

# COMPENSATION BOARD DOCKET #11/09

## March 23, 2011

EMPLOYEE RECOGNITION  
NONE.

### 307-11-09: 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	<p>2-18-11 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.</p> <p>At their meeting on February 23, 2011, the Compensation Board noted the status of late submissions, and instructed staff to provide an update at the next monthly meeting regarding the status of reporting all delinquent reports by the March 15<sup>th</sup> deadline.</p> <p>3-17-11 Update from Virginia State Police provides that all Sheriff's offices completed reporting for CY10 prior to the March 15 deadline.</p>	N/A	The Compensation Board noted that as all Sheriff's offices completed reporting as requested to allow the Virginia State Police to compile complete data for CY10, the Board did not take action to withhold reimbursement payments for any Sheriff's office.

# 307-11-09: 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 Temporary Funds and/or 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	Southampton County	03/11/11	Temporary Funds	Office Expenses	\$36,766.66	\$36,000.00
307	Henrico County	03/11/11	Vacancy Savings	Temporary Funds	\$122,066.77	\$122,066.77
307	Virginia Beach	03/14/11	Vacancy Savings	Temporary Funds	\$244,683.17	\$244,683.17
307	Southwest Virginia RJ	03/15/11	Vacancy Savings	Office Expenses	\$138,145.65	\$123,145.65
307	Southwest Virginia RJ	03/15/11	Vacancy Savings	Temporary Funds	\$15,000.00	\$15,000.00
<b>Totals</b>					<b>\$158,833.43</b>	<b>\$158,066.77</b>

ROCKINGHAM COUNTY	SHERIFF	3-17-11 Sheriff requests to transfer \$27,609.72 of Turnover Funds to Base Temporary Funds and if approved to be applied towards the FY12 Budget Reduction. The prorated amount for FY11 will be \$9,204.	\$0	The Compensation Board did not take specific action to approve this request to transfer turnover to base temporary funds in FY11; however, the Board did take action to address the use of turnover funds in the implementation of budget reductions for Sheriffs and Regional Jails for FY12. See Other Matters.
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Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
307	Rockingham County	03/17/11	Turnover Funds	Temporary Funds	\$27,609.72	\$27,609.72

## 307-11-09: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NEWPORT NEWS	SHERIFF	<p>3-17-11 Sheriff requests to amend the FY12 Budget Request submission screens in COIN for Accreditation.</p> <p>Officer states that he is currently accredited by the VPLESC Board and his accreditation has been extended from January 25, 2007-June 16, 2011.</p>	\$0	Compensation Board approved correction to the entry made by the officer to be noted by staff in the budget request submission comments.
DICKENSON COUNTY	SHERIFF	<p>2-28-11 Sheriff requests to transfer \$2,208 from either Temporary Funds or Turnover Funds to increase the salary of Pos.00006, COMOP budgeted at \$23,723.</p> <p>Officers states that the person in this position has assumed an increase in job responsibilities which includes managing training work schedules and managing the daily operations of dispatch and the 911 center.</p>	\$0	The Compensation Board did not approve this request. Current policy prevents the use of turnover and other budgeted funds for in-band pay adjustments. Compensation Board notes that it currently funds a CO SP (dispatch supervisor) position for the Sheriff's office.

<b>FIPS</b>	<b>Office</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>
051	307	Dickenson County	03/15/11	Temporary Funds	Pos. 00006	\$21,344.84	\$2,208.00
		<b>Totals</b>				<b>\$21,344.84</b>	<b>\$2,208.00</b>

717-11-09: DIRECTORS OF FINANCE  
NONE.

# 772-11-09: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DINWIDDIE COUNTY	COMMONWEALTH'S ATTORNEY	2-24-2011 Officer requests, effective March 1, 2011, to transfer Turnover Funds at \$3,174, pro-rated at \$1,058, to BASE Temporary Funds.	\$0	The Compensation Board did not approve this request. Current policy prevents the transfer of turnover funds to other base budget funding categories.
Note: This office does not have any Unfunded positions.				

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Temporary	Amount Requested	Amount Approved	Pro-Rate
053	772	Dinwiddie County	03/02/11	Pos. 3	AAll	Temporary	16,470.00	3,174.00	3,174.00	1,058.00
<b>Totals</b>								<b>3,174.00</b>	<b>3,174.00</b>	

VARIOUS	COMMONWEALTH'S ATTORNEY	The following Officers request to transfer Vacancy Savings Funds to Equipment to fund the purchase of the following:	Total Cost \$11,096 Stressed Cost \$7,940	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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FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Board Action 3-23-11
117-772	Mecklenburg County	Copier	1	10,000	10,000	1	4,000	4,000	2,836.40	Approved
117-772	Mecklenburg County	Fax Machine	1	500	500	1	500	500	354.55	Approved
117-772	Mecklenburg County	Shredder	1	3,500	3,500	1	700	700	496.37	Approved
550-772	Chesapeake City	Printers	20	584	11,675	19	584	11,096	7,940.30	Approved
<b>Total</b>					<b>11,675</b>			<b>11,096</b>	<b>7,940</b>	

## 772-11-09: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
APPOMATTOX COUNTY	COMMONWEALTH'S ATTORNEY	3-9-2011 Officer requests to transfer Temporary Funds to Equipment to fund the purchase of the following.  The locality has agreed to pay the remaining amount less the stressed cost.	Total Cost \$4,000 Stressed Cost \$2,860.80	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	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Board Action 3-23-11
011-772	Appomattox County	Copier	1	6,207	6,207	1	4,000	4,000	2,860.80	Approved
<b>Total</b>					<b>6,207</b>			<b>4,000</b>	<b>2,860.80</b>	

## 771-11-09: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD COUNTY	COMMISSIONER OF THE REVENUE	1-21-2009 Officer requests to correct CY09 workload data reported for the following items. Workload Data Reported was incorrect. Workload Audit Committee concurs with the changes.	\$0	The Compensation Board concurs with the officer's request to correct prior year workload data and ask Compensation Board staff to update COIN with corrected data.

FIPS	OFFICE	LOCALITY	CURRENT				CORRECTION					
			ITEM NUMBER	CY08	CY09	CY10	Wkld Avg	Category	CY08	CY09	CY10	Wkld Avg
041	771	Chesterfield	37	33,759	673	22,904	19,112	37	33,759	<b>27,265</b>	22,904	27,976
			40	362	673	2,177	1,071	40	362	<b>2,250</b>	2,177	1,596

## 771-11-09: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONER OF THE REVENUE WORKLOAD AUDIT COMMITTEE	COMMISSIONER OF THE REVENUE	<p>3-16-11 Commissioners Workload Audit Committee submits recommended changes to workload data submitted in the FY12 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 57 Commissioners appearing to have workload data discrepancies; 37 responded with corrected workload data, and 20 gave a valid response for the data discrepancy.</p>	\$0	The Compensation Board concurs with the Commissioners' committee recommendations to update workload data for those officers noted, and asks Compensation Board staff to update COIN with corrected data.
HENRY COUNTY	COMMISSIONER OF THE REVENUE	<p>03-17-2011 Officer requests Board approval to provide the name of Deputy Commissioner Neal Morris to the Career Development Audit Committee for consideration to maintain the status associated with the program. This deputy was erroneously omitted from the FY12 Budget Request because the officer was aware of the deputy's status but was not notified by Weldon Cooper in time to certify her budget. This deputy is currently not receiving the increase, and is applying for certification for the first time this year. This deputy was included in the list of eligible employees from which those to be audited were selected, so his exclusion from the officer's original certification did not preclude him from review for verification of status eligibility.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

## 771-11-09: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE	<p>3-17-11 Per the Provisions of Chapter 874, 67.5 of the 2010 Acts of Assembly, 27 Commissioners have newly certified on February 1, 2011 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, including 7 who newly certified in FY09, 6 who certified in FY10, 5 who certified in FY11 and 9 who newly certified in FY12 that remain unfunded. 52 Commissioners already meeting the minimum requirements have recertified as of February 1, 2011.</p> <p>Of the 27 newly certifying Commissioners, 3 were rejected due to failure to achieve Weldon Cooper Certification and 1 was rejected for failure to provide signed certification for the audit. Of the 52 returning Commissioners, 2 were rejected for failure to provide signed certification for the audit. A total of 73 Certified Commissioners met all criteria, corresponding salary increases are requested, effective July 1, 2011.</p> <p>(The COR Career Development Audit Committee has randomly audited 15 offices and concurs with the requests.)</p>	\$175,579 (FY12)	The Compensation Board thanks the Commissioners' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and for providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY12 budget allocation packages by May 1, 2011.

## 771-11-09: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE	<p>3-17-11 Per the Provisions of Chapter 874, Item 67.5 of the 2010 Acts of Assembly, 120 Deputy Commissioners have newly certified February 1, 2011 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, including 62 newly certified Deputies from FY09, 14 from FY10, and 28 from FY11, and 16 from FY12, all who remain unfunded. 64 Deputy Commissioners already meeting the minimum requirements have recertified as of February 1, 2011.</p> <p>Of the 120 newly certifying Deputy Commissioners, 4 were rejected due to failure to meet the requirements for Weldon Cooper Certification. Of the 64 Deputy Commissioners already meeting the requirements, all were accepted. A total of 180 Certified Deputy Commissioners met all criteria, corresponding salary increases are requested, effective July 1, 2011.</p> <p>(The COR Career Development Audit Committee has randomly audited 37 deputies and concurs with the requests.)</p>	\$157,796 (FY12)	The Compensation Board thanks the Commissioners' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and for providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY12 budget allocation packages by May 1, 2011.

## 774-11-09: TREASURERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TREASURER'S WORKLOAD AUDIT COMMITTEE	TREASURER	<p>3-17-11 The Treasurer's Workload Audit Committee submits recommended changes to workload data submitted in the FY12 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 128 Treasurers appearing to have workload data discrepancies; 40 responded with corrected workload data, 60 gave a valid response for the data discrepancy, 28 have not yet responded.</p>	\$0	The Compensation Board concurs with the Treasurers' committee recommendations to update workload data for those offices noted, and asks Compensation Board staff to update COIN with corrected data.
TREASURER'S CAREER DEVELOPMENT PROGRAM	TREASURER	<p>3-10-11 Per the provisions of Chapter 874, Item 67.80 of the 2010 Acts of Assembly, 18 Treasurers have newly certified February 1, 2011 that they meet the minimum requirements of the Compensation Board Treasurers Career Development Program, including 2 Treasurers who newly certified in FY09, 1 who newly certified in FY10, 7 who newly certified in FY11, and 8 newly certified Treasurers in FY12, all who remain unfunded. Of the 18 Treasurers who newly certified, 3 Treasurers were rejected for failure to meet the requirements for Weldon Cooper Certification, and 2 Treasurers were rejected due to failure to provide materials for the Audit. 58 Treasurers already meeting the minimum requirements have recertified as of February 1, 2011. A total of 71 Certified Treasurers met all criteria, corresponding salary increases are requested, effective July 1, 2011.</p> <p>(The TAV Career Development Audit Committee has audited a random 13 offices and concurs with the requests.)</p>	\$0	The Compensation Board thanks the Treasurers' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and for providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY12 budget allocation packages by May 1, 2011.

## 774-11-09: TREASURERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM	TREASURER	<p>3-10-11 Per the provisions of Chapter 874, Item 67.80 of the 2010 Acts of Assembly, 102 Deputy Treasurers have newly certified February 1, 2011 that they meet the minimum requirements of the Compensation Board Deputy Treasurers Career Development Program, including 34 Deputies that certified in FY09, 22 Certified Deputies from FY10, 31 Certified Deputies from FY11 and 13 Certified Deputies from FY12, all which remain unfunded. 122 Deputy Treasurers already meeting the minimum requirements have recertified as of February 1, 2011. Of the 102 newly certifying deputies, 2 were rejected for failure to achieve the minimum years of service in the Treasurer's office.</p> <p>A total of 222 Certified Deputy Treasurers met all criteria, corresponding salary increases are requested, effective July 1, 2011.</p> <p>(The TAV Career Development Audit Committee has audited a random 44 deputies and concurs with the requests.)</p>	\$0	The Compensation Board thanks the Treasurers' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and for providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY12 budget allocation packages by May 1, 2011.

# 773-11-09: CIRCUIT COURT CLERKS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RAPPAHANNOCK COUNTY	CIRCUIT COURT CLERK	2-24-2011 Officer currently has total Turnover funds at \$3,405 and requests, effective March 1, 2011, to transfer \$1,703, pro-rated at 567.67, to BASE Temporary Funds.  Officer will use remainder of Turnover Funds to fund a Class Role Change.  Note: This office does not have any Unfunded positions.	\$0	The Compensation Board did not approve this request. Current policy prevents the transfer of turnover funds to other base budget funding categories.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Temporary	Amount Requested	Amount Approved	Pro-Rate
157	773	Rappahannock County	02/24/11	Pos. 2	DCII	Temporary	13,151.59	1,703.00	1,703.00	567.67
		<b>Totals</b>						<b>1,703.00</b>	<b>1,703.00</b>	

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FLUVANNA COUNTY	CIRCUIT COURT CLERK	3-16-2011 Officer requests corrections to previous year's workload data.  During FY12 Compensation and Staffing Standards Workload Audit, the following workload data corrections were identified by the individual Clerk's office.	\$0	The Compensation Board concurs with the officer's request to correct prior year workload data and asks Compensation Board staff to update COIN with corrected data.

CURRENT							
FIPS	OFFICE	LOCALITY	Category	CY08	CY09	CY10	Wkld Avg
065	773	Fluvanna	Criminal	363	397	386	382
065	773	Fluvanna	Law	229	257	262	249

CORRECTION				
Category	CY08	CY09	CY10	Wkld Avg
Criminal	463	413	482	453
Law	241	257	262	253

# 773-11-09: CIRCUIT COURT CLERKS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA BEACH CITY	CIRCUIT COURT CLERK	3-16-2011 Officer requests a one-time transfer of Vacancy Savings at \$35,082.35 to Temporary Funds.	\$0	Approved per the Compensation Board's FY11 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
810	773	Virginia Beach	03/16/11	Vacancy Savings	Temporary	35,082	35,082.35
<b>Totals</b>							<b>35,082.35</b>

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAMPBELL COUNTY	CIRCUIT COURT CLERK	3-9-2011 Officer requests to expend Office Expense Funds at \$1,155 Total Cost, Stressed Cost at \$826.29 to fund the purchase of a Copier.  The locality agrees to fund the stress portion of the cost (difference between total cost and Compensation Board approved cost).	Total Cost \$1,155 Stressed Cost \$826.29	Approved at no additional cost to the Compensation Board. Expense is approved from current budgeted funds for FY11.

### FROM OFFICE EXPENSE

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Board Action 3-23-11
031-773	Campbell County	Copier	1	1,155	1,155	1	1,155	1,155	826.29	Approved
<b>031-773 Total</b>					<b>1,155</b>			<b>1,155</b>	<b>826.29</b>	

## 773-11-09: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMPENSATION AND STAFFING STANDARDS COMMITTEE	CIRCUIT COURT CLERK	<p>3-16-2011 Compensation and Staffing Standards Committee submits recommended changes to workload data reported in the FY12 Budget Request.</p> <p>The Compensation and Staffing Committee reviewed all workload data and contacted Circuit Court Clerks by email and asked them to examine the accuracy of reported data and provide a brief explanation (if known) for workload variances of fifty percent or greater from data reported in prior years. Ninety Five (95) Clerk's offices were contacted, Forty Six (46) Clerks responded and five (5) clerks sent corrections to workload data. The Committee will continue to submit corrected data as received. Co-Chairman, Ashby Pritchett, noted the change in Restitution collection practices, i.e. where responsibility for receipting and paying restitutions proceeds has shifted from a third party to the Clerk. The general increase in Financing Statement workloads indicates the beginning of a new five (5)-year cycle of filings involving real property as security for debt. The general increase in Fictitious Name Certificate workload is indicative of the increase or decrease of the creation of private business enterprise within a jurisdiction. The committee concludes that variances in reported CY10 workload are neither attributable to an arbitrary change in the methodology of counting workload, nor to intentional misrepresentation of total workload.</p>	\$0	The Compensation Board concurs with the Clerks' Committee recommendations to update workload data for those offices noted, and asks Compensation Board staff to update COIN with corrected data.

## 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 #11/08.	N/A	Approved.
2.	MONTHLY ACTIVITY REPORT-LIDS AUDIT, JAIL COST REPORT REVIEWS & ANNUAL LIDS AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents monthly activity for Local Inmate Data Systems (LIDS), Jail Audits, Jail Cost Report Reviews & Annual LIDS Audit Status Report.	N/A	Noted.
3.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday April 27, 2011 at 11:00 a.m. and Wednesday, May 25, 2011 at 11:00 a.m.  Annual budget hearing to be held at Compensation Board offices on Thursday, April 14 <sup>th</sup> at 11:00a.m.	N/A	Approved.
4.	INITIAL BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents draft budget allocations, including budget reduction implementation plan for Sheriffs/Regional Jails and discussion of use of turnover.	N/A	Noted drafts presented by staff, and approved reduction implementation timeline to be completed in April, 2011. The Compensation Board also approved allowing Sheriffs' Offices and Regional Jails to use existing turnover balances in budget reduction implementation, by making those balances available in the temporary budget category for the FY12 reduction base.

## OTHER MATTERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
5. FY12 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	Staff suggests the following dates for FY12 scheduled meetings. Unless otherwise noted, all meetings are at 11:00 a.m., and are set for the 4th Wednesday of each month: <ul style="list-style-type: none"><li>• July 27, 2011</li><li>• August 24, 2011</li><li>• September 28, 2011</li><li>• October 26, 2011</li><li>• November 16, 2011</li><li>• December 21, 2011</li><li>• January 10, 2012 (special meeting to discuss legislation)</li><li>• January 25, 2012</li><li>• February 22, 2012</li><li>• March 28, 2012</li><li>• April 12, 2012 (Thursday) (budget hearing)</li><li>• April 25, 2012</li><li>• May 23, 2012</li><li>• June 27, 2012</li></ul>	N/A	Tentatively approved pending final review. Board will approve definitive schedule at its regular April meeting.

## FOR YOUR INFORMATION

NONE.

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**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #11/09**  
**March 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.**

**HANDCARRY  
 COMPENSATION BOARD DOCKET #11/09  
 March 23, 2011**

EMPLOYEE RECOGNITION  
 NONE.

307-11-09: SHERIFFS & REGIONAL JAILS  
 NONE.

717-11-09: DIRECTORS OF FINANCE  
 NONE.

772-11-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALLEGHANY COUNTY	COMMONWEALTH'S ATTORNEY	1-6-2011 Officer requests an exception to the \$500, 60-day reimbursement policy. The substitute prosecutor in Bath County did not submit the CB22 Form in a timely manner.  Staff regrets the delay in submitting this request, as it was entered into the COIN system in January.	\$117.55	Approved as an exception to policy, based upon the specific conditions stated by the officer.

<u>Prosecutor</u>	<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>
John C. Singleton	08-10-2010 to 10-22-2010	Mathew T. Barnette, Sr.	\$117.55
		<u>Total</u>	\$117.55

771-11-09: COMMISSIONERS OF THE REVENUE  
NONE.

774-11-09: TREASURERS  
NONE.

773-11-09: CIRCUIT COURT CLERKS  
NONE.

## OTHER MATTERS

### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. CLERKS EXCESS FEES	CIRCUIT COURT CLERKS	<p>12-22-2010 Staff provides information regarding erroneous payment of fee commissions by Department of Accounts to Clerks and impact on excess fee payments made to-date in FY11. Staff seeks Board approval to recover excess fee payment overages resulting from erroneous commission payments by adjusting and/or withholding of future excess fee amounts for 26 localities impacted. One locality may be required to repay amounts that are unlikely to be recovered in remainder of fiscal year through withholdings.</p> <p>At their December 22, 2010 meeting, the Compensation Board instructed staff to defer payment of all monthly excess fee amounts until such time as clarification is received from the Department of Accounts regarding state appropriations and the appropriate payment of commissions to Clerks. Until such clarification is received, the Compensation Board is unable to determine accuracy of fee amounts used in calculating monthly excess fee amounts.</p> <p>3-23-2011 Staff provides notification received from the Department of Accounts regarding commission amounts paid in error in July through December 2010 and recommencement of payment of appropriate commissions in March 2011. Staff provides spreadsheet identifying adjusted revenues, adjusted excess fee amounts, and the ability to recover overpayments of excess fee amounts with payments due through February, 2011 for 22 of 26 localities currently receiving monthly excess fee disbursements in FY11. Staff seeks Board approval to re-commence payment of monthly excess fee amounts and adjust for overpayments for 22 localities. Four (4) localities will need to provide reimbursement of overpayments and will revert to annual excess fee disbursement offices for the duration of FY11. All offices' fee revenue data will be corrected to reflect reduction of erroneous commission amounts paid in FY11.</p>	N/A	Approved to re-commence payment of excess fees and adjust for overpayments for 22 offices with the processing of March 2011 excess fee amounts in April. Four offices that have begun to reflect deficiency months will be adjusted as far as possible and remaining overpayments are to be recouped, with any future excess to be paid in annual payments in July, 2011 with other annual disbursement offices.

**FOR YOUR INFORMATION  
NONE.**

Public Body: Compensation Board

Date: March 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 (absent)