

COMPENSATION BOARD DOCKET #16/10

April 27, 2016

EMPLOYEE RECOGNITION

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Franklin County	County Finance Director	Director of Finance Vincent K. Copenhaver sent an email to Charlene Rollins, Customer Service Manager on April 21, 2016 regarding assistance provided by Paige Christy. The officer stated, "Charlene, Just wanted to let you know what a pleasure it is to talk with Paige Christy. Her knowledge about Compensation Board matters and policy is amazing and her customer service skills are outstanding. What a tremendous asset she is to your office!! We do not hesitate to call her for help and questions. Thank you for having such great folks in your office that are so willing to assist us here in Franklin County.	N/A	The Compensation Board wishes to thank the Director of Finance for his kind remarks.

307-16-10: 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>
Prince Edward County	Sheriff	04-07-16 Officer requests to transfer \$22,221 from Vacancy Savings to Equipment to help purchase a Radio Repeater. Officer states that they understand the last opportunity to claim reimbursement for approved Equipment funds is with the FY16 May payroll reimbursement process.	-0-	Approved a transfer of the stressed amount of \$16,897 per the Compensation Board's FY16 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. Equipment purchases must be requested for reimbursement no later than the May 2016 payroll and expense reimbursement request.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
147	Prince Edward	Radio Repeater	1	\$22,221.00	\$22,221.00	1	\$22,221.00	\$22,221.00	\$16,896.85
Grand Total								\$22,221.00	\$16,896.85

307-16 -10: 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>
CRAIG COUNTY	SHERIFF	<p>4-14-16 Officer requests an exception to Compensation Board policy to demote the incumbent of position 00009, L8 at \$32,423 to position 00010 COMOP at an annual salary of \$24,924.</p> <p>Officer states that the employee requested to be transferred to a COMOP position due to health reasons and understands that his salary would be reduced.</p> <p>Staff notes the Compensation Board policy for a demotion limits the reduced salary to 10 percent below the current salary or the maximum of the lower pay band, whichever is less.</p> <p>Staff further notes that the proposed demotion is from the entry level of a deputy position to the entry level of a COMOP position.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer

307-16 -10: 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
036	307	Charles City County	04/18/16	Vacancy Savings	Office Expense	\$52,909.38	\$49,249.07
037	307	Charlotte County	04/20/16	Vacancy Savings	Temporary	\$23,577.42	\$23,577.42
069	307	Frederick County	04/19/16	Vacancy Savings	Office Expense	\$24,723.51	\$24,723.51
081	307	Greensville County	04/19/16	Vacancy Savings	Office Expense	\$35,147.33	\$35,147.33
087	307	Henrico County	04/19/16	Vacancy Savings	Office Expense	\$262,183.29	\$262,183.29
107	307	Loudoun County	3/22/2016	Vacancy Savings	Temporary	\$71,078.85	\$52,051.59
111	307	Lunenburg County	4/20/2016	Vacancy Savings	Office Expense	\$24,068.29	\$24,068.29
121	307	Montgomery County	4/19/2016	Vacancy Savings	Office Expense	\$17,912.22	\$17,912.22
139	307	Page County	4/5/2016	Vacancy Savings	Office Expense	\$65,183.10	\$50,673.38
143	307	Pittsylvania County	4/13/2016	Vacancy Savings	Office Expense	\$110,874.44	\$92,215.79
175	307	Southampton County	4/19/2016	Vacancy Savings	Office Expense	\$38,546.84	\$38,546.84
430	307	Piedmont Reg. Jail	4/21/2016	Vacancy Savings	Temporary	\$16,221.95	\$16,221.95
450	307	Rappahannock Reg. Jail	4/18/2016	Vacancy Savings	Temporary	\$313,464.90	\$307,849.00
475	307	Hampton Roads Reg. Jail	4/5/2016	Vacancy Savings	Office Expense	\$115,482.13	\$88,713.06
485	307	Blue Ridge Reg. Jail	4/13/2016	Vacancy Savings	Temporary	\$20,955.42	\$20,955.42
490	307	Peumansend Creek Reg. Jail	4/14/2016	Vacancy Savings	Temporary	\$12,863.45	\$11,193.05
492	307	Southwestern Reg. Jail	4/19/2016	Vacancy Savings	Temporary	\$37,937.39	\$37,937.00
496	307	RSW Reg. Jail	4/4/2016	Vacancy Savings	Office Expense	\$125,415.33	\$65,402.77
590	307	Danville City	4/8/2016	Vacancy Savings	Temporary	\$122,603.50	\$20,000.00
590	307	Danville City	4/8/2016	Vacancy Savings	Office Expense		\$89,973.61
650	307	Hampton City	4/8/2016	Vacancy Savings	Office Expense	\$149,369.95	\$71,226.38

307-16 -10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

LOCALITY OFFICER REQUEST TOTAL COST COMPENSATION BOARD ACTION

Continuation from previous page

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
710	307	Norfolk City	4/20/2016	Vacancy Savings	Office Expense	\$358,057.02	\$315,257.00
710	307	Norfolk City	4/20/2016	Vacancy Savings	Temporary	\$0.00	\$42,800.00
770	307	Roanoke City	4/8/2016	Vacancy Savings	Temporary	\$229,448.97	\$50,000.00
			Total			\$2,228,025	1,807,877.97

BRISTOL CITY	SHERIFF	<p>3-25-16 Officer requests to transfer Vacancy Savings in the amount of \$10,688 to Equipment, to help purchase a livescan system.</p> <p>Officer states that their system is 11 years old and is experiencing intermittent outages due to age of the software.</p> <p>Officer also states that they understand 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 \$9,919 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>
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FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
520	Bristol	Livescan	1	\$10,688.00	\$10,688.00	1	\$10,688.00	\$10,688.00	\$9,918.46
Grand Total								\$10,688.00	\$9,918.46

307-16 -10: 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>
Southwestern VA Reg. Jail	Superintendent	4-18-16 Officer requests to transfer the remaining salary from the following vacant positions to Office Expense funds for April-June 2016 to fund the costs of a medical services contract. The officer does not intend to fill the positions before the end of FY16.	-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 Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro Rated Amount Approved
492	307	Southwest Virginia Reg. Jail	4/18/2016	100	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	133	RPCLS	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	134	RPCLS	Office Expense	\$22,412	\$5,603.00	\$5,603
492	307	Southwest Virginia Reg. Jail	4/18/2016	139	RPTRT	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	141	RPTRT	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	142	RPTRT	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	143	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	144	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	147	RP MED	Office Expense	\$20,938	\$5,234.50	\$5,235
492	307	Southwest Virginia Reg. Jail	4/18/2016	155	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	163	RPTRT	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	177	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	236	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	237	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	267	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	450	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	451	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	452	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	453	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	454	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	455	RP MED	Office Expense	\$19,432	\$4,858.00	\$4,858

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro Rated Amount Approved
492	307	Southwest Virginia Reg. Jail	4/18/2016	457	RPCLS	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	458	RPCLS	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	460	RPCLS	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	461	RPCLS	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	462	RPCLS	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	463	RPCLS	Office Expense	\$19,432	\$4,858.00	\$4,858
492	307	Southwest Virginia Reg. Jail	4/18/2016	464	RPCLS	Office Expense	\$19,432	\$4,858.00	\$4,858
		Total					\$548,582	\$137,145.50	\$137,146

772-16-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE WILLIAM COUNTY	COMMONWEALTH'S ATTORNEY	4-5-2016 Officer requests to transfer Vacancy Savings to Office Expense 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
153	772	Prince William County	4/5/2016	Vacancy Savings	Office Expense	\$68,201.24	\$68,201.24

772-16-10: COMMONWEALTH'S ATTORNEYS

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' staff, 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
003	Albemarle County	Farley	00001	JATTI	09/04/2010	2013	2013	Was in CDP in Norfolk always maintained criteria
027	Buchanan County	Ellsworth	00008	ATTI	1/2/2015	2017	2017	Date Correction Only
165	Rockingham County	Logan	00015	ATTI	5/2/2014	2015	2016	Date Correction Only
167	Russell County	Jackson	00005	ATTI	1/1/2013	2015	2015	Date Correction Only
175	Southampton County	Bell	00006	ATTI	11/1/2016	2016	2018	Date Correction Only
187	Warren County	Fleming	00006	ATTI	1/1/2013	2014	2014	Date Correction Only

VARIOUS	COMMONWEALTH'S ATTORNEY	Officers request to transfer Vacancy Savings to Temporary and Office Expense Funds.	-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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FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
059	772	Fairfax County	4/15/2016	Vacancy Savings	Temporary	\$85,647.39	\$70,749.60
059	772	Fairfax County	4/15/2016	Vacancy Savings	Office Expense		\$14,897.79
		Fairfax County Total				\$85,647.39	\$85,647.39
067	772	Franklin County	3/31/2016	Vacancy Savings	Office Expense	\$30,691.29	\$30,691.29
		Franklin County Total				\$30,691.29	\$30,691.29

772-16-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LYNCHBURG CITY	COMMONWEALTH'S ATTORNEY	April 20, 2016 Officer requests to transfer Temporary Funds to Equipment to fund the cost of a Server.	-0-	Approved a transfer of the stressed amount of \$9,524 per the Compensation Board's FY16 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

Equipment purchases must be requested for reimbursement no later than the May 2016 payroll and expense reimbursement request.

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
680	Lynchburg City	Server	1	\$10,249.32	\$10,249	1	\$10,249.32	\$10,249.32	\$9,523.67

773-16-10: 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>
VARIOUS	CIRCUIT COURT CLERK	April 8, 2016 Officers request to transfer Turnover Funds to base Temporary Funds.	-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	From Position	To Category	Amount Available	Amount Requested	Pro Rated
097	773	King and Queen County	4/14/2016	Turnover	00002	Temporary	\$540.00	\$540.00	\$135.00
King and Queen County Total							\$540.00	\$540.00	\$135.00
187	773	Warren County	4/8/2016	Turnover	00005	Temporary	\$896.00	\$896.00	\$224.00
Warren County Total							\$896.00	\$896.00	\$224.00

773-16-10: 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>
SPOTSYLVANIA COUNTY	CIRCUIT COURT CLERK	April 7, 2016 Officer requests to transfer Vacancy Savings in the amount of \$46,565.69 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
177	773	Spotsylvania County	4/7/2016	Vacancy Savings	Temporary	\$46,566	\$46,565.69

LOUISA COUNTY	CIRCUIT COURT CLERK	<p>April 19, 2016 Officer request to budget funding from the remaining balance of available TTF \$4 funds in the amount of \$19,491 for the following line items.</p> <ul style="list-style-type: none"> Jury New Applications (vendor, Supreme Court of Virginia) Courtroom Sound System (vendor, Louisa County) <p>This office elected to carry over unbudgeted \$4 TTF projected collections of \$69,468, in Louisa County, and currently has \$62,964 in \$4 TTF cash available for budgeting.</p>	\$19,491 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
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771-16-10: COMMISSIONERS OF THE REVENUE
NONE.

774-16-10: TREASURERS
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 #16/09	N/A	Approved.
2. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, May 18, 2016 at 11:00 a.m. and Wednesday June 22, 2016 at 10:00 a.m.	N/A	Confirmed.
3. 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	Approved.
4. FY17 BUDGET ALLOCATIONS AND POLICIES	COMPENSATION BOARD	Staff presents final budget allocations for FY17 and FY17 budget policies	N/A	Approved.
5. FY17 BUDGET LETTERS	COMPENSATION BOARD	Staff presents Budget Approval letters to be sent to all constitutional officers	N/A	Approved.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #16/10
April 27, 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.

**FOR YOUR INFORMATION
NONE.**

Public Body: Compensation Board
Date: April 27 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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