

COMPENSATION BOARD DOCKET #11/11

May 25, 2011

EMPLOYEE RECOGNITION
NONE.

307-11-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/ SUPERINTENDENT	5-2-11 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.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
405	307	Albemarle/Charlottesville RJ	05/02/11	Vacancy Savings	Temporary Funds	\$27,285.52	\$27,285.52
492	307	Southwest RJ	05/11/11	Vacancy Savings	Office Expenses	\$42,252.17	\$42,252.71
465	307	Riverside RJ	05/18/11	Vacancy Savings	Office Expenses	\$691,739.88	\$210,000.00
810	307	Virginia Beach	05/19/11	Vacancy Savings	Office Expenses	\$46,534.32	\$43,534.32
Totals						\$807,811.89	\$283,072.55

307-11-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	SHERIFF	5-12-11 Officer requests to transfer vacancy savings at \$216,081.84 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
650	307	Hampton City	05/12/11	Vacancy Savings	Office Expenses	\$216,767.60	\$216,081.84

GRAYSON COUNTY	SHERIFF	5-18-11 Officer requests to change FY12 Budget Reduction Implementation submission.	\$0	Approved as requested.
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Sheriff's original budget reduction Implementation plan

Position 4 - \$31,432 to \$23,723
 Position 14 - \$31,687 to \$24,723
 Base Temp - \$17,996 to \$17,153
 Net Reduced Funds: (\$15,516)

Revised Budget Reduction Implementation Plan Request

Position 4 - \$31,432 to \$26,095
 Position 14 - \$31,687 to \$27,000
 Part-time - \$17,996 to \$12,504
 Net Reduced Funds: (\$15,516)

Position 4 – Reclass CO SP to COMOP
 Position 22 – Reclass COMOP to CO SP with no increase in salary

717-11-11: DIRECTORS OF FINANCE

NONE.

772-11-11: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PITTSYLVANIA COUNTY	COMMONWEALTH'S ATTORNEY	<p>5-11-2011 <u>FY12</u> Officer requests to transfer Turnover Funds generated from pos. 00006 to Base Temporary Funds, effective June 1, 2011.</p> <p>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 7 and 9 and would prefer not to lose further funding.</p>	\$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.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate
143	772	Pittsylvania County	05/11/11	Turnover	Temporary	3,901.00	3,901.00	650.17
		Totals					3,901.00	650.17

772-11-11: 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	5-20-2011 FY12 Officer requests to transfer Temporary Funds at \$7,113 to positions 00003 and 00005 to fund salary restoration and classification and salary increase, effective July 1, 2011. Officer states: I William Bray acknowledge that due to budget reductions I currently have one unfunded authorized position, I understand that taking action to move base temporary and/or office expense 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. Such base transfers may also prevent future full restoration of recently reduced attorney and/or staff positions should a legislative decision be made in the future to restore reduced funding.	\$0	The Compensation Board approved a transfer of \$7,113 from base Temporary Funds to effect the salary actions 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	Amount Requested	Amount Approved	Pro-Rate
570	772	Colonial Heights City	05/20/11	Temporary	ATTIV	pos. 00003	56,726.00	59,290.00	59,290.00	2,564.00
570	772	Colonial Heights City	05/20/11	Temporary	SEC to AAll	pos. 00005	30,326.00	34,875.00	34,875.00	4,549.00
		Totals						94,165.00	94,165.00	7,113.00

772-11-11: 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 Temporary Funds to Equipment to fund the purchase of the following: Total Cost \$17,835 and Total Stressed Cost \$13,597.77.	\$13,597.77	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 5-25-11
065-772	Fluvanna County	PC	2	940	1,880	2	940	1,880	1,062.58	Approved
065-772	Fluvanna County	Printer	1	125	125	1	125	125	70.65	Approved
065-772 Total				1,065	2,005		1,065	2,005	1,133.23	
111-772	Lunenburg County	PC	2	1,200	2,400	2	1,200	2,400	1,889.76	Approved
111-772	Lunenburg County	Laptop	1	2,200	2,200	1	2,200	2,200	1,732.28	Approved
111-772	Lunenburg County	Printers	1	1,500	1,500	1	1,500	1,500	1,181.10	Approved
111-772	Lunenburg County	VCIN	1	630	630	1	630	630	496.06	Approved
111-772	Lunenburg County	Router	1	400	400	1	400	400	314.96	Approved
111-772	Lunenburg County	Copier	1	4,000	4,000	1	4,000	4,000	3,149.60	Approved
111-772	Lunenburg County	Fax	1	1,000	1,000	1	1,000	1,000	787.40	Approved
111-772	Lunenburg County	Digital Projector	1	3,000	3,000	1	3,000	3,000	2,362.20	Approved
111-772	Lunenburg County	Shredder	1	700	700	1	700	700	551.18	Approved
111-772 Total				14,630	15,830		14,630	15,830	12,464.54	
Grand Total				15,695	17,835		15,695	17,835	13,597.77	

771-11-11: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF HAMPTON	COMMISSIONER OF THE REVENUE	5-3-2011 Officer requests that the Compensation Board correct an error of omission in FY11 for his FY12 Budget. In May, 2010, within the required specified time, officer submitted the required spreadsheet containing his requested changes to his FY11 budget. He did not discover that the requested changes had not been included in his final budget until after FY11 had already begun. Officer wishes to adjust FY12 budget to reflect the changes originally requested for FY11 as shown below.	\$0.00	Approved as an exception to policy, based upon the specific conditions stated by the officer.

Position Num	Class	FY10 CB Salary	FY11 CB Default Reduction Salary	FY11 Officer Requested Salary - Update for FY12
00001	DII	23,797	23,797	23,723
00003	DI	26,628	26,628	19,856
00004	DI	21,795	-	19,856
00006	DI	19,501 *	-	8,157
00007	DIII	24,362 *	-	12,500
00008	DI	19,070 *	16,559	8,157
00009	DIII	28,466	28,466	28,362
00010	DI	19,856	-	19,856
00011	CDI	33,998	33,998	33,885
00012	DIII	27,226 *	27,226	12,500
00013	CDIII	42,487 *	42,487	40,000
00014	DIII	25,469 *	25,469	12,500
00015	DI	24,362	24,362	19,856
00016	DI	23,300	23,300	19,856
00017	DI	26,628	26,628	19,856
Total		386,945	298,920	298,920

*FY10 Salaries previously below entry level of pay band; other salaries not reduced below entry level

771-11-11: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LEE COUNTY	COMMISSIONER OF THE REVENUE	<p>5/4/2011 Acting Officer requests additional temporary funding at \$6,173.00. This is equivalent to position #00001 MDIV budgeted at \$37,038.00 from May 01, 2011 to June 30, 2011. The election will be held on November 08, 2011.</p> <p>She understands this request for "additional" funding is made in lieu of a request in transfer these funds to temporary funds budget, as she understands that the Compensation Boards interpretation of section 24.2-226 and 228 is that position #00001 MDIV is not vacant during the period in which she is the Acting Commissioner of the Revenue, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.
SURRY COUNTY	COMMISSIONER OF THE REVENUE	<p>5-9-11 Officer requests a permanent base budget transfer of \$3,287.00 from Temporary Funds to position 00001 DI to partially restore the salary from \$11,444 to \$14,731 effective May 1.</p> <p>Officer states that position 00001 is below the payband minimum and the other Compensation Board position is unfunded.</p>	\$0	The Compensation Board approved a transfer of \$3,287 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.

774-11-11: TREASURERS NONE.

773-11-11: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TAZEWELL COUNTY	CIRCUIT COURT CLERK	<p>5-11-2011 FY12 Officer requests to transfer Turnover Funds generated from pos. 00004 to Base Temporary Funds, effective June 1, 2011.</p> <p>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 position 9 and would prefer not to lose further funding.</p>	\$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.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate
185	773	Tazewell County	05/11/11	Turnover	Temporary	2,060.00	2,060.00	343.33
Totals							2,060.00	343.33

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORFOLK CITY	CIRCUIT COURT CLERK	<p>5-2-2011 Officer requests to transfer Vacancy Savings at \$110,000 to Office Expense Funds.</p>	\$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 Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
710	773	Norfolk City	05/02/11	Vacancy Savings	Office Expense	110,093.77	110,000.00
Totals							110,000.00

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 #11/10.	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, June 22 nd at 11:00 a.m. and Wednesday July 27 th at 11:00 a.m.	N/A	Approved.
4.	TECHNOLOGY TRUST FUND COLLECTIONS AND FY11 BUDGETING	CIRCUIT COURT CLERKS	<p>FY11 Collections: FY11 collections for July – April totaled \$6,405,883.47, which is a 1.27% decrease compared to same period in FY10.</p> <p>FY11 Expenditures: FY11 year-to-date Clerk's expenditures through 5/4/2011, totaled \$2,589,803 or 37.6% of budgeted Technology Trust Funds.</p> <p>FY11 Projected Collections: Based on current collections, FY11 TTF total collections would be approximately \$7.69 million, a decrease of 1.21% 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 \$7.56 million, a decrease of 2.85% over FY10 collections.</p>	N/A	Noted.
5.	ACKNOWLEDGMENT OF NOTIFICATION OF PROVISIONS OF THE APPROPRIATION ACT	COMPENSATION BOARD	Staff submits to Board members and for Chairman's signature "Acknowledgement of Notification of Indebtedness to State Agencies" Appendix A and associated references.	N/A	Noted.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
6. EMERGENCY MEDICAL REQUESTS	COMPENSATION BOARD	Staff presents Emergency Medical Requests for Approval.		Approved as noted.

Facility Name	Inmate Name	Date(s) of medical services	State Responsible	SR Date	Amount Requested	Amount Recommended for Approval	Compensation Board Action
Richmond City Jail	Nathaniel Brown	10/30/2010	Yes	6/9/2010	\$684.47	\$684.47	Approved
Richmond City Jail	Larry Carter	12/11/2010	Yes	2/20/2010	\$1,001.64	\$1,001.64	Approved
Richmond City Jail	Darius J. Henry	12/8/2010	Yes	8/9/2010	\$425.10	\$425.10	Approved
Richmond City Jail	Mosker Winston	10/13/2010	Yes	1/12/2010	\$2,222.28	\$2,222.28	Approved
Riverside Regional Jail	Franklin Cash	9/23/2010,11/30/2010,12/3-12/31/2010	Yes	2/24/2010	\$28,713.06	\$28,713.06	Approved
Riverside Regional Jail	Sheila McCoy	11/16/2010-11/18/2010	Yes	5/17/2010	\$22,134.46	\$22,134.46	Approved
Riverside Regional Jail	Damon Hayes	2/3/2011	Yes	10/18/2010	\$1,171.87	\$1,171.87	Approved
Riverside Regional Jail	Milton Shepard	1/26/11,1/31/2011,2/9/2011	Yes	6/16/2010	\$632.20	\$632.20	Approved
TOTALS					\$56,985.08	\$56,985.08	

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #11/11
May 25, 2011**

NO CLOSED MEETING

1) **MOTION FOR “CLOSED MEETING”** by _____. (_____ 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 _____: 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 _____: 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 #11/11 May 25, 2011

EMPLOYEE RECOGNITION
NONE.

307-11-11: 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	5-10-11 Sheriff requests funding for Live Scan equipment in the amount of \$24,350 per quote received from IDNetworks, however the basic cost for livescan equipment is \$17,320, the stressed amount \$14,586.90. Should the additional stressed amount of \$14,586.90 <u>not</u> be approved, the officer requests to transfer \$9041 from vacancy savings to fund a portion of the livescan equipment.	\$14,586.90	Approved transfer of vacancy savings contingent upon concurrence of governing body to pay difference between per policy approved cost and available vacancy savings.
<p>Sheriff has provided concurrence letters from the Buchanan County Administrator and the Virginia State Police for the ongoing operation of the unit.</p>				

Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost	Stressed Cost	Available Vacancy Savings and Approved Cost
Buchanan	Livescan	1	24,350	24,350	1	17,320	17,320	14,586.90	9,041.00

717-11-11: DIRECTORS OF FINANCE
NONE.

772-11-11: COMMONWEALTH'S ATTORNEYS
NONE.

771-11-11: COMMISSIONERS OF THE REVENUE
NONE.

774-11-11: TREASURERS
NONE.

773-11-11: CIRCUIT COURT CLERKS
NONE.

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board
Date: May 25, 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)