

# COMPENSATION BOARD DOCKET #14/09

## March 26, 2014

EMPLOYEE RECOGNITION  
NONE.

307-14-09: SHERIFFS & REGIONAL JAILS

**OLD BUSINESS:**

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SHERIFF'S CRIME DATA REPORTING	SHERIFF	3-20-14 Staff presents update to status of Sheriff's data reporting to the Virginia State Police for calendar year 2013 data. All Sheriff's offices have completed data reporting for calendar year 2013.	\$0	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 CY13, the Board did not take action to withhold reimbursement payments for any Sheriff's office.

# 307-14-09: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/SUPT	03-4-2014 The following Officers requests to transfer Vacancy Savings to Office Expense or Temporary Funds	\$0	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>To Category</b>	<b>Amount Available</b>	<b>Amount Requested</b>
069	307	Frederick County	2/27/2014	Vacancy Savings	Temporary	\$62,962.15	\$40,000
069	307	Frederick County	2/27/2014	Vacancy Savings	Office Expense		\$22,962
430	307	Piedmont Regional Jail	3/14/2014	Vacancy Savings	Temporary	\$25,472.33	\$25,472.33
485	307	Blue Ridge Regional Jail	3/17/2014	Vacancy Savings	Temporary	\$45,412.94	\$45,412.94
493	307	Middle River Regional Jail	3/19/2014	Vacancy Savings	Temporary	\$52,330.81	\$52,330.81
760	307	Richmond City	3/19/2014	Vacancy Savings	Temporary	\$1,117,126.01	\$130,000
760	307	Richmond City	3/19/2014	Vacancy Savings	Office Expense		\$800,000
770	307	Roanoke City	3/6/2014	Vacancy Savings	Temporary	\$178,448.46	\$70,000
810	307	Virginia Beach City	3/4/2014	Vacancy Savings	Temporary	\$82,929.45	\$82,929.45
		<b>Totals</b>				<b>\$1,564,682.15</b>	<b>\$1,269,107.53</b>

# 307-14-09: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE COUNTY	SHERIFF	2/26/14 Officer requests one time transfer of Office Expense in the amount of \$68,877.08 to Temporary Funds.	\$0	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>To Category</b>	<b>Amount Available</b>	<b>Amount Requested</b>
161	307	Roanoke County	2/26/2014	Office Expense	Temporary	\$68,877.08	\$68,877.08
		<b>Totals</b>				<b>\$68,877.08</b>	<b>\$68,877.08</b>

# 772-14-09: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEY	Officers request to transfer Vacancy Savings and Temporary Funds to Equipment to purchase the following items.  Each states the localities do agree to fund the stressed costs of these purchases.	Total Cost \$14,011 Stressed Cost \$10,286.52	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. Equipment purchases must be completed and expenses requested for reimbursement no later than the May, 2014 reimbursement request.

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
093	Isle of Wight	Laptop	1	\$1,378	\$1,378	1	\$1,378	\$1,378	\$794.51
	<b>Isle of Wight Total</b>			<b>\$1,378</b>	<b>\$1,378</b>		<b>\$1,378</b>	<b>\$1,378</b>	<b>\$794.51</b>
105	Lee County	VCIN	1	\$1,630	\$1,630	1	\$923	\$923	\$734.45
105	Lee County	Laptop	1	\$1,300	\$1,300	1	\$1,300	\$1,300	\$1,034.80
105	Lee County	PC's	2	\$900	\$1,800	2	\$900	\$1,800	\$1,432.80
105	Lee County	Copier	1	\$4,000	\$4,000	1	\$4,000	\$4,000	\$3,184.00
	<b>Lee County Total</b>			<b>\$7,830</b>	<b>\$8,730</b>		<b>\$7,123</b>	<b>\$8,023</b>	<b>\$6,386.05</b>
117	Mecklenburg County	Computers	3	\$923	\$2,769	3	\$923	\$2,769	\$1,865.20
117	Mecklenburg County	Printers	2	\$321	\$642	2	\$321	\$642	\$432.45
117	Mecklenburg County	Scanners	4	\$879	\$3,516	1	\$500	\$500	\$336.80
117	Mecklenburg County	Shredder	1	\$1,800	\$1,800	1	\$700	\$700	\$471.52
	<b>Mecklenburg County Total</b>			<b>\$3,923</b>	<b>\$8,727</b>		<b>\$2,444</b>	<b>\$4,611</b>	<b>\$3,105.97</b>
	<b>Grand Total</b>			<b>\$13,131</b>	<b>\$18,835</b>		<b>\$10,944</b>	<b>\$14,011</b>	<b>\$10,286.52</b>

# 772-14-09: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEY	<p>Officers request to transfer Base Temporary Funds to fund salary increases for the following positions:</p> <p>Staff notes offices Henry, King George and Waynesboro each have 1 unfunded position and Bedford does not.</p> <p>Officers acknowledge that due to budget reductions he/she currently has 1 unfunded authorized position, and states his/her understanding that taking action to move base temporary and/or office expense funds to salaries of existing personnel may significantly reduce officer's 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 staff positions should a legislative decision be made in the future to restore reduced funding.</p>	\$0	The Compensation Board approved transfers as noted in table below, from base Temporary Funds to effect the salary actions requested by the officers in accordance with the Compensation Board's pay and classification policy. These actions will result in a reduction in the officers' Temporary Fund budget in the current as well as subsequent fiscal years.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>Class Code</b>	<b>To Category</b>	<b>Current Salary</b>	<b>Amount Requested</b>	<b>Pro Rated</b>
019	772	Bedford County	3/12/2014	Temporary	JATTI	pos. 00006	\$26,950	\$2,969	\$742.25
		<b>Bedford County Total</b>						<b>\$2,969</b>	<b>\$742.25</b>
089	772	Henry County	3/11/2014	Temporary	AAll	pos. 00004	\$36,005	\$3,144	\$786
089	772	Henry County	3/11/2014	Temporary	SEC	pos. 00010	\$26,878	\$3,144	\$786
		<b>Henry County Total</b>						<b>\$6,288</b>	<b>\$1,572</b>
099	772	King George County	3/1/2014	Temporary	ATTI	pos. 00004	\$49,601	\$7,399	\$3,082.92
		<b>King George County Total</b>						<b>\$7,399</b>	<b>\$3,082.92</b>
820	772	Waynesboro City	3/11/2014	Temporary	ATTI	pos. 00004	\$49,601	\$5,568	\$2,319.53
		<b>Waynesboro City Total</b>						<b>\$5,568</b>	<b>\$2,319.53</b>

# 771-14-09: COMMISSIONERS OF THE REVENUE

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONER OF THE REVENUE WORKLOAD AUDIT COMMITTEE	COMMISSIONER OF THE REVENUE	<p>3-13-14 Commissioners Workload Audit Committee submits recommended changes to workload data submitted in the FY15 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 109 Commissioners appearing to have workload data discrepancies; 24 responded with corrected workload data, 82 gave a valid response for the data discrepancy, and 3 offices have not yet responded.</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>3-14-14 Per the Provisions of Chapter 806, Item 71 of the 2013 Acts of Assembly, 19 Commissioners currently unfunded for participation have newly certified by February 1, 2014 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, including 2 who certified in FY10, 6 who certified in FY11, 3 who certified in FY12, 2 who certified in FY13, 2 who certified in FY14, and 4 who newly certified in FY15. 49 Commissioners already meeting the minimum requirements have recertified as of February 1, 2014.</p> <p>Of the 19 newly certifying Commissioners, all were accepted. Of the 49 returning Commissioners, all were accepted. A total of 68 Certified Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2014.</p> <p>(The COR Career Development Audit Committee has randomly audited 12 offices and concurs with the requests.)</p>	\$142,986 (FY15)	The Compensation Board thanks the Commissioners' 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 FY15 budget allocation packages by May 1, 2014.

# 771-14-09: COMMISSIONERS OF THE REVENUE

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE	<p>3-14-14 Per the Provisions of Chapter 806, Item 71 of the 2013 Acts of Assembly, 101 Deputy Commissioners currently unfunded for participation have certified by February 1, 2014 that they meet the minimum requirements of the Compensation Board Deputy Commissioner of the Revenue Career Development Program, including 17 certified Deputies from FY09, 8 from FY10, and 24 from FY11, 10 from FY12, 16 from FY13, 10 from FY14, and 16 from FY15. 79 Deputy Commissioners have recertified as of February 1, 2014.</p> <p>Of the 101 newly certifying Deputy Commissioners, all were accepted. Of the 79 Deputy Commissioners already meeting the requirements, all were accepted. A total of 180 Certified Deputy Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2014.</p> <p>(The COR Career Development Audit Committee has randomly audited 34 deputies and concurs with the requests.)</p>	\$130,901 (FY15)	The Compensation Board thanks the Commissioners' 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 FY15 budget allocation packages by May 1, 2014.
BEDFORD COUNTY	COMMISSIONER OF THE REVENUE	<p>3-14-14 Officer requests a transfer of \$21,903 in Turnover funds to base Office Expense effective Mar 1, 2014.</p> <p>Staff notes that, due to budget reductions from FY11, this office has two unfunded positions and wishes to avoid losing Turnover funds.</p>	\$0	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a base budget transfer.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Requested	Pro Rated
019	771	Bedford County	3/14/2014	Turnover	Office Expense	\$21,903	\$7,301
		<b>Totals</b>				<b>\$21,903</b>	<b>\$7,301</b>

# 774-14-09: TREASURERS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TREASURERS' CAREER DEVELOPMENT PROGRAM	TREASURER	<p>3-19-14 Per the provisions of Chapter 806, Item 74 of the 2013 Acts of Assembly, 5 Treasurers have newly certified by February 1, 2014 that they meet the minimum requirements of the Compensation Board Treasurers Career Development Program, including 2 who are newly certifying in FY15, and 3 who certified in FY14, all of whom are currently unfunded. Of the 5 Treasurers who remain unfunded, all 5 were found to fully meet the requirements for the Career Development Program. 59 Treasurers currently funded for participation have recertified as of February 1, 2014. A total of 64 Certified Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2014.</p> <p>(The TAV Career Development Audit Committee has audited a random 12 offices and concurs with the requests.)</p>	\$35,348 (FY15)	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 FY15 budget allocation packages by May 1, 2014.

# 774-14-09: TREASURERS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY TREASURERS' CAREER DEVELOPMENT PROGRAM	TREASURER	<p>3-19-14 Per the provisions of Chapter 806, Item 74 of the 2013 Acts of Assembly, 57 Deputy Treasurers currently unfunded for participation have certified February 1, 2014 that they meet the minimum requirements of the Compensation Board Deputy Treasurers Career Development Program, including 6 Certified Deputies from FY12, 12 Certified Deputies from FY13, 13 Certified Deputies from FY14, and 26 newly Certified Deputies from FY15. 171 Deputy Treasurers currently funded for participation have recertified as of February 1, 2014. Of the 57 newly certified deputies, 6 were 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, and corresponding salary increases are requested effective July 1, 2014.</p> <p>(The TAV Career Development Audit Committee has audited a random 44 deputies and concurs with the requests.)</p>	\$51,010 (FY15)	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 FY15 budget allocation packages by May 1, 2014.
TREASURERS' WORKLOAD AUDIT COMMITTEE	TREASURER	<p>3-18-14 The Treasurers 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 73 Treasurers appearing to have workload data discrepancies; 55 responded with corrected workload data, 16 gave a valid response for the data discrepancy, 2 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.

# 774-14-09: TREASURERS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BEDFORD COUNTY	TREASURER	3-17-14 Officer requests a transfer of \$12,000 in Turnover funds to base Temporary Funds and \$3,552 to base Office Expense, for a total of \$15,552.  Staff notes that, due to budget reductions from FY11, this office has three unfunded positions and wishes to avoid losing Turnover funds.	\$0	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a base budget transfer.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>To Category</b>	<b>Amount Requested</b>	<b>Pro Rated</b>
019	774	Bedford County	3/17/2014	Turnover	Office Expense	\$12,000	\$4,000
019	744	Bedford County	3/17/2014	Turnover	Temporary	\$3,552	\$1,184
		<b>Totals</b>				<b>\$15,552</b>	<b>\$5,184</b>

# 773-14-09: CIRCUIT COURT CLERKS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
POWHATAN COUNTY	CIRCUIT COURT CLERK	3-18-2014 Previous Officer transferred the annual vacant salary of position 00004 to Temporary Funds.  Officer anticipates filling this position and requests to transfer the remainder of the annual vacant salary back into position 00004 effective April 1, 2014.	\$0	Approved as requested.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Pro Rated
145	773	Powhatan County	3/18/2014	Temporary	DCI	pos. 00004	\$19,728	\$19,728	\$4,932
		<b>Powhatan County Total</b>						<b>\$19,728</b>	<b>\$4,932</b>

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	CIRCUIT COURT CLERK	3-18-14 Per the Position Reallocation Policy, this office is due to lose three (3) positions, and upon attrition must hold positions vacant for the remainder of FY14.  Officer previously transferred the annual vacant salaries of positions 00006 and 00017 to Temporary Funds.  Officer requests to transfer the pro-rated salary amounts remaining back to the positions, so that she may perform reclassification actions allowable by policy. The positions will remain vacant, however, pursuant to the Reallocation Policy.	\$0	Approved as requested.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Pro Rated
740	773	Portsmouth City	3/18/2014	Temporary	DCI	pos. 00006	\$24,435	\$24,435	\$6,108.75
740	773	Portsmouth City	3/18/2014	Temporary	DCI	pos. 00017	\$24,435	\$24,435	\$6,108.75
		<b>Portsmouth City Total</b>						<b>\$48,870</b>	<b>\$12,217.50</b>

# 773-14-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORFOLK CITY	CIRCUIT COURT CLERK	3-21-2014 Officer requests to transfer Vacancy Savings in the amount of \$65,180 to Office Expense Funds.	\$0	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>To Category</b>	<b>Amount Requested</b>	<b>Amount Requested</b>
710	773	Norfolk City	3/21/2014	Vacancy Savings	Office Expense	\$65,180	\$65,180
		<b>Totals</b>				<b>\$65,180</b>	<b>\$65,180</b>

# 773-14-09: CIRCUIT COURT CLERKS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMPENSATION AND STAFFING STANDARDS AUDIT COMMITTEE	CIRCUIT COURT CLERK	<p>3-18-2014 Compensation and Staffing Standards Committee submits recommended changes to workload data reported in the FY15 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 Seven (107) Clerk's offices were contacted, Eighty Three (83) Clerks responded and Eight (8) clerks sent corrections to workload data. The Committee will continue to submit corrected data as received</p> <p>The categories with the greatest number of variances are Concealed Handgun Permits, Financing Statements, Restitution, and Fictitious Name Statements.</p> <ul style="list-style-type: none"> <li>• Concealed Handgun Permits increased dramatically due to concern that gun rights were going to be curtailed by Federal legislation.</li> <li>• Financing Statements increased mainly due to expiration of the five-year lien period on local real property and re-registration of the lien using real property as collateral.</li> <li>• Restitution workload increases indicate a continuing change in restitution collection practices, where responsibility for receipting and paying restitution proceeds has shifted from a third party to the clerk.</li> </ul> <p>Fictitious Name Certificate workload in some jurisdictions is caused by an increase in business licensure and an increase in self-employed small business activity</p>	\$0	The Compensation Board concurs with the Clerks' Committee recommendations to update workload data for those offices submitting changes, 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 #14/08.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, April 23rd, 2014 at 11:00 a.m. and Wednesday, May 28th, 2014 at 11:00 a.m.	N/A	Confirmed.
3.	BUDGET HEARING	COMPENSATION BOARD	Compensation Board Budget Hearing is scheduled for Thursday, April 10, 2014 at 10:00 a.m. Staff recommends discussion of change to scheduled date.	N/A	In the absence of an approved budget the hearing will not be held on April 10th and has been tentatively rescheduled for April 23rd at 10:30 a.m, prior to the regularly scheduled 11:00 a.m. meeting.
4.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held at the Doubletree by Hilton in South Richmond on April 9-10, 2014. There are eighty attendees registered.	N/A	Noted.
5.	INITIAL DRAFT BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents initial draft budget allocations.	N/A	Noted.
6.	FY15 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	Staff suggests the following dates for FY15 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 23, 2014</li> <li>• August 20, 2014</li> <li>• September 24, 2014</li> <li>• October 22, 2014</li> <li>• November 19, 2014</li> <li>• December 17, 2014</li> <li>• January 13, 2015 (Tuesday-2:00 p.m.) (special meeting to discuss legislation)</li> <li>• January 28, 2015</li> <li>• February 25, 2015</li> <li>• March 25, 2015</li> <li>• April 9, 2015 (Thursday) (budget hearing)</li> <li>• April 22, 2015</li> <li>• May 27, 2015</li> <li>• June 24, 2015</li> </ul>	N/A	To be confirmed at April 23rd meeting.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #14/09  
March 26, 2014**

**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.**

# HANDCARRY COMPENSATION BOARD DOCKET #14/09 March 26, 2014

EMPLOYEE RECOGNITION  
NONE.

307-14-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

## CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SHERIFF'S WORKLOAD AUDIT COMMITTEE	SHERIFF	<p>03/18/2014 The Sheriffs' Workload Audit Committee submits recommended changes to workload data reported in the FY15 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted those offices needing verification. The committee members contacted 95 offices regarding workload. Ten offices submitted corrections to their 2013 workload information, Two offices submitted changes for 2012 and one office submitted changes for 2011. Four offices have not responded. All other offices contacted reported that the figures previously submitted in Budget Request are accurate. The committee will continue to submit corrected data as received.</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.

# 772-14-09: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMONWEALTH'S ATTORNEY CAREER PROSECUTOR PROGRAM	COMMONWEALTH'S ATTORNEY	<p>3-21-2014 Officers request Board approval to provide the following Assistant Attorneys to be considered to maintain the status of eligibility to participate in the Career Prosecutor Program.</p> <p>These Assistant Attorneys were erroneously omitted from either the FY14 or FY15 Budget Requests and some Dates of Selections were not entered correctly.</p> <p>Officer's staff, who submit the Budget Requests, were not aware of what the Date of Selection should be, or were unaware that persons were to be entered into this section of the Budget Request each year, even though entered previously.</p>	\$0	Compensation Board approved inclusion of the Officers' certifications of the CDP for these assistant attorneys positions with all other program certifications for deputies as an exception to policy and based upon specific conditions as stated by the Officers. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2014.

<b>FIPS</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>Assistant Attorney</b>	<b>Date of Eligibility</b>	<b>Requested in FY</b>	<b>Eligible in FY</b>	<b>Notes</b>
009	Amherst County	3/17/2014	William Carver	10/17/2011	2012	2012	Forgot to list FY15
041	Chesterfield County	3/20/2014	Barbara Cooke	7/1/2014	2014	2014	Date Correction only
041	Chesterfield County	3/20/2014	Benjamin Garrison	4/1/2009	2010	2010	Date Correction only
041	Chesterfield County	3/20/2014	Laura Khawaja	6/20/2011	2011	2011	Date Correction only
041	Chesterfield County	3/20/2014	Kenneth Chitty	5/1/2012	2012	2012	Date Correction only
087	Henrico County	3/6/2014	Megan Clark	11/29/2014	2013	2013	Forgot to list FY14; system error
087	Henrico County	3/6/2014	Colin Drabert	12/1/2010	2008	2012	Forgot to list FY14; system error
121	Montgomery County	3/17/2014	Dean Manor	1/23/2013	2014	2014	Forgot to list FY15
121	Montgomery County	3/17/2014	Erin Little	1/23/2013	2014	2014	Forgot to list FY15
121	Montgomery County	3/17/2014	Andrew Stephens	10/15/2012	2014	2014	Forgot to list FY15
139	Page County	3/18/2014	Robert Downs	7/10/2012	2012	2012	Date Correction only
187	Warren County	3/21/2014	Michael Fleming	1/1/2013	2014	2014	Forgot to list FY15

# 772-14-09: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORFOLK CITY	COMMONWEALTH'S ATTORNEY	3-21-2014 Officer requests to transfer Vacancy Savings in the amount of \$12,571.27 to Temporary Funds.	\$0	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality Name	Request Date	From Category	To Category	Amount Requested	Amount Requested
710	Norfolk City	3/21/2014	Vacancy Savings	Temporary	\$12,571	\$12,571.27
	<b>Totals</b>				<b>\$12,571</b>	<b>\$12,571.27</b>

LUNENBURG COUNTY	COMMONWEALTH'S ATTORNEY	3-21-2014 Officer requests to transfer Temporary Funds to Equipment to purchase the following items.  Officer states the locality does agree to fund the stressed cost of this purchase.	\$ Total Cost \$1,532 Stressed Cost \$1,151.38	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. Equipment purchases must be completed and expenses requested for reimbursement no later than the May, 2014 reimbursement request.
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FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
111	Lunenburg County	Computers	2	\$766	\$1,532	2	\$766	\$1,532	\$1,151.38
	<b>Lunenburg Total</b>			<b>\$766</b>	<b>\$1,532</b>		<b>\$766</b>	<b>\$1,532</b>	<b>\$1,151.38</b>

771-14-09: COMMISSIONERS OF THE REVENUE  
NONE.

774-14-09: TREASURERS  
NONE.

773-14-09: CIRCUIT COURT CLERKS  
NONE.

# 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. TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY14 year-to-date collections for July – February totaled \$4,932,390.06, a decrease of -13.54% over the same period in FY13.</p> <p>Expenditures: FY14 year-to-date Clerk's expenditures through 3/25/14, totaled \$2,097,802.67 or 27.79% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY14 TTF total collections would be approximately \$7.33 million, a decrease of -15.61% over FY13 collections.</p> <p>If the number of recordings falls 10% over the remainder of FY14, total collections for FY14 would be \$7.09 million, a decrease of -18.37% over FY13 collections.</p>	N/A	Noted.

## FOR YOUR INFORMATION NONE.

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Public Body: Compensation Board  
 Date: March 26, 2014  
 Time: 11:00 a.m.  
 Location: Compensation Board Conference Room  
 Oliver Hill Building, 102 Governor Street  
 Richmond, VA 23219  
 Members: Frank Drew, Chairman (present)  
 Martha Mavredes, ex-officio member (present)  
 Craig Burns, ex-officio member (absent)