

# COMPENSATION BOARD DOCKET #11/10

## April 27, 2011

EMPLOYEE RECOGNITION  
NONE.

### 307-11-10: 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	SHERIFF	<p>4-21-11 The Sheriffs' Workload Audit Committee submits recommended changes to workload data reported in the FY12 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted those offices needing verification. Each of the 5 committee members contacted 64 offices regarding workload. Seven offices submitted corrections to their 2010 workload information, and 1 submitted a correction to their 2009 workload. Sixteen offices have not yet responded. All other offices contacted reported that the figures previously submitted in Budget Request are accurate.</p>	\$0	The Compensation Board concurs with the Sheriffs' Committee recommendations to update workload data for those offices noting changes, and asks Compensation Board staff to update COIN with corrected data.
VARIOUS	SHERIFF/SUPERINTENDENT	4-4-11 Officer requests to transfer vacancy savings to Temp Funds and/or Office Expenses.	\$0	Approved per the Compensation Board's FY11 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

<b>FIPS</b>	<b>Office</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>To Category</b>	<b>Amount Available</b>	<b>Amount Requested</b>
121	307	Montgomery County	04/04/11	Vacancy Savings	Office Expenses	\$31,286.39	\$31,286.39
810	307	Virginia Beach	04/11/11	Vacancy Savings	Office Expenses	\$288,314.50	\$288,314.50
480	307	New River Valley RJ	04/19/11	Vacancy Savings	Temporary Funds	\$258,572.74	\$67,678.00
480	307	New River Valley RJ	04/19/11	Vacancy Savings	Office Expenses	\$190,894.74	\$190,894.00
<b>Totals</b>						<b>\$769,068.37</b>	<b>\$578,172.89</b>

717-11-10: DIRECTORS OF FINANCE  
NONE.

772-11-10: 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	Officers request to transfer Vacancy Savings Funds to Office Expense and Temporary Funds.	\$0	Approved per the Compensation Board's FY11 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

<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>
520	772	Bristol City	04/07/11	Vacancy Savings	Office Expense	26,790.70	10,896.70
550	772	Chesapeake City	04/14/11	Vacancy Savings	Temporary	88,778.72	88,778.72
		<b>Totals</b>					<b>99,675.42</b>

# 771-11-10: COMMISSIONERS OF THE REVENUE

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE	<p>3/25/11 Commissioners Career Development Committee submits a request for modification of the course requirements in order to give the Commissioners who teach Career Development courses more flexibility to complete their own course requirements. Current education requirements for certification provide that the officer must take two courses in a two year period. The Committee requests that active Instructor Commissioners that routinely teach the courses for the certification program be eligible to receive credit for teaching at least two courses in a year in lieu of attending a course in that year. The Committee further requests that this alternative for credit be applicable only every other year. Thus, in order to meet the two courses in two years requirement for certification, an officer would have to either take two courses in two years, or teach two courses in one year and take one course in the second year in the two year cycle. Preparation for teaching courses for certification requires mastery of the subject matter by the instructor and extensive preparation by the instructor of course and examination materials and questions.</p> <p>The committee further notes that this change would likely affect only six or seven officers.</p>	\$0	The Compensation Board approved the program modification as requested by the committee, with the provision that the two courses taught in a single year not be the same course, and directs Compensation Board staff to update program materials.

## 774-11-10: TREASURERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORTHAMPTON	TREASURER	4/218/11 Acting Officer requests additional Temporary Funding at \$3914.83. This is equivalent to position # 4 DIII budgeted at \$23,489 from May 1, 2011 to June 30, 2011. The election will be held on Nov. 8, 2011.  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 # 4 DIII is not vacant during the period in which I am the Acting Treasurer, consequently funds cannot be transferred from this position.	\$0	Approved at no additional cost to the Compensation Board.

## 773-11-10: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESAPEAKE CITY	CIRCUIT COURT CLERK	4-18-2011 Officer requests to transfer Vacancy Savings at \$108,008 to Office Expense Funds.	\$0	Approved per the Compensation Board's FY11 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>
550	773	Chesapeake City	04/18/11	Vacancy Savings	Office Expense	108,008.43	108,000.00
		<b>Totals</b>					<b>108,000.00</b>

# 773-11-10: CIRCUIT COURT CLERKS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ORANGE COUNTY	CIRCUIT COURT CLERK	<p>4-19-2011 Officer has a Deputy Clerk who is unexpectedly being forced to resign for medical reasons, effective May 31, 2011. Officer requests emergency Temporary Funds at \$985.60 to fund a part-time employee to be trained by the outgoing Deputy Clerk.</p> <p>This office does not have any available Vacancy Savings.</p> <p>Officer calculates the Temporary funds: \$11.20 per hour, 4 hours per day for 22 days = \$985.60</p>	\$985.60	Approved as an exception to policy, based upon the specific conditions stated by the officer
CHESAPEAKE CITY	CIRCUIT COURT CLERK	<p>4-22-2011 Officer request, effective April 1, 2011, to transfer Temporary Funds to Permanent Personnel to fully restore the salary of pos. 00026 currently budgeted at \$0.00.</p> <p>Available Turnover will be used to fund the balance of the cost of this salary restoration to fund the position at the payband level.</p>	\$0	The Compensation Board approved a transfer of \$13,116 from base Temporary Funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's Temporary Funds budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Amount Approved	Pro-Rate
550	773	Chesapeake City	04/22/11	Temporary	GOC	pos. 00026	0.00	13,116.00	13,116.00	3,279.00
		<b>Totals</b>						<b>13,116.00</b>	<b>13,116.00</b>	

# OTHER MATTERS

## OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. FY12 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	Staff presents for confirmation the following dates for FY12 scheduled meetings, reviewed at the March, 2011 board meeting. Unless otherwise noted, all meetings are at 11:00 a.m., and are set for the 4th Wednesday of each month: <ul style="list-style-type: none"><li>• July 27, 2011</li><li>• August 24, 2011</li><li>• September 28, 2011</li><li>• October 26, 2011</li><li>• November 16, 2011</li><li>• December 21, 2011</li><li>• January 10, 2012 (2:00pm) (special meeting to discuss legislation)</li><li>• January 25, 2012</li><li>• February 22, 2012</li><li>• March 28, 2012</li><li>• April 12, 2012 (Thursday) (budget hearing)</li><li>• April 25, 2012</li><li>• May 23, 2012</li><li>• June 27, 2012</li></ul>	N/A	Approved.

## OTHER MATTERS

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #11/09.	N/A	Approved.
2.	MONTHLY ACTIVITY REPORT-LIDS AUDIT, JAIL COST REPORT REVIEWS & ANNUAL LIDS AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents monthly activity for Local Inmate Data Systems (LIDS), Jail Audits, Jail Cost Report Reviews & Annual LIDS Audit Status Report.	N/A	Noted.
3.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, May 25, 2011 at 11:00 a.m. and Wednesday, June 22 <sup>nd</sup> at 11:00 a.m.	N/A	Approved.
4.	FY12 BUDGET ALLOCATIONS AND POLICIES	COMPENSATION BOARD	Staff presents final budget allocations	N/A	Approved.
5.	BUDGET LETTER	COMPENSATION BOARD	Staff presents May 1 <sup>st</sup> budget letter to be sent to all constitutional officers.	N/A	Approved.
6.	FY12 COPYING COST POLICY	COMPENSATION BOARD	Staff presents FY12 Copying Cost Policy.	N/A	Approved.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #11/10  
April 27, 2011**

**NO CLOSED MEETING**

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

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

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

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

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**AND**

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

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

# HANDCARRY COMPENSATION BOARD DOCKET #11/10 April 27, 2011

EMPLOYEE RECOGNITION  
NONE.

307-11-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RIVERSIDE RJ	SHERIFF	4-5-11 Superintendent requests to transfer Vacancy Savings at \$150,000 to Office Expenses.	\$0	Approved per the Compensation Board's FY11 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
465	307	Riverside RJ	04/05/11	Vacancy Savings	Office Expenses	\$841,739.88	\$150,000.00
<b>Totals</b>						<b>\$841,739.88</b>	<b>\$150,000.00</b>

NORTHAMPTON COUNTY	SHERIFF	4-6-11 Officer requests to transfer vacancy savings at \$46,750 to Office Expenses.	\$0	Approved per the Compensation Board's FY11 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
131	307	Northampton County	04/06/11	Vacancy Savings	Office Expenses	\$83,776.69	\$46,750.00
<b>Totals</b>						<b>\$83,776.69</b>	<b>\$46,750.00</b>

# 307-11-10: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORTHAMPTON COUNTY	SHERIFF	4-6-11 Officer requests to transfer \$67,109 from vacancy savings to equipment. The amount approved per policy is \$37,200; the stressed amount is \$24,239.52.	\$0	Approved per the Compensation Board's FY11 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality	Equipment Requested	Requested Qty.	Unit Requested Cost	Total Requested Cost	Per Policy Quantity	Per Policy Unit Cost	Total Cost Approved	Stressed Cost
131	Northampton County	Desktop PC	3	\$1,200	\$3,600	3	\$1,200	\$3,600	\$2,345.76
131	Northampton County	Laptop Computer	12	\$4,149	\$49,788	12	\$2,200	\$26,400	\$17,202.24
131	Northampton County	Copier	1	\$10,521	\$10,521	1	\$4,000	\$4,000	\$2,606.40
131	Northampton County	VHF radio	4	\$425	\$1,700	4	\$425	\$1,700	\$1,107.72
131	Northampton County	Portable radio	5	\$300	\$1,500	5	\$300	\$1,500	\$977.40
<b>Grand Totals</b>				<b>\$16,595</b>	<b>\$67,109</b>		<b>\$8,125</b>	<b>\$37,200</b>	<b>\$24,239.52</b>

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WESTERN VIRGINIA RJ	SUPERINTENDENT	4-26-11 Superintendent requests to transfer vacancy savings at \$30,559.11 to office expenses.	\$0	Approved per the Compensation Board's FY11 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
494	307	Western Virginia RJ	04/26/11	Vacancy Savings	Office Expenses	\$40,559.11	\$30,559.11
		<b>Totals</b>				<b>\$40,559.11</b>	<b>\$30,559.11</b>

717-11-10: DIRECTORS OF FINANCE  
NONE.

772-11-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CARROLL COUNTY	COMMONWEALTH'S ATTORNEY	4-25-2011 Officer requests to transfer Vacancy Savings Funds to Equipment to fund the purchase of the following:	Total Cost \$4,300 Stressed Cost \$3,369	Approved per the Compensation Board's FY11 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Board Action 4-27-11
035-772	Carroll County	PC's	3	1,480	4,439	3	1,200	3,600	2,820.60	Approved
035-772	Carroll County	Fax Machine	1	720	720	1	700	700	548.45	Approved
					5,159			4,300	3,369	

CARROLL COUNTY	COMMONWEALTH'S ATTORNEY	4-25-2011 Officer requests to transfer Vacancy Savings Funds to Office Expense Funds.	\$0	Approved per the Compensation Board's FY11 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
035	772	Carroll County	4/25/11	Vacancy Savings	Office Expense	118,271.69	98,848.69
		<b>Totals</b>					<b>98,848.69</b>

## 771-11-10: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GLOUCESTER COUNTY	COMMISSIONER OF THE REVENUE	4/26/11 Officer requests a permanent base budget transfer of \$2,131 in turnover funds from position 000001 to Temp Funds effective April 1, 2011. Officer states turnover was created and cannot be used in any other position due to limitations prescribed in the Pay Factors. This office lost funding in positions 2 & 4 and would prefer not to lose further funding.	\$0	The Compensation Board approved this request as an exception to policy based upon the condition that the office has unfunded positions and does not have other options to utilize turnover funds within permanent salaries or to restore the salaries of unfunded positions, and that funds are transferred to base temporary salaries only.

774-11-10: TREASURERS  
NONE.

773-11-10: CIRCUIT COURT CLERKS  
NONE.

## OTHER MATTERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. TECHNOLOGY TRUST FUND COLLECTIONS AND FY11 BUDGETING	CIRCUIT COURT CLERKS	<p>FY11 Collections: FY11 collections for July – March totaled \$5,836,250, which is a 0.85% decrease compared to same period in FY10.</p> <p>FY11 Expenditures: FY11 year-to-date Clerk's expenditures through 4/15/2011, totaled \$2,010,487 or 28.4% of budgeted Technology Trust Funds.</p> <p>FY11 Projected Collections: Based on current collections, FY11 TTF total collections would be approximately \$7.78 million, an increase of 0.01% over FY10 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY11, total collections for FY11 would be \$7.59 million, a decrease of 2.49% over FY10 collections.</p>	N/A	Noted.

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
Date: April 27, 2011  
Time: 11:00 a.m.  
Location: Compensation Board Conference Room  
Oliver Hill Building, 102 Governor Street  
Richmond, VA 23219  
Members: Frank Drew, Chairman (present)  
Walt Kucharski, ex-officio member (present)  
Craig Burns, ex-officio member (present)

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