

# COMPENSATION BOARD DOCKET #12/10

## April 25, 2012

EMPLOYEE RECOGNITION  
NONE.

### 307-12-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LOUDOUN COUNTY	SHERIFF	04/3/12- Officer requests to transfer the salaries of positions 00360 (\$18,496) and 00361 (\$18,496) to office expenses for the remainder of the fiscal year. The jail has a medical contract which provides all medical services.  Positions were authorized effective March 6, 2012 with an authorized amount of \$5955.15 per position and a total of \$11,910.30.	-0-	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
107	307	LOUDOUN COUNTY	04/03/12	PMED position #360	Office Expense	\$18,496.00	\$18,496.00	\$5,955.15
107	307	LOUDOUN COUNTY	04/03/12	PMED position #361	Office Expense	\$18,496.00	\$18,496.00	\$5,955.15
		<b>Totals</b>				<b>\$36,992.00</b>	<b>\$ 36,992.00</b>	<b>\$11,910.30</b>

# 307-12-10: 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/ SUPERINTENDENT	04/05/12 The following Sheriffs and Superintendents are requesting to transfer Vacancy Savings to Office Expense and Temporary categories.	-0-	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
810	307	Virginia Beach	04/05/12	Vacancy Savings	Office Expense	\$162,634.22	\$162,634.22
485	307	Blue Ridge Regional	04/05/12	Vacancy Savings	Office Expense	\$31,805.87	\$31,805.87
650	307	Hampton	04/17/12	Vacancy Savings	Office Expense	\$55,836.19	\$27,918.10
650	307	Hampton	04/17/12	Vacancy Savings	Temporary	\$27,918.09	\$27,918.09
167	307	Russell	04/20/12	Vacancy Savings	Temporary	\$33,850.44	\$33,850.44
		<b>Totals</b>				<b>\$284,126.72</b>	<b>\$284,126.72</b>

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PITTSYLVANIA COUNTY	SHERIFF	04/20/2012 Officer requests to transfer Vacancy Savings to Equipment to fund the purchase of a server.	Total Cost \$0 Equip Cost \$12,362 Stressed Transfer \$8,793	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost	Stressed Cost
143	Record Management Computer Server	1	\$15,512	\$15,512	1	\$12,362	\$12,362	\$8,793

### 307-12-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCHANAN COUNTY	SHERIFF	04/18/12 Officer requests to transfer Turnover Funds at \$18,858 to Base Temporary Funds, pro-rated amount \$4,716.00. Officer states, there are no remaining personnel actions available, per Compensation Board policy, and because this office has one (1) unfunded position, they do not want to lose any additional budgeted funds.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
027	307	Buchanan	04/18/12	Turnover	Base Temp Funds	\$18,858	\$18,858	\$4,716

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE GEORGE COUNTY	SHERIFF	04/25/2012 Officer requests funding for Livescan equipment in the amount of \$22,895 per quote received from IDNetworks, however the basic cost for Livescan equipment is \$18,365, the stressed amount \$12,510. 24.  Sheriff has provided concurrence letters from the County of Prince George County Administrator.	\$12,510.24	The Compensation Board did not approve this request for additional funds.

Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost	Stressed Cost
Prince George County	Livescan	1	\$22,895	\$24,350	1	\$18,365	\$18,365	\$12,510.24

# 772-12-10: 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	4-17-2012 Officers request to transfer Vacancy Savings and Temporary Funds to Equipment to fund the purchase of the following: Each locality stated the items requested do meet the Compensation Board's minimum specifications and the localities do agree to fund the stressed cost of these purchases.	Total Cost \$0 Equip Cost \$44,575 Stressed Transfer \$37,406.30	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
035-772	Carroll County	Printer	1	210	210	1	210	210	161.85
035-772	Carroll County	Scanner	2	400	800	1	400	400	308.28
<b>035-772 Total</b>					<b>1,010</b>			<b>610</b>	<b>470.13</b>
155-772	Pulaski County	Printer	2	500	1,000	2	500	1,000	761.62
155-772	Pulaski County	Laptop	2	885	1,770	2	885	1,770	1,347.84
155-772	Pulaski County	Scanner	2	787	1,574	1	500	500	380.85
155-772	Pulaski County	Computer	2	787	1,574	2	787	1,574	1,200.06
155-772	Pulaski County	VCIN	2	729	1,459	1	729	729	555.47
155-772	Pulaski County	Printer	4	325	1,300	4	325	1,300	989.84
155-772	Pulaski County	Power Shredder	2	2,400	4,800	1	700	700	533.19
155-772	Pulaski County	Rotary Organizers	4	175	699	0	0	0	0.00
<b>155-772 Total</b>					<b>14,174</b>			<b>7,573</b>	<b>5,768.88</b>
650-772	Hampton City	Laptop	16	1,475	23,600	16	1,475	23,600	20,324.32
650-772	Hampton City	Docking Station	16	176	2,816	16	176	2,816	2,425.14
650-772	Hampton City	PC	7	1,078	7,546	7	1,078	7,546	6,498.62
650-772	Hampton City	Monitor Stand	16	66	1,056	0	0	0	0.00
<b>650-772 Total</b>					<b>35,018</b>			<b>33,962</b>	<b>29,248.07</b>
820-772	Waynesboro City	PC	2	778	1,556	2	778	1,556	1,228.93
820-772	Waynesboro City	Printer	2	398	796	2	398	796	628.68
820-772	Waynesboro City	4GB Memory	2	39	78	2	39	78	61.60
820-772	Waynesboro City	Projection Screen	1	98	98	0	0	0	0.00
820-772	Waynesboro City	Easel	1	168	168	0	0	0	0.00
<b>820-772 Total</b>					<b>3,344</b>			<b>2,430</b>	<b>1,919.21</b>
<b>Grand Total</b>					<b>53,546</b>			<b>44,575</b>	<b>37,406.30</b>

772-12-10: 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	4-12-2012 Officers request to transfer Vacancy Savings to Office Expense and Temporary Funds.	-0-	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
083	772	Halifax County	04/12/12	Vacancy Savings	Office Expense	24,970.79	24,970.79
550	772	Chesapeake City	04/13/12	Vacancy Savings	Temporary	26,551.60	26,551.60
		Totals					51,522.39

771-12-10: COMMISSIONERS OF THE REVENUE  
NONE.

774-12-10: TREASURERS  
NONE.

## 773-12-10: 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	<p>4-3-12 Officer requests to enter into an agreement pursuant to section 17.1-290 of the Virginia Code, which authorizes the City of Chesapeake and the Clerk's office to enter into a contract for the City's pro rata part of the expenses of the Clerk' office in lieu of fees and commissions prescribed by law to be collected by the Clerk for services performed for the City effective July 1, 2012- June 30, 2013.</p> <p>Officer agrees to provide all available services of her office to the City and the City agrees to pay the Clerk an annual amount of \$15,000. The agreement will automatically renew from year-to-year with same terms unless either party gives the other party 60 days written notice prior to the expiration date of the agreement. However, the contract will not be renewed beyond June 20, 2016, without approval from the Compensation Board.</p> <p>This agreement replaces a similar agreement that was approved and in place for FY08 through FY12.</p>	-0-	Approved.

# OTHER MATTERS

## OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FY13 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	Staff suggests the following dates for FY13 scheduled meetings. Unless otherwise noted, all meetings are at 11:00 a.m., and are set for the 4th Wednesday of each month: <ul style="list-style-type: none"><li>• July 25, 2012</li><li>• August 22, 2012</li><li>• September 26, 2012</li><li>• October 24, 2012</li><li>• November 28, 2012</li><li>• December 19, 2012</li><li>• January 8, 2013 (Tuesday;2:00pm) (special meeting to discuss legislation)</li><li>• January 23, 2013</li><li>• February 27, 2013</li><li>• March 27, 2013</li><li>• April 11, 2013 (Thursday) (budget hearing)</li><li>• April 24, 2013</li><li>• May 22, 2013</li><li>• June 26, 2013</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 #12/09.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday May 23, 2012 at 11:00 a.m and Thursday June 28, 2012 at 11:00 am.	N/A	Noted.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #12/10  
April 25, 2012**

**NO CLOSED MEETING**

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

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

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

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

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

**AND**

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

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

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

# H A N D C A R R Y

## COMPENSATION BOARD DOCKET #12/10

### April 25, 2012

EMPLOYEE RECOGNITION  
NONE.

307-12-10: 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>03/26/2012 The Sheriffs' Workload Audit Committee submits recommended changes to workload data reported in the FY13 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted those offices needing verification. The committee members contacted 69 offices regarding workload. Eleven offices submitted corrections to their 2011 workload information. All other offices contacted reported that the figures previously submitted in Budget Request are accurate.</p> <p>One audit committee member has not submitted workload audit results for 25 Sheriff's offices. Staff will continue to pursue these results prior to the next meeting.</p>	-0-	The Compensation Board concurs with the Sheriff's committee recommendations to update workload data for those offices noted, and ask Compensation Board staff to update COIN with corrected data.

## 307-12-10: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BRUNSWICK COUNTY	SHERIFF	04/25/12 Officer requests to transfer Turnover Funds at \$13,043 to Base Temporary Funds, pro-rated amount \$3,261. Officer states, there are no remaining personnel actions available, per Compensation Board policy, and because this office has two (2) unfunded positions, they do not want to lose any additional budgeted funds. If approved this will be effective 4/1/12.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

<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>	<b>Pro-Rate Amount</b>
025	307	Brunswick	04/25/12	Turnover	Temporary	\$13,043	\$13,043	\$3,261

772-12-10: COMMONWEALTH'S ATTORNEYS  
NONE.

771-12-10: COMMISSIONERS OF THE REVENUE  
NONE.

774-12-10: TREASURERS  
NONE.

# 773-12-10: CIRCUIT COURT CLERKS

## OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
JAMES CITY COUNTY	CIRCUIT COURT CLERK	<p>4-24-12 Officer requests reconsideration of the March board action, and requests alternate action. Immediately subsequent to the Board's approval at the March board meeting, officer received notice of resignation of a CB funded employee, position 00012, DCII, at an annual salary of \$28,362, effective April 13, 2012. Based upon Compensation Board action the Officer would be able to fill the vacant position effective May 1, 2012 and be reimbursed through temporary salaries for an annualized amount of \$9,950.</p> <p>Officer requests to be able to hire in this position effective May 1, 2012 as a GOC at the entry level salary of \$19,856, with the CB salary set at \$9,950, and one-time temporary salaries allocated on an annual basis of \$9,906, until such time as additional vacancies occur that will provide for achieving the savings through turnover without having to reduce existing position salaries below the entry salary for a full-time position.</p> <p>This request would result in a need in FY12 for permanent salaries of \$2,370, as approved at the March meeting, and \$2,060 in one-time temporary salaries in FY12, which is \$2,543 less than approved by the Board in March.</p> <p>This request would also result in a need for an allocation of one-time temporary salaries in FY13 of \$9,906, which is \$8,509 less each year than approved by the Board in March.</p> <p>Officer states that without this approval, it would be detrimental to her office and would cause great hardship as she would not be able to fill the full-time permanent position at an annual salary of \$9,950. Officer is expecting a retirement of a senior employee between 2012 and 2014 and requests to reduce the salary of that position at the time of the retirement to make up for the \$9,906 difference.</p> <p><b>At its March 28, 2012 meeting, the Compensation Board approved \$2,370 in permanent personnel on a one time basis for FY12 to cover expenses reimbursed through March 2012. The Board also approved \$4,603 in onetime Temporary Funds in FY12.</b></p> <p>An allocation of one-time funds in FY13 in temporary salaries in the amount of \$18,412 to cover the increased salary expenses will be considered by the Board as a supplemental action to regular action in setting the FY13 base budget. Officer may retain one-time funds allocated in FY12 or in future years for this purpose until such time as an employee is separated from a Compensation Board funded position. At such time the additional Temporary Funds will be removed to correct the erroneous duplication of turnover that occurred in the COIN FY12 Budget process.</p> <p>3-27-12 Staff recently identified a spreadsheet error that resulted in a duplication of turnover funds available in the Clerk's budget in FY12 that were previously generated and used in June, 2011 (FY11 year-end). In October, 2011 and January, 2012, the Clerk utilized these turnover funds to provide salary adjustments within policy for a new hire, salary restorations and promotions. Positions affected do not receive any local salary supplement funds. Based upon Compensation Board action the Officer would be able to fill the vacant position effective May 1, 2012 and be reimbursed through temporary salaries for an annualized amount of \$9,950.</p>	\$0	<p>The Compensation Board reaffirmed its decision of March 28, 2012, to approve additional funds until such time as a vacancy occurred in the office.</p> <p>Consequently, the final decision of the Board reflects the allocation in FY12 of an additional \$2,370 in the permanent salaries budget to cover amounts paid in salaries at the higher levels through March 31, 2012.</p> <p>Effective April 1, 2012, pursuant to a Compensation Board decision in May, 2010 to not approve salaries of permanent positions at less than the entry level of the classification pay band, the Compensation Board has set the salary of position 00012, DCII, at \$0. For April, 2012, the Compensation Board approved \$1,126 in temporary salaries to cover the difference between approved FY12 budgeted salaries and the higher salaries until a vacancy occurred on April 13, 2012. Effective April, 2012, the Compensation Board has also allocated annual base funds of \$9,950 in temporary salaries, pro-rated at \$2,093 for the duration of FY12.</p> <p>This pro-rated total allocation of \$3,219 in temporary salaries in FY12 will allow for reimbursement for the salary of the incumbent of position 00012 at \$28,362 (annual) through April 13, 2012, and subsequent reimbursement at \$9,950 (annual) through June, 2012 for expenses incurred.</p> <p>The Compensation Board advises the officer that the base temporary salaries of \$9,950 now approved may be combined with future base turnover funds and used to restore the salary of position 00012 to a valid pay band salary as soon as such turnover funds become available.</p>

## OTHER MATTERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FY12 TECHNOLOGY TRUST FUND COLLECTIONS & PROJECTIONS	COMPENSATION BOARD	<p>Collections: FY12 year-to-date collections for July – March totaled \$5,613,222.17, a decrease of 5.08% over the same period in FY11.</p> <p>Expenditures: FY12 year-to-date Clerk's expenditures through 4/24/12, totaled \$2,770,230.73, or 44.19% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY12 TTF total collections would be approximately \$7.46 million, a decrease of 1.87% over FY11 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY12, total collections for FY11 would be \$7.27 million, a decrease of 4.29% over FY11 collections.</p>	N/A	Noted.

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
Date: April 25, 2012  
Time: 11:00 a.m.  
Location: Compensation Board Conference Room  
Oliver Hill Building, 102 Governor Street  
Richmond, VA 23219  
Members: Frank Drew, Chairman (present)  
Walt Kucharski, ex-officio member (present)  
Craig Burns, ex-officio member (present)