

COMPENSATION BOARD DOCKET #12/09

March 28, 2012

EMPLOYEE RECOGNITION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAROLINE COUNTY	COMMONWEALTH'S ATTORNEY	<p>On March 1, 2012 Customer Service Manager received an email from Kathy Harrison regarding Paige Christy:</p> <p>"Just wanted to drop a kind note about Paige Christy. I am grateful for having her to turn to. Paige is ALWAYS helpful and never makes me feel like she is too busy for me and ALWAYS returns my calls or emails in a very reasonable time. She is knowledgeable and knows how to answer every question I have. For the years that I have been using COIN, you would think I know how to do everything I am responsible for. We are a rural Commonwealth Attorney's office and we have two office employees and two attorneys. Needless to say, I am responsible for everything and forget some things. A lot of Commonwealth Attorney's offices have someone hired specifically for COIN and other duties entailing the same. Paige is truly so sweet and helpful every time I need her. Generally, people have the time to write a nasty gram. I am taking the time to write a very warm, kind-filled, grateful note about Paige Christy. I don't know what I would do without her. You are very fortunate to have such an asset on your team. Enjoy your day!!"</p>	N/A	The Compensation Board wishes to thank the Commonwealth's Attorney's office for their kind remarks.

307-12-09: 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>2-17-12 Staff presents information regarding Sheriffs' data reporting to the Virginia State Police for Calendar Year 2011. Chapter 890, 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 thirteen Sheriffs' offices overdue for reporting final calendar year 2011 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, 2012. 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 22, 2012, 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 15th deadline.</p> <p>3-23-12 Update from Virginia State Police provides that all Sheriff's offices completed reporting for CY11 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 CY11, the Board did not take action to withhold reimbursement payments for any Sheriff's office.

307-12-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LOUDOUN COUNTY	SHERIFF	<p>03-16-2012 Officer requests funding for the 77 new jail positions approved by the Compensation Board, to staff the Adult Detention Center- Phase II.</p> <p>Officer states the facility is scheduled to open for the housing of inmates April 20, 2012 and requests 45-day early funding for the positions effective March 6, 2012 in accordance with the provisions of paragraph D, Item 67.30, Chapter 890, 2011 Acts of Assembly.</p>	-0-	The Compensation Board approved funding effective March 6, 2012 for the 77 new jail positions in accordance with paragraph D, Item 67.30 Chapter 890.
HAMPTON CITY	SUPERINTENDENT	03-20-12 Officer requests to transfer \$59,271.22 from vacancy savings to office expense.	-0-	Approved per the Compensation Board's FY12 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
650	307	Hampton	03/20/12	Vacancy	Office	\$59,271.22	\$59,271.22
Totals						\$59,271.22	\$59,271.22

GLOUCESTER COUNTY	SHERIFF	<p>03/12/12- Officer requests an exception to the break in service policy to reinstate Master Deputy Matthew Saunders to his former position 000017 at \$33,736 effective March 19, 2012. Master Deputy Saunders resigned on December 31, 2011 when the former Sheriff Gentry did not reappoint him. The current salary of the position is \$28,236 after the automatic reversion from MDCS9 to CS7.</p> <p>Officer states he would like to rehire Master Deputy Saunders and reappoint him to the same position, classification and salary he was making at the time of his resignation.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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307-12-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PATRICK COUNTY	SHERIFF	<p>02-27-2012 Sheriff is requesting a staffing analysis of the jail due to jail overcrowding.</p> <p>Officer states that the design of their new facility changed many times throughout the planning process and they were rated as a 63 bed jail when opening in 2011. They currently have an average daily population of 76 inmates. Officer states they are overwhelmed, partly due to the location away from the court facilities, and concerned that they cannot operate the facility safely, and therefore he is requesting more deputies.</p>	-0-	The Compensation Board will request that the Department of Corrections perform a staffing analysis of the Patrick County Jail. The Board advises the Sheriff that any additional staffing needs identified by such study may not necessarily be available through the Compensation Board absent additional appropriation by the legislature.

772-12-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ARLINGTON COUNTY	COMMONWEALTH'S ATTORNEY	<p>3-1-2012 Officer requests to transfer Turnover Funds at \$9,603 to Base Temporary Funds, pro-rated amount \$3,201.00.</p> <p>Officer states, there are no remaining personnel actions available, per Compensation Board policy, and because this office has two (2) unfunded positions, she does not want to lose any additional budgeted funds.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
013	772	Arlington County	03/01/12	Turnover	Temporary	9,603.00	9,603.00	3,201.00

772-12-09: 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	<p>3-16-2012 Officer requests to transfer base Temporary Funds of \$6,964 to fund a salary restoration to pos. 00002 currently AAll at \$34,553 to be AAll at \$41,517, effective July 1, 2011.</p> <p>The locality has agreed to make this salary restoration retroactive to July 1, 2011. The locality has agreed to the permanent salary funding request.</p> <p>I, Darrel Puckett, 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. Such base transfers may also prevent future full restoration of recently reduced attorney and/or staff positions should a legislative decision be made in the future to restore reduced funding.</p>	-0-	The Compensation Board approved a transfer of \$6,964 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.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
011	772	Appomattox County	03/16/12	Temporary	pos. 00002	12,852.00	6,964.00	6,964.00

772-12-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GREENE COUNTY	COMMONWEALTH'S ATTORNEY	<p>3-9-2012 Officer requests funding to purchase the following items:</p> <p>Officer states the equipment requested is to replace items that were purchased in 2007 and are now not functioning properly. The cost to repair is close to the cost of replacement, and new equipment would be more efficient. Moreover, we are currently prosecuting, in addition to our , a triple homicide capital murder. Having adequate technology to produce exhibits and process information will be critical to this prosecution.</p> <p>This office receives state funds for the Constitutional Officer and one staff position salary and budgeted Office Expense funds of \$822, which is necessary to be reimbursed to the County. The remaining balance to date of Office Expense funds available is \$81.43.</p> <p>The laptop does meet the Compensation Board minimum criteria.</p> <p>The locality agrees to fund the stressed cost of these purchases and the officer acknowledges that reimbursement for any approved funds must be claimed for reimbursement no later than the May payroll reimbursement process.</p>	<p>Total Cost \$1,950 Stressed Cost \$1224.41</p>	<p>The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2011, additional funding is not available this year.</p>

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
079-772	Greene County	Laptop	1	1,300	1,300	1	1,300	1,300	816.27
079-772	Greene County	Printer	1	650	650	1	650	650	408.14
Total					1,950			1,950	1,224.41

772-12-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HANOVER COUNTY	COMMONWEALTH'S ATTORNEY	<p>3-15-2012 Effective April 1, 2012 Officer requests to transfer Base Temporary Funds at \$21,626 to fund a New Hire salary increase to position 00010. Pos. 00010 currently ATTI at \$45,385 to become ATTI at \$67,011.</p> <p>The proposed salary for the candidate is based on a 15% increase above the annual salary he is currently earning. This office has previously, in this current fiscal year, fully restored the salary of the one (1) unfunded position and no longer has any unfunded Compensation Board positions.</p>	-0-	The Compensation Board approved a transfer of \$21,626 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 Funds budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
085	772	Hanover County	03/15/12	Temporary	pos. 00010	21,626.00	21,626.00	5,406.50

CULPEPER COUNTY	COMMONWEALTH'S ATTORNEY	<p>3-19-2012 Acting Officer requests additional Temporary Funding @ \$18,529.09. This is equivalent to position #1 ATTIV @ \$61,146 from March 13, 2012 to June 30, 2012. The Special Election will be held on November 6, 2012.</p> <p>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 #1 ATTIV is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.
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772-12-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEY	3-19-2012 Officers request to transfer Vacancy Savings Funds to Equipment to fund the purchase of the following: Both localities stated the items requested do meet the Compensation Board's minimum requirement and the localities do agree to fund the stressed cost of these purchases.	Total Cost \$12,594 Total Stressed Cost \$8,530.69	Approved per the Compensation Board's FY12 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
011-772	Appomattox County	Laptop	1	1,294	1,294	1	1,294	1,294	884.32
011-772	Appomattox County	PC's	4	1,266	5,064	4	1,200	4,800	3,280.32
011-772 Total					6,358			6,094	4,164.64
117-772	Mecklenburg County	Computers	2	1,000	2,000	2	1,000	2,000	1,343.40
117-772	Mecklenburg County	Laptop	4	1,000	4,000	4	1,000	4,000	2,686.80
117-772	Mecklenburg County	Scanner	1	500	500	1	500	500	335.85
117-772 Total					6,500			6,500	4,366.05
Grand Total					12,858			12,594	8,530.69

771-12-09: 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>3-14-12 Per the Provisions of Chapter 890, Item 67.50 of the 2011 Acts of Assembly, 28 Commissioners currently unfunded for the program have certified by February 1, 2012 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, including 7 who newly certified in FY09 , 4 who newly certified in FY10, 6 who newly certified in FY11, 4 who newly certified in FY12, and 7 who newly certified in FY13. 46 Commissioners already meeting the minimum requirements and funded in the program have recertified as of February 1, 2012.</p> <p>The COR Career Development Audit Committee has randomly audited 14 offices and concurs with the requests, with the following exceptions:</p> <p>Of the 28 unfunded certifying Commissioners, 4 were rejected due to failure to achieve Weldon Cooper Certification. Of the 46 funded Commissioners, 1 was rejected for failure to provide signed certification for the audit. A total of 69 Certified Commissioners met all criteria, and corresponding salary increases are requested, effective July 1, 2012.</p>	\$177,423 (FY13)	The Compensation Board thanks the Commissioner of the Revenue 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 FY13 budget allocation packages by May 1, 2012.

771-12-09: 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>3-14-12 Per the Provisions of Chapter 890, Item 67.50 of the 2011 Acts of Assembly, 138 Deputy Commissioners currently unfunded for the program have certified by February 1, 2012 that they meet the minimum requirements of the Compensation Board Deputy Commissioner of the Revenue Career Development Program, including 59 newly certified Deputies from FY09, 13 from FY10, 27 from FY11, 12 from FY12, and 27 from FY13. 61 Deputy Commissioners already meeting the minimum requirements and funded in the program have recertified as of February 1, 2012.</p> <p>The COR Career Development Audit Committee has randomly audited 40 deputies and concurs with the requests, with the following exceptions:</p> <p>Of the 138 newly certifying Deputy Commissioners, 6 were rejected due to failure to meet the requirements for Weldon Cooper Certification. A total of 193 Certified Deputy Commissioners met all criteria, and corresponding salary increases are requested effective July 1, 2012.</p>	\$85,791 (FY13)	The Compensation Board thanks the Commissioner of the Revenue 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 FY13 budget allocation packages by May 1, 2012.
COMMISSIONER OF THE REVENUE WORKLOAD AUDIT COMMITTEE	COMMISSIONER OF THE REVENUE	<p>3/20/12 Commissioners Workload Audit Committee submits recommended changes to workload data submitted in the FY13 Budget Request in COIN. The audit committee reviewed all workload data and contacted 68 Commissioners appearing to have workload data discrepancies; 20 responded with corrected workload data and 48 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.

774-12-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TREASURER'S CAREER DEVELOPMENT PROGRAM	TREASURER	<p>3-14-12 Per the provisions of Chapter 890, Item 67.80 of the 2011 Acts of Assembly, 17 Treasurers currently unfunded for the program have certified by February 1, 2012 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, 4 who newly certified in FY11, 4 who newly certified in FY12, and 4 newly certified Treasurers in FY13. 52 Treasurers already meeting the minimum requirements and funded in the program have recertified as of February 1, 2012.</p> <p>The TAV Career Development Audit Committee has audited a random 13 offices and concurs with the requests, with the following exceptions:</p> <p>Of the 17 Treasurers who newly certified, 3 Treasurers were rejected for failure to fully meet the requirements for the Career Development Program.</p> <p>A total of 66 Certified Treasurers met all criteria, and corresponding salary increases are requested, effective July 1, 2012.</p>	\$107,040.00 (FY13)	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 FY13 budget allocation packages by May 1, 2012.

774-12-09: 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>3-14-12 Per the provisions of Chapter 890, Item 67.80 of the 2011 Acts of Assembly, 109 Deputy Treasurers currently unfunded for the program have certified by February 1, 2012 that they meet the minimum requirements of the Compensation Board Deputy Treasurers Career Development Program, including 31 Deputies that certified in FY09, 22 Certified Deputies from FY10, 21 Certified Deputies from FY11, 17 Certified Deputies from FY12, and 18 Certified Deputies from FY13. 114 Deputy Treasurers already meeting the minimum requirements and funded in the program have recertified as of February 1, 2012.</p> <p>The TAV Career Development Audit Committee has audited a random 44 deputies and concurs with the requests, with the following exception:</p> <p>Of the 109 newly certifying deputies, 4 were rejected for failure to achieve the minimum criteria of the Career Development Program.</p> <p>A total of 219 Certified Deputy Treasurers met all criteria, and corresponding salary increases are requested, effective July 1, 2012.</p>	\$97,004.00 (FY13)	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 FY13 budget allocation packages by May 1, 2012.

774-12-09: 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>3-18-12 The Treasurer's Workload Audit Committee submits recommended changes to workload data submitted in the FY13 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 112 Treasurers appearing to have workload data discrepancies; 32 responded with corrected workload data, 57 gave a valid response for the data discrepancy, 23 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.

773-12-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MECKLENBURG COUNTY	CIRCUIT COURT CLERK	<p>3-20-12 Officer requests, effective April 1, 2012, to transfer base Temporary Funds to Permanent Personnel to fund a partial salary restoration of pos. 00007 currently DCI at \$11,987 to be DCI at \$17,108.</p>	-0-	The Compensation Board approved a transfer of \$5,121.00 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 Funds budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
117	773	Mecklenburg County	03/20/12	Temporary	pos. 00007	5,121.00	5,121.00	1,280.25

773-12-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESAPEAKE CITY	CIRCUIT COURT CLERK	3-5-12 Officer requests to transfer remainder of Vacancy Savings for the year from vacant position 00026 to Temporary Funds. Officer does not intend to fill this position within FY12.	-0-	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Pro-Rated Amount Requested	Amount Approved
550	773	Chesapeake City	03/05/12	pos. 00026	GOC	Temporary	19,856	6,619	6,619
Totals								6,618.67	6,618.67

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FREDERICKSBURG CITY	CIRCUIT COURT CLERK	3-23-12 Officer requests to transfer Temporary Funds to permanent personnel to fund a partial salary restoration to pos. 00003; effective 4-16-2012 This office does not have any Unfunded positions.	-0-	The Compensation Board approved a transfer of \$2,034 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 Funds budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
630	773	Fredericksburg City	03/22/12	Temporary	pos. 00003	2,034.00	2,034.00	427.79

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GILES COUNTY	CIRCUIT COURT CLERK	3-20-2012 Officer requests corrections to previous year's workload data. During the FY13 Compensation and Staffing Standards Workload Audit, the following workload data corrections were identified by the individual Clerk's office.	N/A	The Compensation Board concurs with the officer's request to correct prior year workload and asks Compensation Board staff to update COIN with corrected data.

CURRENT

FIPS	OFFICE	LOCALITY	Category	CY09	CY10	CY11	Wkld Avg
071	773	Giles County	Restitution	0	0	155	52
071	773	Giles County	Passports	0	164	153	106

CORRECTION

Category	CY09	CY10	CY11	Wkld Avg
Restitution	47	105	155	102
Passports	129	164	0	98

773-12-09: 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 AUDIT COMMITTEE	CIRCUIT COURT CLERK	<p>3-20-2012 Compensation and Staffing Standards Committee submits recommended changes to workload data reported in the FY13 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. One Hundred Nine (109) Clerk's offices were contacted, Forty Nine (49) 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.</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 #12/08.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday April 25, 2012 at 11:00 a.m and Wednesday May 23, 2012 at 11:00 am.	N/A	Noted. Compensation Board also approved change of the 2012 Budget Hearing to April 25, 2012 at 11:00 a.m. Additionally, the June Board meeting will now take place on Thursday June 28, 2012 at 11:00 a.m.
3.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held at the Holiday Inn Koger Hotel and Conference Center in South Richmond on April 2-3, 2012. There are eighty attendees registered.	N/A	Noted.
4.	DRAFT INITIAL BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents draft initial budget allocations with updated budgeting timeline alternatives.	N/A	Noted.
5.	FY13 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	Staff suggests the following dates for FY13 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"> • July 25, 2012 • August 22, 2012 • September 26, 2012 • October 24, 2012 • November 28, 2012 • December 19, 2012 • January 8, 2013 (Tuesday:2:00pm) (special meeting to discuss legislation) • January 23, 2013 • February 27, 2013 • March 27, 2013 • April 11, 2013 (Thursday) (budget hearing) • April 24, 2013 • May 22, 2013 • June 26, 2013 	N/A	Tentatively approved pending final review. Board will approve definitive schedule at its regular April meeting.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
6. FY12 TECHNOLOGY TRUST FUND COLLECTIONS & PROJECTIONS	COMPENSATION BOARD	<p>Collections: FY12 year-to-date collections for July – February totaled \$4,895,082.41, a decrease of 5.12% over the same period in FY11.</p> <p>Expenditures: FY12 year-to-date Clerk's expenditures through 02/16/12, totaled \$2,349,037.44. or 37.47% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY12 TTF total collections would be approximately \$7.30 million, a decrease of 3.92% over FY11 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY12, total collections for FY11 would be \$7.06 million, a decrease of 7.09% over FY11 collections.</p>	N/A	Noted.

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #12/09
March 28, 2012**

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 #12/09 March 28, 2012

EMPLOYEE RECOGNITION
NONE.

307-12-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RIVERSIDE REGIONAL	SUPERINTENDENT	03-20-2012 Officer is requesting to transfer \$242,318 from Temporary to Office Expense, and is also requesting a transfer of \$250,000 from Vacancy Savings to Office Expense. These funds will be used towards operations of the food service contact.	-0-	Approved per the Compensation Board's FY12 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	03/02/12	Temp.	Office	\$242,318	\$242,318
				Vacancy Savings	Office	\$250,000	\$250,000
		Totals				\$492,318	\$492,318

772-12-09: COMMONWEALTH'S ATTORNEYS
NONE.

771-12-09: COMMISSIONERS OF THE REVENUE
NONE.

774-12-09: TREASURERS
NONE.

773-12-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
JAMES CITY COUNTY	CIRCUIT COURT CLERK	Staff recently identified a spreadsheet error that resulted in a duplication of turnover funds available in the Clerk's budget in FY12 that were previously generated and used in June, 2011 (FY11 year-end). In October, 2011 and January, 2012, the Clerk utilized these turnover funds to provide salary adjustments within policy for a new hire, salary restorations and promotions. Positions affected do not receive any local salary supplement funds. Staff has already taken action to revoke vacancy funds generated from the excess turnover, and seeks Board approval to maintain the current salary levels until the turnover funds can be recovered through a future separation or other personnel action.	\$6,973	Compensation Board approved \$2,370 in permanent personnel on a one time basis for FY12 to cover expenses reimbursed through March 2012. The Board also approved \$4,603 in one-time Temporary Funds in FY12. An allocation of one-time funds in FY13 in temporary salaries in the amount of \$1, 8412 to cover the increased salary expenses will be considered by the Board as a supplemental action to regular action in setting the FY13 base budget. Officer may retain one-time funds allocated in FY12 or in future years for this purpose until such time as an employee is separated from a Compensation Board funded position. At such time the additional Temporary Funds will be removed to correct the erroneous duplication of turnover that occurred in the COIN FY12 Budget process.

OTHER MATTERS

NONE.

FOR YOUR INFORMATION

NONE.

Public Body: Compensation Board
Date: March 28, 2012
Time: 11:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Frank Drew, Chairman (present)
Walt Kucharski, ex-officio member (present)
Craig Burns, ex-officio member (present)