer requests Board approval to be forwarded to the Career Development Program Audit Committee for consideration to be newly certified 'Master Treasurer' status associated with the program. The Officer did not certify that she was eligible on the Budget Request because she had not been notified by Weldon Cooper that she had completed all of the requirements to her certification. She is not currently receiving the increase and is applying for certification and requests to become eligible to receive the increase and Master Treasurer status. Staff notes that it has contacted the Weldon Cooper Center to clarify communications needed in January each year with officers to provide qualification information prior to February 1 st budget request deadlines. All Weldon Cooper certification requirements were met prior to the February 1 st deadline.	-0-	Compensation Board approved inclusion of the Officer's certification of the CDP with all other program certifications 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 officer certifications during the budget approval process prior to May 1, 2016.
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774-16-08: 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	<p>02-18-2016 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 2015 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:</p> <p>Staff notes that it has contacted the Weldon Cooper Center to clarify communications needed in January each year with officers to provide qualification information prior to February 1st budget request deadlines. All Weldon Cooper certification requirements were met prior to the February 1st deadline.</p>	-0-	Compensation Board approved inclusion of the Officer's certification of the CDP for these deputies with all other program certifications 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, 2016.

FIPS	Locality	Request Date	DEPUTY	POSITION	CLASS
690	Martinsville	02/17/2016	Sheila Clark	00002	DI
177	Spotsylvania	2/18/2016	Redonda Ashley	00007	DIII

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, #16/06 Supplemental, #16/07	N/A	Approved
2. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, March 23, 2016 at 10:00 a.m. and April 27, 2016 at 10:00 a.m.	N/A	Confirmed
3. BUDGET HEARING	COMPENSATION BOARD	Compensation Board Budget Hearing is scheduled for Thursday, April 7, 2016 at 10:00 a.m. at the Compensation Board Offices.	N/A	Noted
4. TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY16 collections for July through January totaled \$3,995,846, an increase of 8.18% compared to the same period of collections in FY15.</p> <p>Expenditures: FY16 year-to-date Clerk's expenditures through 2/22/2016, totaled \$1,468,385.90 or 29.68% of budgeted Technology Trust Funds.</p> <p>Projections: Based on year-to-date collections, FY16 TTF total collections would be approximately \$6.85 million, an increase of 4.11% compared to FY15 collections.</p>	NA	Noted

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board

Date: February 24, 2016

Time: 10:00 a.m.

Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219

Members: Susan Swecker, Chairman (present)
Craig Burns, Ex Officio member (present)
Martha Mavredes, Ex Officio member (present)

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