

COMPENSATION BOARD DOCKET #11/12
June 22, 2011

EMPLOYEE RECOGNITION
NONE.

307-11-12: SHERIFFS & REGIONAL JAILS
NONE.

717-11-12: DIRECTORS OF FINANCE
NONE.

772-11-12: 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	6-3-2011 FY12 Officer requests to transfer Temporary Funds at \$8,055 to position 00009 to fund a classification and salary increase, effective July 1, 2011.	\$0	The Compensation Board approved a transfer of \$8,055 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 Fund budget in the current as well as subsequent fiscal years.

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.

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	6/3/11	Temporary	AAll	pos. 00009	23,723	31,778	31,778	8,055
		Totals						31,778	31,778	8,055

772-11-12: 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	6-8-2011 FY12 Officer requests to transfer Temporary Funds at \$4,005 to position 00004 to fund a classification and salary increase, effective July 1, 2011.	\$0	The Compensation Board approved a transfer of \$4,005 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 Fund budget in the current as well as subsequent fiscal years.

Officer states: I David Grimes acknowledge that due to budget reductions I currently have two unfunded authorized positions, 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.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Amount Approved	Pro-Rate
143	772	Pittsylvania County	6-8-11	Temporary	AAll	pos. 00004	30,468	34,473	34,473	4,005
		Totals						34,473	34,473	4,005

PITTSYLVANIA COUNTY	COMMONWEALTH'S ATTORNEY	6-8-2011 Officer requests to rescind May approved Board action to transfer Turnover Funds at 3,901 generated from pos. 00006 to Base Temporary Funds, effective June 1, 2011.	\$0	Approved action to rescind previous approval.
		Personnel actions did not result in Turnover Funds, so this action will not occur.		

772-11-12: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAROLINE COUNTY	COMMONWEALTH'S ATTORNEY	6-13-2011 <u>FY12</u> Officer requests to transfer Turnover Funds generated from pos. 00001 to Base Temporary Funds, effective July1, 2011. Officer states Turnover will be created from the only staff position in this office. There is no personnel action that can be performed to use these Turnover funds.	\$0	The Compensation Board approved this request as an exception to policy based upon the condition that the office 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
033	772	Caroline County	6-13/11	Turnover	Temporary	8,617.00	8,617.00	8,617.00
		Totals					8,617.00	8,617.00

771-11-12: COMMISSIONERS OF THE REVENUE NONE.

774-11-12: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GRAYSON	TREASURER	6/7/11 Officer requests a base budget transfer of \$491 in turnover funds from position 00001 to Temporary Funds effective July 1, 2011. Officer states turnover was created and cannot be used in any other position due to limitations prescribed in the Pay Factors. This office lost all funding in positions 3 & 4 due to budget reductions, with position 00001 the only remaining funded staff position, and would prefer not to lose further funding in his office.	\$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.

773-11-12: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RICHMOND CITY	CIRCUIT COURT CLERK	6-10-2011 Officer requests to amend his FY12 Approved Budget. Officer requests to increase the salaries of the positions listed to equal the Locality salaries effective July 1, 2011. This request was not made by the officer in the February 1, 2011 budget request in the COIN system.	\$0	Approved as requested, not to exceed the salary levels already approved for FY12 by the City for these positions.

NOTE: This locality keeps all Fees and pays all Expenses.

<u>LAST NAME</u>	<u>FIPS</u>	<u>LOCALITY</u>	<u>POSITION NUMBER</u>	<u>CURRENT CLASS</u>	<u>CURRENT SALARY</u>	<u>REQUESTED CLASS</u>	<u>REQUESTED SALARY</u>	<u>SALARY COST</u>	<u>FY12 COST</u>
Harris	760	Richmond City	00001	CDCII	\$67,724	CDCII	\$69,924	\$2,200	\$0
Edmonds	760	Richmond City	00003	CDC 3	\$95,938	CDC 3	\$98,138	\$2,200	\$0
Orum	760	Richmond City	00004	COMP	\$51,240	COMP	\$53,340	\$2,100	\$0
Jewett	760	Richmond City	00009	CDC 3	\$79,389	CDC 3	\$81,589	\$2,200	\$0
Johnson	760	Richmond City	00028	AA	\$33,716	AA	\$35,206	\$1,490	\$0
Davenport	760	Richmond City	00031	CDCI	\$52,458	CDCI	\$54,658	\$2,200	\$0
McQueen	760	Richmond City	00037	DCIV	\$30,285	DCIV	\$33,985	\$3,700	\$0
Total Cost									\$0

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 #11/11.	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 July 27 th at 11:00 a.m. and Wednesday August 24 th at 11:00 a.m.	N/A	Approved.
4.	FINES & FEES FORMS	COMMONWEALTH'S ATTORNEYS AND CIRCUIT COURT CLERKS	Staff presents for Board review the Fines and Fees materials, including a Collection Form, Election of Collection Method Form, and Policy Statement, to be sent to Commonwealth's Attorneys and Circuit Court Clerks for FY11 assessment and collection of court and delinquent fines and fees.	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>
5. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>FY11 Collections:</p> <p>FY11 collections for July – May totaled \$6,995,065.97, which is a 1.19% decrease compared to same period in FY10.</p> <p>FY11 Expenditures:</p> <p>FY11 year-to-date Clerk’s expenditures through 5/4/2011, totaled \$4,461,425.52 or 63.04% of budgeted Technology Trust Funds.</p> <p>FY11 Projected Collections:</p> <p>Based on current collections, FY11 TTF total collections would be approximately \$7.63 million, a decrease of 1.93% 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 \$7.57 million, a decrease of 2.75% over FY10 collections.</p>	N/A	Noted.

FOR YOUR INFORMATION
NONE.

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**CLOSED MEETING
COMPENSATION BOARD DOCKET #11/12
June 22, 2011**

1) MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (Walter Kucharski 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”.

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. (Walter Kucharski seconded the motion.)

Frank Drew, Chairman	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input checked="" 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. (Walter Kucharski seconded the motion.)

Frank Drew, Chairman	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input checked="" 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 #11/12
June 22, 2011**

EMPLOYEE RECOGNITION
NONE.

307-11-12: SHERIFFS & REGIONAL JAILS
NONE.

717-11-12: DIRECTORS OF FINANCE
NONE.

772-11-12: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FLOYD COUNTY	COMMONWEALTH'S ATTORNEY	<p>6-9-2011 FY12 Officer notes this office consists of one (1) Commonwealth's Attorney, one (1) full-time and one (1) part-time administrative position (paid with CB temporary funds).</p> <p>Officer requests emergency Temporary Funds at \$28,600 to fund a part-time assistant attorney.</p> <p>Officer states the county has seen a tremendous increase in crime directly related to the epidemic use of methamphetamines; increasing the case number by 135 cases. Also, between June 7 and 10 approximately one hundred (100) indictments and warrants to approximately fifty (50) defendants were issued and will be prosecuted through this office.</p> <p>The budgeted Temporary funds of \$13,236 are used for a permanent part-time administrative assistant position and not available for this request.</p> <p>This office will have no Vacancy Savings.</p> <p>Officer calculates the emergency Temporary funds: \$55.00 per hour, 20 hours per week for 26 weeks = \$28,600.</p> <p>Staff notes that current staffing standards identify a need in this office for 0.43 additional assistant attorney positions. The addition to workload of approximately 50 felon defendants increases attorney staffing need by an additional half position.</p>	\$28,600	The Compensation Board approved one-time funds in temporary salaries in the amount of \$11,346, based upon 20 hours per week for 26 weeks at the base salary provided for an assistant Commonwealth's Attorney position (\$45,385 / 2080 = 21.82/hr), based upon the unique circumstances stated by the officer. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2012 payroll reimbursement request will not be available for reimbursement in June 2012 or later.

771-11-12: COMMISSIONERS OF THE REVENUE NONE.

774-11-12: TREASURERS
NONE.

773-11-12: CIRCUIT COURT CLERKS

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board
Date: June 22, 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)
Walter Kucharski, ex-officio member (present)
Craig Burns, ex-officio member (present)

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