

COMPENSATION BOARD DOCKET #13/09

March 27, 2013

EMPLOYEE RECOGNITION
NONE.

307-13-08: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SHERIFFS CRIME DATA REPORTING	SHERIFF	3-22-13 Staff presents update to status of Sheriff's data reporting to the Virginia State Police for calendar year 2012 data. All Sheriffs' offices have completed data reporting for the calendar year 2012.	-0-	The Compensation Board noted that as all Sheriffs' offices completed reporting as requested to allow the Virginia State Police to compile complete data for CY12, the Board did not take action to withhold reimbursement payments for any Sheriff's office.

NEW BUSINESS:

CHARLOTTE COUNTY	SHERIFFS	03/13/13- Officer requests to transfer base Temporary Funds at \$11,198 to increase the annual salary of position #8 currently \$35,268 to \$38,795, position #10 currently at \$44,337 to \$48,771 and position #12 currently \$40,560 to \$43,797 effective March 1, 2013. The Officer understands that taking action to move base temporary funds to salaries of existing personnel may significantly reduce his options in dealing with any potential funding reductions without impacting salaries of permanent staff.	-0-	The Compensation Board approved a transfer of \$11,198 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 budget in the current as well as subsequent fiscal years.
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FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
037	307	Charlotte County	03/13/13	Temporary	Perm Personnel	11,198.00	11,198.00	3,732.67

307-13-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFFS/ SUPERINTENDENTS	03/13/13-The following Officers request to transfer Vacancy Savings to Temporary and Office expenses.	-0-	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
037	307	Charlotte County	03/14/13	Vacancy Savings	Temporary Funds	\$23,136.35	\$23,136.35
121	307	Montgomery County	03/20/13	Vacancy Savings	Office Expense	\$92,030.15	\$70,355.72
165	307	Rockingham County	03/20/13	Vacancy Savings	Office Expense	\$32,255.84	\$32,255.84
465	307	Riverside Reg Jail	03/18/13	Vacancy Savings	Office Expense	\$839,710.86	\$647,000.00
480	307	New River Reg Jail	03/12/13	Vacancy Savings	Temporary Funds	\$291,723.88	\$82,830.00
480	307	New River Reg Jail	03/12/13	Vacancy Savings	Office Expense	\$208,893.88	\$157,700.00
485	307	Blue Ridge Reg Jail	03/19/13	Vacancy Savings	Temporary Funds	\$32,317.30	\$32,317.30
494	307	Western Virginia Reg Jail	03/19/13	Vacancy Savings	Temporary Funds	\$68,916.42	\$49,025.20
650	307	Hampton City	03/19/13	Vacancy Savings	Office Expense	\$68,804.14	\$68,804.14
770	307	Roanoke City	03/18/13	Vacancy Savings	Temporary Funds	\$303,511.14	\$70,000.00
						\$1,961,299.96	\$1,233,424.55

307-13-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SHERIFFS WORKLOAD AUDIT COMMITTEE	SHERIFFS	<p>03/18/2013 The Sheriffs' Workload Audit Committee submits recommended changes to workload data reported in the FY14 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted those offices needing verification. The committee members contacted 103 offices regarding workload. Twenty offices submitted corrections to their 2012 workload information, six submitted changes to 2011 and two offices submitted changes for 2010. All other offices contacted reported that the figures previously submitted in Budget Request are accurate.</p>	-0-	The Compensation Board concurs with the Sheriffs' workload audit committee recommendations to update workload data for those offices noted, and asks Compensation Board staff to update COIN with corrected data.

717-13-08: DIRECTORS OF FINANCE NONE.

772-13-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEY	<p>3-4-13 Substitute Prosecutors request an exception to the \$500, 60-day reimbursement policy.</p> <p>Expenditures have been submitted within 60 days of the conclusion of the case, but both requests exceed \$500.</p>	\$1,478.59	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>
Melanie B. Menefee	9/22/11 - 1/3/13	Clinus Ray Mall	971.20
Dennis Lee	10/16/12 - 10/18/12	Clinus Ray Mall	507.39
			1,478.59

772-13-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LEE COUNTY	COMMONWEALTH'S ATTORNEY	3-15-13 Officer requests to transfer Temporary Funds to Equipment to fund the cost of the following items. Officer states the PCs and Laptop do meet the Compensation Board's minimum criteria.	Total Cost \$0 Equipment Cost \$4,708 Stressed Cost \$3,751.81	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
105-772	Lee County	PCs	3	915	2,745	3	915	2,745	2,187.49
105-772	Lee County	Laptop	1	1,263	1,263	1	1,263	1,263	1,006.48
105-772	Lee County	Printer	1	700	700	1	700	700	557.83
Total					4,708			4,708	3,751.81

BUCHANAN COUNTY	COMMONWEALTH'S ATTORNEY	2-1-2013 Officer requests to transfer Base Temporary Funds at \$6,000 to pos. 00003 to fund an Internal Salary Adjustment. This is a 10% salary increase from the current salary. Position 00003, currently ATTIV, budgeted at \$60,000 to ATTIV at \$66,000, effective 3-1-2013.	-0-	The Compensation Board approved a transfer of \$6,000 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 Temporary budget in the current as well as subsequent fiscal years.
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FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
027	772	Buchanan County	02/01/13	Base Temp Funds	Perm Personnel	\$8,802	\$6,000	\$2,000

771-13-08: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONER OF THE REVENUE WORKLOAD AUDIT COMMITTEE	COMMISSIONER OF THE REVENUE	<p>3/18/13 Commissioners Workload Audit Committee submits recommended changes to workload data submitted in the FY14 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 84 Commissioners appearing to have workload data discrepancies; 38 responded with corrected workload data, 46 gave a valid response for the data discrepancy, and the committee noted 99% compliance with workload reviews this year.</p>	-0-	The Compensation Board concurs with the Commissioners' workload audit committee recommendations to update workload data for those offices noted, and asks Compensation Board staff to update COIN with corrected data.
COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE	<p>3-14-13 Per the Provisions of Chapter 3, Item 71 of the 2012 Acts of Assembly, 19 Commissioners currently unfunded for participation have certified as of February 1, 2013 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, including 4 who certified in FY10, 6 who certified in FY11, 4 who certified in FY12, 3 who certified in FY13, and 2 who newly certified in FY14. 50 Commissioners already funded for participation have recertified as of February 1, 2013.</p> <p>Of the 19 newly certifying Commissioners, all were accepted. Of the 50 returning Commissioners, all were accepted. A total of 69 Certified Commissioners met all criteria and corresponding salary increases are requested, effective July 1, 2013.</p> <p>(The COR Career Development Audit Committee has randomly audited 13 offices and concurs with the requests.)</p>	\$152,818 (FY14)	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 providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY14 budget allocation packages by May 1, 2013.

771-13-08: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE	<p>3-14-13 Per the Provisions of Chapter 3, Item 71 of the 2012 Acts of Assembly, 104 Deputy Commissioners currently unfunded for participation have certified February 1, 2013 that they meet the minimum requirements of the Compensation Board Deputy Commissioner of the Revenue Career Development Program, including 18 certified Deputies from FY09, 11 from FY10, and 27 from FY11, 12 from FY12, 19 from FY13, and 17 from FY14. 93 Deputy Commissioners currently funded for participation have recertified as of February 1, 2013.</p> <p>Of the 104 newly certifying Deputy Commissioners, 3 were rejected due to failure to pass the Career Development Audit. Of the 93 Deputy Commissioners already meeting the requirements, all were accepted. A total of 194 Certified Deputy Commissioners met all criteria and corresponding salary increases are requested, effective July 1, 2013.</p> <p>(The COR Career Development Audit Committee has randomly audited 39 deputies and concurs with the requests.)</p>	\$64,151 (FY14)	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 FY14 budget allocation packages by May 1, 2013.

774-13-08: 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>3-20-13 The Treasurer's Workload Audit Committee submits recommended changes to workload data submitted in the FY14 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 112 Treasurers appearing to have workload data discrepancies; 22 responded with corrected workload data, 86 gave a valid response for the data discrepancy, 4 have not yet responded.</p>	-0-	The Compensation Board concurs with the Treasurers' workload audit 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>3-20-13 Per the provisions of Chapter 3, Item 74 of the 2012 Acts of Assembly, 64 Deputy Treasurers currently unfunded for participation have certified February 1, 2013 that they meet the minimum requirements of the Compensation Board Deputy Treasurers Career Development Program, including 20 Certified Deputies from FY11, 14 Certified Deputies from FY12, 15 Certified Deputies from FY13, and 14 Certified Deputies from FY14. 159 Deputy Treasurers currently funded for participation have recertified as of February 1, 2013. Of the 64 newly certifying deputies, 1 was rejected for failure to achieve the minimum criteria of the Career Development Program.</p> <p>A total of 222 Certified Deputy Treasurers met all criteria, corresponding salary increases are requested, effective July 1, 2013.</p> <p>(The TAV Career Development Audit Committee has audited a random 42 deputies and concurs with the requests.)</p>	\$57,481.00 (FY14)	The Compensation Board thanks the Treasurers' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY14 budget allocation packages by May 1, 2013.

774-13-08: 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>3-20-13 Per the provisions of Chapter 3, Item 74 of the 2012 Acts of Assembly, 13 Treasurers have newly certified February 1, 2013 that they meet the minimum requirements of the Compensation Board Treasurers Career Development Program, including 4 who certified in FY11, 4 who certified in FY12, 3 who certified in FY13, and 2 who newly certified in FY14, all of whom currently remain unfunded. Of the 13 Treasurers who are currently unfunded, all 13 were found to fully meet the requirements for the Career Development Program. 52 Treasurers currently funded for participation have recertified as of February 1, 2013. A total of 65 Certified Treasurers met all criteria, corresponding salary increases are requested, effective July 1, 2013.</p> <p>(The TAV Career Development Audit Committee has audited a random 14 offices and concurs with the requests.)</p>	\$88,419 (FY14)	The Compensation Board thanks the Treasurers' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY14 budget allocation packages by May 1, 2013.

773-13-08: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SCOTT COUNTY	CIRCUIT COURT CLERK	3-18-2013 Officer requests correction to previous CY11 workload data. Officer states the 1,464 Criminal Cases Commenced does not reflect the correct number of Commenced Cases for 2011 due to one specific child pornography case with 1,000 indictments.	-0-	The Compensation Board consents to the officer's request and asks Compensation Board staff to update COIN with corrected data.

CURRENT

FIPS	OFFICE	LOCALITY	Category	CY10	CY11	CY12	Wkld Avg
169	773	Scott County	Criminal	1,376	1,464	1,621	1,487

CORRECTION

Category	CY10	CY11	CY12	Wkld Avg
Criminal	1,376	2,464	1,621	1,820

773-13-08: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMPENSATION AND STAFFING STANDARDS AUDIT COMMITTEE	CIRCUIT COURT CLERK	<p>3-20-2013 Compensation and Staffing Standards Committee submits recommended changes to workload data reported in the FY14 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 Eleven (111) Clerk's offices were contacted, Ninety Four (94) Clerks responded and Ten (10) clerks sent corrections to workload data. The Committee will continue to submit corrected data as received. Co-Chairman, Ashby Pritchett, also noted the following:</p> <ol style="list-style-type: none"> (1) The committee reports Norfolk's workload for "Wills/Estates Initiated" is proportionately dissimilar to Clerk's offices of similar populations. (2) Amendments to workload counts appear to have been caused by addition errors, and a re-count in many instances resulted in an increase in reported workload. (3) Most variances are explained as due to local business activity and/or to "mass hysteria" that set in when people thought their Second Amendment rights were under attack, causing a statewide increase in the amount of Concealed Handgun Permit applications. (4) The categories with the greatest number of 50% variances are Restitution, Financing Statements and Fictitious Name Statements. The increase in Restitution workload indicates a change in restitution collection practices, where responsibility for receipting and paying restitution proceeds has shifted from a third party to the clerk. The general increase in Financing Statement workloads indicates the beginning of a new 5-year cycle of filings involving real property as security for debt. The general increase in Fictitious Name Certificate workload in some jurisdictions is caused by an increase in business licensure and an increase in self-employed small business activity. 	-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:

REGULAR DOCKET

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #13/08.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday April 24th, 2013 at 11:00 a.m. and Wednesday May 22nd, 2013 at 11:00 a.m.	N/A	Noted.
3.	BUDGET HEARING	COMPENSATION BOARD	Compensation Board Budget Hearing is scheduled for Thursday, April 11, 2013 at 11:00 a.m.	N/A	Noted.
4.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held at the Holiday Inn Koger Hotel and Conference Center in South Richmond on April 10-11, 2013. There are eighty attendees registered.	N/A	Noted.
5.	DRAFT INITIAL BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents draft initial budget allocations.	N/A	Noted.

OTHER MATTERS

NEW BUSINESS:

REGULAR DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
6. FY13 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	<p>Staff suggests the following dates for FY14 scheduled meetings. Unless otherwise noted, all meetings are at 11:00 a.m., and are set for the 4th Wednesday of each month:</p> <ul style="list-style-type: none"> • July 24, 2013 • August 28, 2013 • September 25, 2013 • October 23, 2013 • November 20, 2013 • December 18, 2013 • January 7, 2014 (Tuesday;2:00pm) (special meeting to discuss legislation) • January 22, 2014 • February 26, 2014 • March 26, 2014 • April 10, 2014 (Thursday) (budget hearing) • April 23, 2014 • May 28, 2014 • June 25, 2014 	N/A	Tentatively approved pending final review. Board will approve definitive schedule at its regular April meeting.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #13/09
March 27, 2013**

NO CLOSED MEETING

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (_____ seconded the motion).**

- Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must **immediately** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

H A N D C A R R Y

COMPENSATION BOARD DOCKET #13/09

March 27, 2013

EMPLOYEE RECOGNITION
NONE.

307-13-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRY COUNTY	SHERIFF	<p>03/21/2013 – Officer requests an exception to the February 1st certification date for the Sheriff's Accreditation Career Development program.</p> <p>Officer states that his office met all the criteria of the Sheriff's Career Development program but did not certify to participating in the program in his budget request by February 1, 2013. Sheriff acknowledges he did not attend the Compensation Board Lawful Employment training, however he has submitted alternative coursework to meet the program training requirements. Officer certifies adoption of the criteria of the Master Deputy program; recent audits by APA and local government auditors reported no material weaknesses, he has a website and provided the website address; has VCIN terminal and livescan fingerprint capability. Officer states his office received accreditation from the Virginia Law Enforcement Professional Standards commission on September 8, 2011.</p> <p>The Officer would appreciate any consideration in this matter, and apologizes for not meeting the February first deadlines.</p>	-0-	The Compensation Board noted program materials and the provisions of the Appropriation Act which require certification to be made as a part of the officer's annual budget request for FY14 no later than February 1, 2013. The Board does not anticipate being able to approve the Officer's request but has requested that staff confirm restrictions and will provide follow-up prior to the next scheduled meeting.

307-13-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SMYTH	SHERIFF	03/22/2013 – Officer requests a one-time transfer of \$20,000 from Temporary Funds to Office Expense.	-0-	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
173	307	Smyth County	03/22/13	Temporary Funds	Office Expense	\$42,351.73	\$20,000.00

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AUGUSTA COUNTY	SHERIFF	<p>03/18/13- Officer requests to transfer Vacancy Savings to Equipment to go toward the purchase of two new LiveScan finger print scanners at a cost of \$7250 each.</p> <p>Officer states that they currently have two finger print scanners; one in the office and one in the courts building, and both are obsolete and need to be replaced.</p> <p>The Officer understands the last opportunity to claim reimbursement for approved equipment funds is with the May payroll reimbursement process.</p>	<p>\$0</p> <p>Equipment Cost \$13,800</p> <p>Stressed Cost \$8391.78</p>	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FROM VACANCY SAVINGS

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
015	Augusta	LiveScan Scanners	2	\$7,250	14,500	2	\$6,900	\$13,800	\$ 8,391.78
			0						
Grand Total					\$14,500			\$13,800	\$ 8,391.78

307-13-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FREDERICKSBURG	SHERIFF	<p>03-22-2013- Officer requests to transfer \$4067 from base temporary funds to promote position 00002 SECII at \$27,113 to an ADMSS at \$31,180, effective July 1, 2014.</p> <p>On the June 2007 docket, Compensation Board approved one-time funds in the amount of \$54,296 (equivalent to 2 CS7 positions) in the officer's temporary budget. These funds were allocated specifically to allow the Sheriff to follow through on hiring commitments made prior to notification by the Compensation Board of an erroneous allocation of positions. These one-time funds may be maintained until such time as turnover occurs in CS positions or new CS positions are allocated to the Sheriff's office, thus allowing the placement of the individuals into permanent positions.</p> <p>In January 2011, Pos. 00008, CS8 became vacant due to a retirement and the Officer requested an exception to reduce temporary funds in the amount of \$7,560 instead of \$27,148 as during the FY11 Budget Reduction these one-time temporary funds were already reduced by \$19,588. This request was denied based on the June 2007 action.</p> <p>Staff notes the Sheriff's office has had no turnover occur in his office since January 2011. Funding remaining in the temporary base of \$20,219 should be maintained. Upon separation of a CS position the amount of \$20,219 is scheduled to be removed from the Temporary Funds as these funds are available due to board action in 2007.</p>	-0-	The Compensation Board did not approve this request. The one-time nature of these funds was agreed to in 2007 and therefore cannot be transferred to permanent salaries.

Fiscal Year	Temp Base	Board Action	Budget Reduction/Restoration	Temp Balance
2007	12,659	54,296		66,955
2010	66,955		-19,588	47,367
2011	47,367	-27,148	-7,982	12,237
2012	12,237		7,982	20,219
2013	20,219			20,219

772-13-09: COMMONWEALTH'S ATTORNEYS
NONE.

771-13-09: COMMISSIONERS OF THE REVENUE
NONE.

774-13-09: TREASURERS
NONE.

773-13-09: 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	<p>3-4-2013 Officer requests funding for one (1) File Clerk position at 23,796.</p> <p>Officer states one of the two File Clerk employees in this office now has a medical weight lifting limit of 10 lbs. Owing to the nature of the requirements of this position, the employee lifts files many times on a daily basis that exceed this 10 pound lifting restriction.</p> <p>Attempting to accommodate this lifting limitation has proven to be disruptive to the workplace and places a significant burden on other employees, in particular, the other File Clerk.</p> <p>It is the officer's concern that if she cannot provide accommodation for this limitation; this office may be liable under the Americans with Disabilities Act.</p> <p>After Consulting with counsel, this office has been advised that if it is acceptable to the employee, that the employee be offered a position that will allow her to continue to be employed at her current salary and that would accommodate her lifting limitations. Such an accommodation has been expressly approved by the Fourth Circuit Court of Appeals.</p> <p>However, granting this accommodation would leave this office with only one (1) File Clerk, and it is impossible for one (1) File Clerk to manage the workload in this office.</p> <p>NOTE: Staff notes the Compensation Board does not have a File Clerk classification. The classification of this employee, in pos. 00038 is a DCI at \$25,000. There is currently one (1) Vacant position in this office; pos. 00031 DCI at \$23,796, but officer states that this is a Civil Indexing position that will soon be filled for that responsibility.</p> <p>Staff further notes that this office is not currently due any additional positions under Compensation Board approved Staffing Standards.</p>	\$23,796	The Compensation Board did not approve the request for additional staffing in the office, as the office is currently provided funding in accordance with approved Staffing Standards for Compensation Board funding. Additionally, as noted in the Compensation Board's letter of May 1, 2012, additional funding is not available this year.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. FY13 TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	<p>Collections: FY13 year-to-date collections for July – February totaled \$5,704,516.05 an increase of 18.46% over the same period in FY12.</p> <p>Expenditures: FY13 year-to-date Clerk's expenditures through 3/26/2013, totaled \$2,468,528.90 or 37.17% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY13 TTF total collections would be approximately \$8.52 million, an increase of 11.40% over FY12 collections.</p> <p>If the number of recordings falls 10% over the remainder of FY13, total collections for FY13 would be \$8.24 million, an increase of 7.72% over FY12 collections.</p>	N/A	Noted.
2. FY13 AID TO LOCALITIES REDUCTION ELECTIONS	COMPENSATION BOARD	Staff presents updated locality elections to be implemented through reductions in Compensation Board reimbursements for Constitutional Officers, including additional withholding from Lunenburg, Lynchburg, Virginia Beach, and Waynesboro as requested by the Department of Planning and Budget.	N/A	Approved.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
 Date: March 27, 2013
 Time: 11:00 a.m.
 Location: Compensation Board Conference Room
 Oliver Hill Building, 102 Governor Street
 Richmond, VA 23219
 Members: Frank Drew, Chairman (present)
 Craig Burns, ex-officio member (present)
 Martha Mavredes, ex-officio member (present)