

# COMPENSATION BOARD DOCKET #15/12

## June 24, 2015

### EMPLOYEE RECOGNITION

NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SMYTH COUNTY	CIRCUIT COURT CLERK	<p>Email to customer service manager Charlene Rollins regarding Paige Christy, from Smyth County Circuit Court Clerk (Shelia Blevins Johnson).</p> <p>"I would like to take a moment to commend Paige for outstanding customer service! I was unable to attend the COIN training in the past, and wrote to ask Paige if this training would be held closer to SW Va. She came up with an outstanding solution!!! She took the time (and patience) to train me over the phone. I gained much insight on doing the COIN budget request that I could not have found out any other way.</p> <p>Paige is always very pleasant to talk with and so very helpful!</p> <p>We appreciate all the work you and Paige do on our behalf. I believe it helps to praise when it is so very due - we sometimes hear several complaints, but sometimes people seem to forget to say a BIG Thank You - and I would like to do that.</p> <p>I understand there will be a training on budget preparation in Roanoke sometime in December - I am very hopeful to attend.</p> <p>Again, Thank you for all that you both do and wishing you a very pleasant summer!!"</p>	N/A	The Compensation Board thanks the Clerk for her kind remarks.

## 307-15-12: 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>
ROCKBRIDGE REGIONAL JAIL	SUPERINTENDENT	<p><b>FY16</b> June 10, 2015 Officer requests to transfer \$1,434 from base Temporary funds to provide a salary increase for position 00037, from a current salary of \$19,566 to \$21,000, effective July 1, 2015.</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.</p>	-0-	The Compensation Board approved a transfer of \$1,434 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 temporary salaries budget in the current as well as subsequent fiscal years.

## 772-15-12: 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>
ROCKINGHAM COUNTY	COMMONWEALTH'S ATTORNEY	<p><b>FY16</b> June 16, 2015 Officer requests to transfer base Temporary Funds in the amount of \$3,273 to increase the salary of position 00001 by 10%, in accordance with salary policy, effective July 1, 2015.</p> <p>Pos. 00001, AAll, with a current salary of \$32,731, would be increased to a salary of 36,004.</p> <p>Staff notes this office has 1 unfunded position.</p> <p>Officer acknowledges that due to budget reductions she currently has 1 unfunded authorized position, and states her 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.</p>	-0-	The Compensation Board approved a transfer of \$3,273 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 temporary salaries budget in the current as well as subsequent fiscal years.

## 771-15-12: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BEDFORD COUNTY	COMMISSIONER	<p><b>FY16 05-29-2015</b> Officer requests to transfer base office expense funds of \$21,903 to restore the annual salary of position 00007, DI budgeted at \$0 to \$21,903. The new salary will be effective July 1, 2015.</p> <p>Officer acknowledges that due to budget reductions she currently has one unfunded authorized position; she understands that taking action to move base temporary funds to salaries of existing personnel may significantly reduce her options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p>	-0-	The Compensation Board approved a transfer of \$21,903 from base office expense 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 office expense budget in the current as well as subsequent fiscal years.

## 774-15-12: TREASURERS

### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NELSON COUNTY	TREASURER	<p><b>FY16 6-4-2015</b> Officer request to transfer base temporary funds of \$5,143 to partially restore the annual salary of position 00002, DII budgeted at \$16,425 to \$21,568. The new salary will be effective July 1, 2015.</p> <p>Officer acknowledges that due to budget reductions she currently has one unfunded authorized position; she understands that taking action to move base temporary funds to salaries of existing personnel may significantly reduce her options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p>	-0-	The Compensation Board approved a transfer of \$5,143 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 temporary salaries budget in the current as well as subsequent fiscal years.

## 773-15-12: CIRCUIT COURT CLERKS NONE.

# OTHER MATTERS

## NEW BUSINESS:

### CONSENT DOCKET

	<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 #15/10 and Docket #15/11.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, July 22, 2015 at <b>12:00 pm.</b> and Wednesday, August 19 at 11:00 a.m.	N/A	The Compensation Board changed the time of the July 22, 2015 meeting to <b>11:00 am.</b>
3.	ACKNOWLEDGEMENT 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.
4.	FY16 COPYING COST POLICY	COMPENSATION BOARD	Staff presents FY16 Copying Cost Policy	N/A	Approved.
5.	FINES & FEES FORMS	COMPENSATION BOARD	Staff presents draft Fines and Fees materials including policy statements for Commonwealth's Attorneys and Circuit Court Clerks, Election of Collections Method Form for Commonwealth's Attorneys, and proposed updates to contracting guidelines, pending review of the Office of the Executive Secretary of the Supreme Court. Final updates to contracting guidelines will be provided for confirmation at the July Compensation Board meeting, along with draft data collections forms and communications for FY15 delinquent assessment and collections data. Election forms and Policy Statements for FY16 are due July 24; the data collection form will be sent July 27 and will be due August 21 for preparation of the FY15 Fines and Fees report.	N/A	Noted.

# OTHER MATTERS

## NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
6. TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY15 year-to-date collections for July – May totaled \$5,909,405.77, a decrease of 9.54% compared to the same period in FY14.</p> <p>Expenditures: FY15 year-to-date Clerk's expenditures through May, totaled \$3,944,415.83 or 71.46% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections and with one month remaining, FY15 TTF total collections would be approximately \$6.44 million, a decrease of 9.23% compared to FY14 collections.</p>	N/A	Noted.

## FOR YOUR INFORMATION NONE.

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Public Body: Compensation Board  
 Date: June 24, 2015  
 Time: 10:00 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)

**CLOSED MEETING  
 COMPENSATION BOARD DOCKET #15/12  
 June 24, 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.**