

# COMPENSATION BOARD DOCKET #15/10

## April 22, 2015

EMPLOYEE RECOGNITION  
NONE

307-15-10: 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/ SUPERINTENDENTS	03-27-15 The following localities are requesting to transfer Vacancy Savings to Temporary or Office Expense funds.	-0-	Approved per the Compensation Board's FY15 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
021	307	Bland County	4/15/2015	Vacancy Savings	Office Expense	\$14,541.60	\$14,541.60
087	307	Henrico County	3/31/2015	Vacancy Savings	Temporary	\$143,121.37	\$143,121.37
107	307	Loudoun County	4/9/2015	Vacancy Savings	Temporary	\$74,522.74	\$74,522.74
131	307	Northampton County	4/7/2015	Vacancy Savings	Office Expense	\$15,683.78	\$15,683.78
465	307	Riverside Regional Jail	3/27/2015	Vacancy Savings	Office Expense	\$497,964.87	\$73,000.00
485	307	Blue Ridge Regional Jail	4/15/2015	Vacancy Savings	Temporary	\$21,863.54	\$21,863.54
492	307	Southwest Virginia Reg Jail	4/2/2015	Vacancy Savings	Office Expense	\$57,185.36	\$57,185.36
650	307	Hampton City	4/8/2015	Vacancy Savings	Temporary	\$54,785.34	\$10,000.00
650	307	Hampton City	4/8/2015	Vacancy Savings	Office Expense	\$0.00	\$44,785.34
710	307	Norfolk City	4/6/2015	Vacancy Savings	Temporary	\$143,296.04	\$43,296.04
710	307	Norfolk City	4/6/2015	Vacancy Savings	Office Expense	\$0.00	\$100,000.00
760	307	Richmond City	4/13/2015	Vacancy Savings	Office Expense	\$940,560.33	\$850,000.00
810	307	Virginia Beach	4/9/2015	Vacancy Savings	Temporary	\$48,611.93	\$48,611.93
<b>Totals</b>						<b>\$2,012,136.90</b>	<b>\$1,496,611.70</b>

## 307-15-10: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE WILLIAM COUNTY	SHERIFF	(FY16) Sheriff requests two full-time deputy positions for a new Circuit Court judge beginning July 1, 2015. Officer states that his office will be responsible for providing deputies to ensure safety and security for the new judge and courtroom. He also states it will not be possible with the current staff so he is requesting two additional deputies at 32,007 each.	-0-	The Compensation Board did not approve the request for additional staffing. The General Assembly has not approved additional deputy sheriff positions to address staffing standards or increased needs resulting from the addition of judgeships or the filling of previously vacant judgeships.
RUSSELL COUNTY	SHERIFF	4-16-15 Officer requests to transfer \$6,215.70 from Vacancy Savings to equipment to purchase LiveScan equipment. The Officer understands the Compensation Board would be responsible for the stressed amount of \$5,036.58 (81.03%) and that the locality will be responsible for the remaining amount of \$1,179.12.  Officer states that the equipment will be purchased and installed in the office prior to the May 2015 reimbursement in June.	-0-	Approved per the Compensation Board's FY15 Budget Priorities and Policies This is a one-time transfer, not in the base budget.  The Board notes that the last opportunity to claim reimbursement for approved equipment funding is with the May, 2015 payroll reimbursement.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
167	Russell County	Livescan	1	\$6,215.70	\$6,215.70	1	\$6,215.70	\$6,215.70	\$5,036.58
	<b>Totals</b>				<b>6,215.70</b>		<b>6,215.70</b>	<b>6,215.70</b>	<b>\$5,036.58</b>

RUSSELL COUNTY	SHERIFF	4-16-15 Officer requests to transfer the monthly salary of position 00009 from April through June, 2015 to temporary salaries in the amount of \$10,674.48.  The officer does not intend to fill the position for the remainder of FY15.	-0-	Approved per the Compensation Board's FY15 Budget Priorities and Policies This is a one-time transfer, not in the base budget.
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## 307-15-10: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PETERSBURG CITY	SHERIFF	<p>4-15-2015 Officer requests to continue the funding for their LIDS technician at an annual salary of \$35,050 through May 31, 2015 or until the monthly certification files have been approved and verified.</p> <p>Officer states that due to LIDS-CORIS system technical payment issues, they would like to retain the LIDS technician in order to verify and approve the monthly certification files which produce per diem payments for the period of February, March and April, 2015, due the city of Petersburg. The Petersburg Jail is scheduled to close April 30, 2015.</p> <p>Staff notes all jail related positions (77 funded; 4 unfunded) are to be removed from the sheriff's budget as of the closing date of April 30, 2014. However, to ensure sufficient time for completion of monthly certifications through the removal of inmates and closing of the jail, and to allow for audit of all months of data under the LIDS-CORIS system through jail closure, staff recommends maintaining the LIDS technician position through June 30, 2015.</p>	(\$233,002)	Compensation Board approved maintaining the LIDS Technician position and related funding until June 30, 2015 based upon the circumstances stated by the officer and staff recommendation, while all other jail related positions and related funding will be removed as of April 30, 2015 based upon the effective date of the closing of the jail.

## 772-15-10: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORFOLK CITY	COMMONWEALTH'S ATTORNEY	<p>4-15-2015 Officer requests to transfer the remaining annual vacant salaries from the following positions in the total amount of \$39,681.75 to Temporary Funds for the remainder of FY15.</p> <p>Officer states that he does not intend to fill position 00001 for the remainder of FY15 and positions 00037 and 00057 must be held vacant per the FY16 Position Reallocation Policy.</p>	-0-	Approved per the Compensation Board's FY15 Budget Priorities and Policies This is a one-time transfer, not in the base budget.

FIPS	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Pro Rated Amount Requested
710	Norfolk City	04/15/2015	pos. 00001	ATTI	Temporary	52,909	13,227.25
710	Norfolk City	04/15/2015	pos. 00037	ATTI	Temporary	52,909	13,227.25
710	Norfolk City	04/15/2015	pos. 00057	ATTI	Temporary	52,909	13,227.25
<b>Totals</b>						<b>\$158,727.00</b>	<b>\$39,681.75</b>

# 772-15-10: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COLONIAL HEIGHTS CITY	COMMONWEALTH'S ATTORNEY	<p>4-1-2015 Officer requests to transfer Base Temporary Funds in the amount of \$1,026 to position 00003 to fund a 1.45% salary increase, effective March 1, 2015.</p> <p>This is the remainder of a 6.66% salary increase. Turnover funds have already been used to fund a 5.21% salary increase also effective March 1, 2015.</p> <ul style="list-style-type: none"> <li>position 00003 currently ATTIV at \$70,585 will be increased to \$71,611</li> </ul> <p>Officer States, "I, William B. Bray, 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 \$1,026 from base temporary salaries 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 salaries budget in the current as well as subsequent fiscal years.
VARIOUS	COMMONWEALTH'S ATTORNEY	<p>4-13-2015 Officers request to transfer Temporary Funds and Vacancy Savings to Equipment to fund the cost of the following items.</p> <p>Officers state, that the locality agrees to fund the Stressed Cost of these purchases and understands the last opportunity to claim reimbursement for approved funds is with the May payroll and expense reimbursement process.</p>	<p>\$4,871.53 Total Cost</p> <p>\$3,240.27 Total Stressed Cost</p>	Approved per the Compensation Board's FY15 Budget Priorities and Policies This is a one-time transfer, not in the base budget.

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
065	Fluvanna County	Copier	1	\$3,836.78	\$3,837	1	\$3,836.78	\$3,836.78	\$2,323.17
	<b>Fluvanna County Total</b>				<b>\$3,837</b>		<b>\$3,836.78</b>	<b>\$3,836.78</b>	<b>\$2,323.17</b>
770	Roanoke City	Printer	5	\$206.95	\$1,035	5	\$206.95	\$1,034.75	\$917.10
	<b>Roanoke City Total</b>				<b>\$1,035</b>		<b>\$206.95</b>	<b>\$1,034.75</b>	<b>\$917.10</b>
	<b>Grand Total</b>				<b>\$4,872</b>			<b>\$4,871.53</b>	<b>\$3,240.27</b>

## 771-15-10: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BRISTOL CITY	COMMISSIONER OF THE REVENUE	<p>4-6-2015 Officer requested on the March docket to use existing funds to provide an Internal Salary Adjustment for position 00002, MDII, which increased the total budget by \$249 due to increased CDP cost.</p> <p>Officer provided locality concurrence in writing, but subsequently has retracted his request.</p>	-0-	The Compensation Board approved the officer's request to disregard the prior approval for salary changes.
SCOTT COUNTY	COMMISSIONER OF THE REVENUE	<p>4-15-15 Acting Officer requests additional Temporary Funding @ \$8,556. This is equivalent to position #00003 DIV @ \$34,224 from April 1, 2015 to June 30, 2015. The Special Election will be held on November 3, 2015.</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 DIV is not vacant during the period in which I am the Acting Commissioner, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.

## 774-15-10: TREASURERS

### NEW BUSINESS

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HALIFAX COUNTY	TREASURER	<p>4-15-15 Acting Officer requests additional Temporary Funding @ \$8,533.50. This is equivalent to position #00005 DIV @ \$34,134 from April 1, 2015 to June 30, 2015. The Special Election will be held on November 3, 2015.</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 00005 DIV is not vacant during the period in which I am the Acting Treasurer, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.

## 773-15-10: 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. MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #14/09.	N/A	Approved.
2. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, May 27th, 2015 at 11:00 a.m. and Wednesday, June 24th, 2015 at 11:00 a.m.	N/A	Noted.
4. LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training was held at the Wyndham Virginia Crossings Hotel and Conference Center in Glen Allen on April 1-2, 2015. There were seventy-seven attendees.	N/A	Noted.
5. FY16 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	Staff presents the following dates for confirmation of FY16 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 22, 2015</li> <li>• August 26, 2015</li> <li>• September 16, 2015 (3<sup>rd</sup> Wed)</li> <li>• October 28, 2015</li> <li>• November 18, 2015 (3<sup>rd</sup> Wed)</li> <li>• December 16, 2015 (3<sup>rd</sup> Wed)</li> <li>• January 12, 2016 (Tuesday-2:00 p.m.) (special meeting to discuss legislation)</li> <li>• January 27, 2016</li> <li>• February 24, 2016</li> <li>• March 23, 2016</li> <li>• April 7, 2016 (Thursday) (budget hearing)</li> <li>• April 27, 2016</li> <li>• May 25, 2016</li> <li>• June 22, 2016</li> </ul>	N/A	Approved.
6. FY16 BUDGET ALLOCATIONS AND POLICIES	COMPENSATION BOARD	Staff presents final budget allocations for FY16 and FY16 budget policies.	N/A	Approved.
7. FY16 BUDGET LETTERS	COMPENSATION BOARD	Staff presents Budget Approval letters to be sent to all constitutional officers	N/A	Approved.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #15/10**  
**April 22, 2015**

**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 #15/10

### April 22, 2015

EMPLOYEE RECOGNITION  
NONE

#### 772-15-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE GEORGE COUNTY	COMMONWEALTH'S ATTORNEY	<p>3-9-2014 Officer requests reimbursement in accordance with a court order pursuant to §15.2-1606, providing for reimbursement of final costs incurred in the matter of Mr. Livingston's appeal of the Virginia State Bar Disciplinary Board's decision, held on December 13, 2013.</p> <p>Staff notes this item is related to three (3) prior approvals for reimbursement in November 2013, September 2014 and October 2014 of costs incurred in this case, where the assistant commonwealth's attorney sought outside counsel through a court order instead of contacting the Division of Risk Management for coverage.</p> <p>At its November 2013, September 2014 and October 2014 meetings, the Board approved reimbursement of expenses incurred as an exception based on the court's orders, and noted that future expenses may be considered with an estimated time line for completion and an estimate of future related costs.</p> <p>Staff notes the total cost to date approved by the Board for this matter is \$34,167.23. This matter is concluded and no additional costs in this matter are anticipated.</p>	\$3,808.02	The Compensation Board approved reimbursement of \$3808.02 as a one-time exception to policy based on the court order designating payment of these costs as being incurred in the defense of this matter.

307-15-10: SHERIFFS & REGIONAL JAILS  
NONE

771-15-10: COMMISSIONERS OF THE REVENUE  
NONE

774-15-10: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF NEWPORT NEWS	TREASURER	4-15-15 Officer requests a one-time transfer of \$100,365.84 in Vacancy Savings to Temporary Funds.	-0-	Approved per the Compensation Board's FY15 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

773-15-10: 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>
ALLEGHANY HOLD HARMLESS PAYMENT	COMPENSATION BOARD	Staff presents payment adjustment for approval of hold harmless amounts due to Alleghany County vs. historical amounts paid for the reversion of Clifton Forge to town status.	\$89,857.00	Approved.
TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY15 year-to-date collections for July – March totaled \$4,749,140.88, a decrease of 12.65% compared to the same period in FY14.</p> <p>Expenditures: FY15 year-to-date Clerk's expenditures through March, totaled \$1,983,080.38 or 35.93% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY15 TTF total collections would be approximately \$6.33 million, a decrease of 10.84% compared to FY14 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY15, total collections for FY15 would be \$6.17 million, a decrease of 13.07% over FY14 collections.</p>	-0-	Noted.

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
 Date: April 22, 2015  
 Time: 11:00 a.m.  
 Location: Compensation Board Conference Room  
 Oliver Hill Building, 102 Governor Street  
 Richmond, VA 23219  
 Members: Susan Swecker, Chairman (present)  
 Martha Mavredes, ex-officio member (present)  
 Craig Burns, ex-officio member (present)

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