

COMPENSATION BOARD DOCKET #16/09

March 23, 2016

EMPLOYEE RECOGNITION
NONE.

307-16-09: 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/SUPERINTENDENT	3-17-16 Officers request to transfer Vacancy Savings to Temporary or Office Expense.	-0-	Approved per the Compensation Board's FY16 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
117	307	Mecklenburg County	2/25/2016	Vacancy Savings	Office Expense	\$50,842.46	\$45,657.55
410	307	Northwestern Reg. Jail	3/2/2016	Vacancy Savings	Temporary	\$39,407.67	\$35,204.10
465	307	Riverside Reg. Jail	3/16/2016	Vacancy Savings	Office Expense	\$192,839.92	\$192,839.92
480	307	New River Reg. Jail	3/15/2016	Vacancy Savings	Temporary	\$148,961.76	\$27,090.00
480	307	New River Reg. Jail	3/15/2016	Vacancy Savings	Office Expense	\$0.00	\$58,910.00
485	307	Blue Ridge Reg. Jail	3/16/2016	Vacancy Savings	Temporary	\$27,332.41	\$27,332.41
490	307	Peumansend Creek	3/16/2016	Vacancy Savings	Temporary	\$21,174.77	\$21,174.77
492	307	Southwest VA Reg. Jail	3/16/2016	Vacancy Savings	Temporary	\$425,332.45	\$210,000.00
492	307	Southwest VA Reg. Jail	3/16/2016	Vacancy Savings	Office Expense	\$0.00	\$186,409.65
496	307	RSW Reg. Jail	3/2/2016	Vacancy Savings	Office Expense	\$130,833.42	\$65,430.65
650	307	Hampton City	3/8/2016	Vacancy Savings	Office Expense	\$147,202.47	\$75,976.09
			Total			\$1,183,927	\$946,025.14

307-16-09: 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>
ROCKBRIDGE COUNTY	SHERIFF	3-16-16 Officer requests to transfer \$5,497 from turnover to Temporary Base funds effective March 1, 2016.	-0-	Approved per the Compensation Board's FY16 Budget Priorities and Policies. This is a base budget transfer.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro- Rated
163	307	Rockbridge	3/16/2016	Turnover	Temporary Salaries	\$5,497	\$5,497	\$1,832.33

SOUTHWEST VA REG.JAIL	SUPERINTENDENT	03/16/16 Officer requests to transfer Vacancy Savings in the amount of \$28,923 to Equipment to fund the purchase of the following items:	-0-	Approved a transfer of the stressed amount of \$24,486 per the Compensation Board's FY16 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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Equipment purchases must be requested for reimbursement no later than the May 2016 payroll and expense reimbursement request.

FIPS	Office Code	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
492	307	Southwest VA Reg JI	Server	1	\$21,296.95	\$21,296.95	1	\$21,296.95	\$21,296.95	\$18,030.00
492	307	Southwest VA Reg JI	Router/Switches	1	\$7,528.88	\$7,525.88	1	\$7,525.88	\$7,525.88	\$6,371.41
492	307	Southwest VA Reg JI	UPS (battery back up)	1	\$99.97	\$99.97	1	\$99.97	\$99.97	\$84.63
Grand Total					\$28,922.80				\$28,922.80	\$24,486.04

ROANOKE COUNTY	SHERIFF	03-03-16 Officer requests to transfer Office Expense funds of \$72,877 to Temporary funds to reimburse locality funded personnel.	-0-	Approved per the Compensation Board's FY16 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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Staff notes the office had originally requested to transfer Vacancy Savings for the entire year for 3 cook positions to Office Expense in July 2015.

307-16-09: 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>
SHERIFFS WORKLOAD AUDIT COMMITTEE	SHERIFF	<p>03/17/16 The Sheriffs' Workload Audit Committee submits recommended changes to workload data reported in the FY17 Budget Request in COIN.</p> <p>The Audit Committee reviewed all workload data and contacted those offices needing verification. The committee members contacted 94 offices regarding workload. Nine offices submitted changes for 2015 and 22 offices have not responded. All other offices contacted reported that the figures previously submitted in the budget request are accurate.</p> <p>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 officers noted and asks Compensation Board staff to update COIN with corrected data.

772-16-09: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	COMMONWEALTH'S ATTORNEY	<p>March 1, 2016 Officer requests to transfer Office Expense Funds in the amount of \$34,963 to Equipment to fund the purchase of the following items.</p> <p>Staff notes that available Office Expense funding is derived from previous transfers of vacancy savings.</p> <p>Officer states, 'the Laptops do meet the Compensation Board minimum requirements and the City of Portsmouth does agree to fund the stressed cost of the purchases.'</p> <p>Officer also states she understands the last opportunity to claim reimbursement for approved Equipment funds is with the FY16 May payroll reimbursement process.</p>	-0-	<p>Approved a transfer of the stressed amount of \$25,661 per the Compensation Board's FY16 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.</p> <p>Equipment purchases must be requested for reimbursement no later than the May 2016 payroll and expense reimbursement request.</p>

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
740	Portsmouth City	Laptops	20	\$985.65	\$19,713	20	\$985.65	\$19,713.00	\$17,465.72
740	Portsmouth City	Copier	1	\$10,000.00	\$10,000	1	\$4,000.00	\$4,000.00	\$3,544.00
740	Portsmouth City	Printers	10	\$150.00	\$1,500	10	\$150.00	\$1,500.00	\$1,329.00
740	Portsmouth City	Postage Machine	1	\$2,800.00	\$2,800	1	\$2,800.00	\$2,800.00	\$2,480.80
740	Portsmouth City	CD Hard Drives	19	\$50.00	\$950	19	\$50.00	\$950.00	\$841.70
	Portsmouth City Total				\$34,963			\$28,963	\$25,661.22

772-16-09: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NELSON COUNTY	COMMONWEALTH'S ATTORNEY	<p>March 3, 2016 Officer requests additional Temporary Funding in the amount of \$17,989.00. This is equivalent to position 00003 ATTI in the amount of \$53,967 from March 1, 2016 to June 30, 2016. The election will be held on November 8, 2016.</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 00003 ATTI 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.
HENRICO COUNTY	COMMONWEALTH'S ATTORNEY	<p>March 4, 2016 Officer requests to transfer Vacancy Savings in the amount of \$31,895.13 to Temporary Funds.</p>	-0-	Approved per the Compensation Board's FY16 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	Henrico County	3/4/2016	Vacancy Savings	Temporary	\$31,895	\$31,895.13

HENRICO COUNTY	DRUG PROSECUTOR	<p>March 4, 2016 Officer requests to transfer Turnover Funds in the amount of \$6,614.04 to base Office Expense Funds.</p>	-0-	Approved per the Compensation Board's FY16 Budget Priorities and Policies. This is a base budget transfer.
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FIPS	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro- Rated
090	Henrico County Drug Prosecutor	3/4/2016	Turnover	Office Expense	\$6,614	\$6,614	\$2,205

772-16-09: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MONTGOMERY COUNTY	COMMONWEALTH'S ATTORNEY	<p>March 16, 2016 Officer requests to transfer Base Temporary Funds in the amount of \$3,831 to increase the annual salary of position 00012, effective March 1, 2016, within CB policy.</p> <p>Position 00012, currently ATTI at \$53,967 to be \$57,798</p> <p>Officer also states, "I Mary Pettitt acknowledge that due to budget reductions I currently have two unfunded authorized positions; I understand that taking action to move base temporary funds to salaries of existing personnel may significantly reduce my options in dealing with any potential future funding reductions without impacting salaries of permanent staff."</p>	-0-	The Compensation Board approved a transfer of \$3,831 from Base Temporary Funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's Base Temporary Funds budget in the current as well as subsequent fiscal years.

FIPS	Locality Name	Request Date	From Category	To Category	Class Code	Current Salary	New Salary	Amount Requested	Pro Rated
121	Montgomery County	3/16/2016	Temporary	Pos. 00012	ATTI	\$53,967	\$57,798	\$3,831	\$1,277.00

773-16-09: CIRCUIT COURT CLERK

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRICO COUNTY	CIRCUIT COURT CLERK	February 29, 2016 Officer requests to transfer Vacancy Savings in the amount of \$22,700 to Temporary Funds.	-0-	Approved per the Compensation Board's FY16 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	773	Henrico County	2/29/2016	Vacancy Savings	Temporary	\$22,700	\$22,700

773-16-09: CIRCUIT COURT CLERK

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
JAMES CITY COUNTY	CIRCUIT COURT CLERK	<p>March 15, 2016 Officer requests to budget funding from the remaining balance of available TTF \$4 funds in the amount of \$5,980.00 for the following line items.</p> <ul style="list-style-type: none"> Jury Plus Maintenance (vendor, Supreme Court of Virginia) Scanning (vendor, James City County) <p>This office elected to carry over unbudgeted \$4 TTF projected collections of \$428,736 in James City County, and currently has \$402,401 in \$4 TTF cash available for budgeting.</p>	\$5,980 NGF	The Compensation Board approved the request for budgeting of the officer's \$4 TTF available cash based on the criteria set out in §17.1-279 Code of Virginia for land records and for areas of the court not related to land records.
NORFOLK CITY	CIRCUIT COURT CLERK	<p>March 17, 2016 Officer requests to transfer Vacancy Savings in the amount of \$76,991.12 to Office Expense Funds.</p>	-0-	Approved per the Compensation Board's FY16 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
710	773	Norfolk City	3/17/2016	Vacancy Savings	Office Expense	\$76,991	\$76,991

773-16-09: CIRCUIT COURT CLERK

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>March 14, 2016 Compensation and Staffing Standards Committee submits recommended changes to workload data reported in the FY17 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 twenty percent or greater from data reported in prior years. One Hundred Nineteen (119) Clerks' offices were contacted, One Hundred Fourteen (114) Clerks responded and Six (6) 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 Financing Statements, Restitution, Criminal Cases, Fictitious Name Certificate and Notaries Qualified.</p> <ul style="list-style-type: none">• 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.• Restitution workload increases indicate the continuing change in restitution collection practices, where responsibility for receipting and paying restitution proceeds has shifted from a third party to the clerk.• Fictitious Name Certificate workload in some jurisdictions is caused by an increase in business licensure and an increase in self-employed small business activity.• Notaries Qualified is a measure of business activity. Again, except for Loudoun County, the increase in this category has occurred in jurisdictions of low population with relatively smaller numbers of workload.	N/A	<p>The Compensation Board concurs with the Clerks' workload audit Committee recommendations to update workload data for those offices noted, and ask the Compensation Board staff to update COIN with corrected data.</p> <p>Regarding the request to consider passports and game licenses in position allocations, a time study for passport processing work would be needed to determine a time allocation for the workload item, but game licenses are already weighted and considered by the methodology.</p> <p>Board asks that any time studies of passport or search warrant processing be discussed with staff prior to submission for Board consideration.</p>

773-16-09: CIRCUIT COURT CLERK, continued

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	<ul style="list-style-type: none">Concealed Handgun Permits has moved from center stage, and although it remained the subject of corrective legislation, the only "smallish" increases appeared in relatively rural jurisdictions. <p>A member of the Audit Committee suggests the Board consider whether an office processes Passports and Game Licenses in the allocation of positions under staffing standards.</p> <p>Staff notes that Game Licenses are afforded a weight to allocate time to this function, but passports are not.</p> <p>The Audit Committee Chair suggests a time study be done to add Search Warrants as a new weighted workload item.</p>	N/A	

773-16-09: CIRCUIT COURT CLERK
NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FAIRFAX COUNTY	CIRCUIT COURT CLERK	<p>March 14, 2016, Officer requests to amend the CY13, CY14 and CY15 Deeds and Financing Statements workload data.</p> <p>Officer states, all Financing Statements were reported, not just originals, in error.</p> <p>Officer requests to correct the previous and current year's totals for Deeds and Financing Statements as follows below.</p> <p>Deeds</p> <ul style="list-style-type: none"> • '2014' is changed from 137,061 to be 135,979 • '2015' is changed from 160,114 to be 159,210 <p>Financing Statements</p> <ul style="list-style-type: none"> • '2013' is changed from 1,174 to be 547 • '2014' is changed from 1,003 to be 507 <p>Officer has provided documentation supporting this request.</p> <p>Staff notes FY16 Staffing Standards: Currently - Ranked 110, Due -2.91 FTE and is in -3.72% of Need After Revision - Ranked 116, Due -9.19 FTE and in -11.74% of Need</p>	N/A	The Compensation Board concurs with the officer's request and asks Compensation Staff to update COIN with the revised workload figures.

CURRENT

FIPS	OFFICE	LOCALITY	Category	CY13	CY14	CY15	Wkld Avg
059	773	Fairfax County	Deeds	219,498	137,045	160,114	172,219
059	773	Fairfax County	Financing Statements	1,174	1,003	619	932

CORRECTION

FIPS	OFFICE	LOCALITY	Category	CY13	CY14	CY15	Wkld Avg
059	773	Fairfax County	Deeds	219,498	135,979	159,210	171,562
059	773	Fairfax County	Financing Statements	547	507	619	558

771-16-09: 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>3-17-16 Commissioners Workload Audit Committee submits recommended changes to workload data submitted in the FY17 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 103 Commissioners appearing to have workload data discrepancies; 18 responded with corrected workload data, 83 gave a valid response for the data discrepancy, and 2 offices have not yet responded.</p>	-0-	The Compensation Board concurs with the Commissioner of the Revenue Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data.
COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE	<p>3-17-16 Per the Provisions of Chapter 665, Item 69 of the 2015 Acts of Assembly, 18 Commissioners currently unfunded for participation have certified by February 1, 2016 that they meet the minimum requirements of the Compensation Board Commissioners of the Revenue Career Development Program, including 5 who newly certified in FY17, 4 who certified in FY16, 4 who certified in FY15, 1 who certified in FY14, 2 who certified in FY13, and 2 who newly certified in FY12. 46 Commissioners currently funded for participation have recertified as of February 1, 2016.</p> <p>Of the 18 certifying Commissioners who are currently unfunded, all were accepted. Of the 46 funded Commissioners, all were accepted. A total of 64 Certified Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2016.</p> <p>(The COR Career Development Audit Committee has randomly audited 13 offices and concurs with the requests.)</p>	\$145,039 (FY17)	The Compensation Board thanks the Commissioner of the Revenue 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 FY17 budget allocation packages by May 1, 2016.

771-16-09: 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>3-17-16 Per the Provisions of Chapter 665, Item 69 of the 2015 Acts of Assembly, 120 Deputy Commissioners currently unfunded for participation have certified by February 1, 2016 that they meet the minimum requirements of the Compensation Board Deputy Commissioner of the Revenue Career Development Program, including 26 certified Deputies from FY17, 19 from FY16, 13 from FY15, 8 from FY14, 16 from FY13, 8 from FY12, 24 from FY11, and 6 Deputies from FY10. 81 Deputy Commissioners have recertified as of February 1, 2016.</p> <p>Of the 120 newly certifying Deputy Commissioners, all were accepted. Of the 81 Deputy Commissioners already meeting the requirements, one was rejected. A total of 200 Certified Deputy Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2016.</p> <p>(The COR Career Development Audit Committee has randomly audited 41 deputies and concurs with the requests.)</p>	\$151,465 (FY17)	The Compensation Board thanks the Commissioner of the Revenue 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 FY17 budget allocation packages by May 1, 2016.

774-16-09: 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>3-18-15 Per the provisions of Chapter 665, Item 72 of the 2015 Acts of Assembly, 16 Treasurers currently unfunded for participation have certified by February 1, 2016 that they meet the minimum requirements of the Compensation Board Treasurers Career Development Program, including 5 who are newly certifying in FY17, 9 who certified in FY16, and 2 who certified in FY15, all of whom are currently unfunded. Of the 16 Treasurers who are currently unfunded, all 16 were found to fully meet the requirements for the Career Development Program. 53 Treasurers currently funded for participation have recertified as of February 1, 2016. A total of 69 Certified Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2016.</p> <p>(The TAV Career Development Audit Committee has audited a random 13 offices and concurs with the requests.)</p>	\$123,437 (FY17)	The Compensation Board thanks the Treasurers 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 FY17 budget allocation packages by May 1, 2016.
DEPUTY TREASURERS CAREER DEVELOPMENT PROGRAM	TREASURER	<p>3-19-16 Per the provisions of Chapter 665, Item 72 of the 2015 Acts of Assembly, 60 Deputy Treasurers currently unfunded for participation have certified February 1, 2016 that they meet the minimum requirements of the Compensation Board Deputy Treasurers Career Development Program, including 24 Deputies who newly certified in FY17, 13 Certified Deputies from FY16, 12 Certified Deputies from FY15, 8 Certified Deputies from FY14, and 3 Certified Deputies from FY13. 154 Deputy Treasurers currently funded for participation have recertified as of February 1, 2016. Of the 60 newly certified deputies, all were found to fully meet the Career Development Program requirements.</p> <p>A total of 214 Certified Deputy Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2016.</p> <p>(The TAV Career Development Audit Committee has audited a random 43 deputies and concurs with the requests.)</p>	\$65,322 (FY17)	The Compensation Board thanks the Treasurers 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 FY17 budget allocation packages by May 1, 2016.

774-16-09: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TREASURERS WORKLOAD AUDIT COMMITTEE	TREASURER	<p>3-17-16 The Treasurers Workload Audit Committee submits recommended changes to workload data submitted in the FY17 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 121 Treasurers appearing to have workload data discrepancies; 21 responded with corrected workload data, 100 gave a valid response for the data discrepancy.</p>	-0-	The Compensation Board concurs with the Treasurers Workload Audit Committee recommendations to update workload data for those officers 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 #16/08	N/A	Approved
2.				
COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, April 27, 2016 at 10:00 a.m. and Wednesday, May 25, 2016 at 10:00 a.m.	N/A	The Compensation Board meeting to be held on April 27, 2016 at 10:00 a.m. was confirmed. The meeting scheduled for Wednesday, May 25, 2016 has been changed to Wednesday, May 18, 2016 at 11:00 a.m.
3.				
BUDGET HEARING	COMPENSATION BOARD	Compensation Board Budget Hearing is scheduled for Thursday, April 7, 2016 at 10:00 a.m. at the Compensation Board Offices.	N/A	The Compensation Board Budget Hearing has been rescheduled to Thursday, April 14, 2016 at 10:00 a.m. at the Compensation Board Offices.
4.				
INITIAL DRAFT BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents initial draft budget allocations.	N/A	Approved.
5.				
LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held at the Wyndham Virginia Crossings Hotel and Conference Center in Glen Allen on May 3, 2016 and at the Holiday Inn Tanglewood in Roanoke on May 12, 2016. There are 80 attendees registered for each location.	N/A	Noted.
6.				
FY17 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	Staff suggests the following dates for FY17 scheduled meetings. Unless otherwise noted, all meetings are at 10:00 a.m. and are set for the 4 th Wednesday of each month: <ul style="list-style-type: none"> • July 20, 2016 (3rd Wednesday) • August 24, 2016 • September 28, 2016 • October 26, 2016 • November 16, 2016 (3rd Wednesday) • December 21, 2016 (3rd Wednesday) • January 10, 2017 (Tuesday – 2:00 p.m.) (special meeting to discuss legislation) • January 25, 2017 • February 22, 2017 • March 29, 2017 (5th Wednesday) • April 6, 2017 (Thursday) (budget hearing) • April 26, 2017 • May 24, 2017 • June 28, 2017 	NA	The Compensation Board will confirm the FY17 scheduled meeting dates at the April 27, 2016 Board meeting.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #16/09
March 23, 2016**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Susan Swecker. (_____ 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 SUSAN SWECKER: I move to certify that only public business exempt from the Act was discussed. (_____ seconded the motion.)

Susan Swecker, 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 SUSAN SWECKER: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Susan Swecker, 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 #16/09

March 23, 2016

307-09-16: 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>
ROCKBRIDGE REG JAIL	SUPERINTENDENT	3-22-16 Officer requests to transfer \$999 from Turnover to base Temporary funds effective March 1 ST .	-0-	Approved per the Compensation Board's FY16 Budget Priorities and Policies. This is a base budget transfer.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rated Amount
445	307	Rockbridge Regional Jail	03/22/16	Turnover	Temporary	\$999.00	\$999.00	\$333.00

771-09-16: 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>
BEDFORD	COMMISSIONER OF THE REVENUE	3-17-16 Officer requests a permanent base-budget transfer of turnover funds in the amount of \$11,871.00 to budgeted Temporary Funds effective March 1, 2016.	-0-	Approved per the Compensation Board's FY16 Budget Priorities and Policies. This is a base budget transfer.

The Turnover was created and cannot be used in any other position due to limitations prescribed in the Pay Factors. This office lost funding in position 8 and would prefer not to lose further funding.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Prorated
019	771	Bedford County	3/22/2016	Turnover	Temporary	\$11,781.00	\$11,871.00	\$3,957.00

772-16-09: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMONWEALTH'S ATTORNEY CAREER PROSECUTOR PROGRAM	COMMONWEALTH'S ATTORNEY	Staff requests to correct the Dates of Selection for Assistant Attorneys who have been submitted for participation in the Career Prosecutor Program. Officers' staffs, who submit the Budget Requests, were not aware of what the Dates of Selection should be.	-0-	Compensation Board approved inclusion of the Officers' certifications of the CDP for these assistant attorney positions with the noted dates of eligibility with all other program certifications for assistant attorneys as an exception to policy, 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, 2016

FIPS	Locality Name	Assistant Attorney	Position	Class	Date of Eligibility	Requested in FY	Eligible in FY	Notes
005	Alleghany County	Ralph Jackson	00006	ATTI	1/1/2015	2016	2017	Date Correction Only
023	Botetourt County	Lethia Hammond	00006	ATTI	11/1/2014	2016	2017	Date Correction Only
027	Buchanan County	Crawford Ellsworth	00008	ATTI	12/2/2015	2017	2017	Date Correction Only
031	Campbell County	Jason Todd	00005	ATTI	2/1/2016	2017	2017	Date Correction Only
061	Fauquier County	M. Alixandra Hazel	00008	ATTI	9/21/2015	2017	2017	Date Correction Only
073	Gloucester County	Matthew Campbell	00007	ATTI	9/15/2014	2017	2017	Date Correction Only
085	Hanover County	David Parker	00013	ATTI	4/2/2015	2017	2017	Date Correction Only
087	Henrico County	Stephen Sharpe	00024	JATTI	1/15/2014	2011	2015	Date Correction Only
177	Spotsylvania County	George Mehaffey	00011	ATTI	11/1/2015	2017	2017	Date Correction Only
550	Chesapeake City	Amy Floriano	00017	JATTI	11/15/2013	2017	2017	Date Correction Only
550	Chesapeake City	Shannon Stutz	00036	ATTI	9/14/2012	2017	2017	Date Correction Only
570	Colonial Heights City	Ashley Henderson	00007	ATTI	08/10/2014	2015	2016	Officer Neglected to Enter in Budget Request
630	Fredericksburg City	Charizza Rodgers-Johnson	00008	JATTI	6/7/2013	2017	2017	Date Correction Only - previous staff did not list in BR
630	Fredericksburg City	Kevin Gross	00010	ATTI	12/13/2013	2017	2017	Date Correction Only - previous staff did not list in BR
700	Newport News City	Dennis Guthinger	00023	JATTI	4/16/2016	2016	2017	Officer Neglected To Enter in Budget Request - Did Not Certify Request in error
700	Newport News City	Alexandra Fitzgerald	00027	JATTI	03/16/2015	2014	2017	Did Not Certify Request in error
810	Virginia Beach City	Sebastiano Lorello	00032	JATTI	4/22/2014	2016	2016	Date Correction Only

773-16-09: CIRCUIT COURT CLERK

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WYTHE COUNTY	CIRCUIT COURT CLERK	<p>March 21, 2016 Officer requests to transfer Turnover Funds in the amount of \$1,422 to base Temporary Funds, effective April 1, 2016.</p> <p>Officer states there are no personnel changes he is able to make at this time.</p>	-0-	Approved per the Compensation Board's FY16 Budget Priorities and Policies. This is a base budget transfer.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro Rated
197	773	Wythe County	3/21/2016	Turnover	Temporary	\$1,422	\$1,422	\$355.50

OTHER MATTERS

NONE.

FOR YOUR INFORMATION

NONE.

Public Body: Compensation Board
 Date: March 23, 2016
 Time: 10:00 a.m.
 Location: Compensation Board Conference Room
 Oliver Hill Building, 102 Governor Street
 Richmond, VA 23219
 Members: Susan Swecker, Chairman (present)
 Craig Burns, Ex Officio member (present)
 Martha Mavredes, Ex Officio member (present)

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