

COMPENSATION BOARD DOCKET #13/10

April 24, 2013

307-13-10: 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	4/15/13- The following Officers requests to transfer Vacancy Savings and Office Expenses to Temporary Funds and/ or Office Expenses.	-0-	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
161	307	Roanoke County	04/01/13	Office Expense	Temporary Funds	\$60,868.51	\$60,868.51
195	307	Wise County	04/15/13	Vacancy Savings	Office Expense	\$22,620.18	\$22,620.18
485	307	Blue Ridge Regional Jail	04/17/13	Vacancy Savings	Temporary Funds	\$35,447.48	\$35,447.48
						\$118,936.17	\$118,936.17

717-13-10: DIRECTORS OF FINANCE

NONE.

772-13-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WYTHE COUNTY	COMMONWEALTH'S ATTORNEY	<p>4-5-2013 Officer requests to transfer base Temporary Funds of \$13,617 to fund Internal Salary Adjustments of positions 4, 5 and 8 which are each currently ATTI at \$45,385 to be ATTI at \$49,924. This is a 10% salary increase for each position. The new salaries will be effective April 1, 2013.</p> <p>Officer acknowledges that due to budget reductions he currently has 1 unfunded authorized position, and states his 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 a transfer of \$13,617 from base Temporary Funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's Temporary budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Salary Requested	Amount Approved	Pro-Rate
197	772	Wythe County	04/05/13	Temporary	ATTI	pos. 00004	45,385	49,924	4,539	1,134.75
197	772	Wythe County	04/05/13	Temporary	ATTI	pos. 00005	45,385	49,924	4,539	1,134.75
197	772	Wythe County	04/05/13	Temporary	ATTI	pos. 00008	45,385	49,924	4,539	1,134.75
		Totals					153,481	136,155.00	13,617	3404.25

772-13-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	COMMONWEALTH'S ATTORNEY	4-2-13 Officer requests to transfer Vacancy Savings at \$28,792.12 to Office Expense Funds.	-0-	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
HAMPTON CITY	COMMONWEALTH'S ATTORNEY	4-2-13 Officer requests to transfer Vacancy Savings to Equipment to fund the cost of the following items. Officer states the Laptop does meet the Compensation Board's minimum criteria.	Total Cost \$1,925 Stressed Cost \$1,641.85	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
650-772	Hampton City	Laptop	1	1,925	1,925	1	1,925	1,925	1,641.85
650 Total					1,925		1,925	1,925	1,641.85

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NOTTOWAY COUNTY	COMMONWEALTH'S ATTORNEY	4-2-13 Officer requests to transfer Office Expense Funds to Equipment to fund the cost of the following items.	Total Cost \$1,099 Stressed Cost \$825.35	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
135-772	Nottoway County	Shredder	1	340	340	1	340	340	255.34
135-772	Nottoway County	iPad	1	400	400	0	0	0	0.00
135-772	Nottoway County	Keyboard for iPad	1	130	130	0	0	0	0.00
135-772	Nottoway County	Copier	1	759	759	1	759	759	570.01
135-772	Nottoway County	24" Monitor	1	180	180	0	0	0	0.00
135-772	Nottoway County	Blue Ray Player	1	122	122	0	0	0	0.00
135Total					1,931		1,099	1,099	825.35

772-13-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MONTGOMERY COUNTY	COMMONWEALTH'S ATTORNEY	3-29-2013 Officer requests to transfer Turnover Funds at \$1,536 to Base Temporary Funds. Note: This office does have two (2) unfunded Compensation Board permanent positions	-0-	Approved per the Compensation Board's FY13 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-Rate Amount
121	772	Montgomery County	03/29/13	Turnover	Temporary	1,536.00	1,536.00	384.00

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GILES COUNTY	COMMONWEALTH'S ATTORNEY	4-19-13 Officer requests to transfer Office Expense Funds to Equipment to fund the cost of the following item.	Total Cost \$700 Stressed Cost \$551.32	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
071-772	Giles County	Shredder	1	2,011	2,011	1	700	700	551.32
					2,011			700	551.32

772-13-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SCOTT COUNTY	COMMONWEALTH'S ATTORNEY	4-22-13 Officer requests to transfer Temporary Funds to Equipment to fund the cost of the following items. Officer states the Laptop does meet the Compensation Board's minimum criteria.	Total Cost \$1,805 Stressed Cost \$1,433.89	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
169-772	Scott County	Shredder	1	100	100	1	100	100	79.44
169-772	Scott County	Printer	1	200	200	1	200	200	158.88
169-772	Scott County	Printer	1	400	400	1	400	400	317.76
169-772	Scott County	Laptop	1	1,105	1,105	1	1,105	1,105	877.81
169-772	Scott County	iPad Tablet	1	300	300	0	0	0	0.00
					2,105		1,805	1,805	1,433.89

771-13-10: COMMISSIONERS OF THE REVENUE
NONE.

774-13-10: TREASURERS
NONE.

773-13-10: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WYTHE COUNTY	CIRCUIT COURT CLERK	<p>4-15-13 Officer requests to transfer base Temporary Funds to permanent personnel to fund an Internal Salary Adjustment to pos. 00002; currently GOC at \$19,967 to be GOC at \$21,901. This is less than a 10% salary increase and will be effective 4-1-2013</p> <p>I, Hayden H. Horney, acknowledge that due to budget reductions I currently have one unfunded authorized position; 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 \$1,934 from base Temporary Funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's Temporary budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Salary Requested	Amount Approved	Pro-Rate
197	773	Wythe County	04/16/13	Temporary	GOC	pos. 00002	19,967	21,901	1,934	483.50

773-13-10: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMPENSATION AND STAFFING STANDARDS AUDIT COMMITTEE	CIRCUIT COURT CLERK	<p>3-20-2013 The Compensation and Staffing Committee reviewed all workload data in March, 2013, and has made the following suggestions for changes in Workload Categories Reported in COIN and Workload Definitions:</p> <p>The Committee recommends that the categories "Chancery Cases Commenced" and "Law Cases Commenced" be combined in the Staffing Standards and workload reporting in COIN, and that the category be changed to "Civil Actions Commenced".</p> <p>There have been no Chancery cases filed in circuit courts since 2005. Also, all non-criminal actions are now categorized as "Civil Actions", which include actions at law and in equity, involving monetary and non-monetary claims.</p> <p>Chancery - A term used in circuit courts prior to 1/1/06, to identify equity cases in which the party filing suit is seeking an award of something other than money. Prior to 1/1/06, equity cases were referred to as "chancery" cases and filed on the "chancery" side of the court. Senate Bill 1118, effective 1/1/06, merged law and chancery into civil and in essence abolished the "chancery" side of the court.</p> <p>Civil Action - An action seeking monetary damages or asking for equitable relief. Senate Bill 1118, effective 1/1/06, eliminated the distinction of cases as "law" or "chancery", instead referring to these types of cases as civil actions.</p> <p>Staff notes that the weights for both categories recommended for consolidation are the same, such that no other changes to the standards would be required.</p> <p>Corresponding changes should be made in the workload definitions appearing in the COIN Budget Request Guide.</p>	-0-	The Compensation Board thanks the committee for its recommendation. The Compensation Board approved the recommendations of the committee to make changes to the workload categories and definitions, and directs staff to update COIN and all related documentation.

OTHER MATTERS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. FY14 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	Staff suggests the following dates for FY14 scheduled meetings. Unless otherwise noted, all meetings are at 11:00 a.m., and are set for the 4th Wednesday of each month: <ul style="list-style-type: none">• July 24, 2013• August 21, 2013 (3rd Wed)• September 25, 2013• October 23, 2013• November 20, 2013• December 18, 2013• January 7, 2014 (Tuesday:2:00pm) (special meeting to discuss legislation)• January 22, 2014• February 26, 2014• March 26, 2014• April 10, 2014 (Thursday) (budget hearing)• April 23, 2014• May 28, 2014• June 25, 2014	N/A	Approved. Draft date of August 28, 2013 changed to August 21, 2013.

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 #13/09/	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday May 22nd, 2013 at 11:00 a.m. and Wednesday June 26, 2013 at 11:00 a.m.	N/A	Approved.
3.	FY14 BUDGET ALLOCATIONS AND POLICIES	COMPENSATION BOARD	Staff presents final budget allocations for FY14 and FY14 budget policies.	N/A	Approved.
4.	FY14 BUDGET LETTERS	COMPENSATION BOARD	Staff presents Budget Approval letters to be sent to all constitutional officers.	N/A	Approved.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #13/09
April 24, 2013**

NO CLOSED MEETING

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

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

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

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

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

AND

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

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

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

HANDCARRY COMPENSATION BOARD DOCKET #13/10 April 24, 2013

307-13-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MEHERRIN RIVER REGIONAL JAIL	Sheriffs/ Superintendent	4/22/13- Officer requests to transfer Vacancy Savings to Office Expense to help cover the costs of their medical and food service contracts.	-0-	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
485	307	Meherrin River Regional Jail	04/22/13	Vacancy Savings	Office Expense	\$102,549.64	\$102,549.64
						\$102,549.64	\$102,549.64

772-13-10: COMMONWEALTH'S ATTORNEYS
NONE.

771-13-10: COMMISSIONERS OF THE REVENUE
NONE.

774-13-10: TREASURERS
NONE.

773-13-10: 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>
FY13 TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	<p>Collections: FY13 year-to-date collections for July – March totaled \$6,425,721.05 an increase of 16.12% over the same period in FY12.</p> <p>Expenditures: FY13 year-to-date Clerk's expenditures through 4/23/13, totaled \$4,948,459.01 or 44.4% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY13 TTF total collections would be approximately \$8.54 million, an increase of 11.72% over FY12 collections.</p> <p>If the number of recordings falls 10% over the remainder of FY13, total collections for FY13 would be \$8.32 million, an increase of 8.95% over FY12 collections.</p>	N/A	Noted.

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board
Date: April 24, 2013
Time: 11:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Frank Drew, Chairman (present)
Craig Burns, ex-officio member (absent)
Martha Mavredes, ex-officio member (present)