

# COMPENSATION BOARD DOCKET #15/01

## July 23, 2014

### EMPLOYEE RECOGNITION

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF WAYNESBORO	COMMONWEALTH'S ATTORNEY	<p>6-27-14 The Compensation Board receiving the following regarding Paige Christy, Technician for the Commonwealth's Attorneys:</p> <p><i>Ms. Rollins,</i></p> <p><i>I am writing to express my appreciation for the assistance supplied by Paige Christy in recent months with respect to Comp Board administrative work involving the City of Waynesboro's Commonwealth's Attorney's Office. You are likely aware that our former CA, Chuck Ajemian, passed away in April following a serious illness. During Chuck's absence and following his passing, I handled the office's Comp Board work. The instruction offered, and patient support demonstrated by Paige, are very much appreciated. Paige's professionalism, courteous manner, and availability were invaluable during the period. Paige is a credit to the Comp Board and I am grateful to have benefited from her assistance.</i></p> <p><i>Sincerely,</i> <i>Michael G. Hamp II</i> <i>City Manager, City of Waynesboro, Virginia</i></p>	N/A	The Compensation Board thanks the City Manager for his kind remarks.

## 307-15-01: SHERIFFS & REGIONAL JAILS

### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RICHMOND CITY	SHERIFF	<p>At its February 26, 2014 meeting, the Compensation Board approved funding for the new positions allocated to the Richmond City Jail effective March 7, 2014 based upon a planned opening date for intake of inmates of April 21, 2014. However, the new facility did not open as anticipated and consequently salaries were not established for the new positions in FY14.</p> <p>06-06-14 Sheriff requests funding for the 15 new jail positions allocated to staff the replacement facility of the Richmond City Jail. Sheriff states that the facility will begin housing inmates on July 18, 2014 and requests position funding effective July 18, 2014.</p> <p>Staff notes that full funding for FY15 is budgeted for the new facility based upon an original anticipated opening in FY14. A minimal future delay in opening would not necessitate a revision to allocated funding, as the provisions of paragraph D, Item 66, Chapter 2 (2014 Acts of Assembly) allow for early funding up to 45 days for training purposes in the event of a delay in opening beyond the funded date.</p>	\$387,541	The Compensation Board approved funding for the new positions allocated to the Richmond City Jail effective July 18, 2014, based upon a planned opening date of the same for intake of inmates.

# 307-15-01: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Rockbridge Regional Jail	Superintendent	<p>07-01-14- Chairman of the Regional Jail Commission requests a base transfer from Temporary funds in the amount of \$7,498 to increase Superintendent John Higgins' salary, in position number 00006 from \$74,976 to \$82,474. The requested increase is within policy.</p> <p>Superintendent Higgins has been employed with Rockbridge County since 1982. He moved up through the ranks and has been the Superintendent of Rockbridge Regional Jail since October 3, 2000. Through John's tenure, he has had many responsibilities and assignments given to him by this jail board and always carries them out to the very highest standards.</p> <p>Thank you for your consideration and approval in this matter.</p>	\$0	The Compensation Board approved a transfer of \$7,498 from base Temporary Funds to effect the salary action requested by the jail board 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.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>To Category</b>	<b>Amount Available</b>	<b>Amount Requested</b>	<b>Pro-Rate Amount</b>
445	307	Rockbridge Regional Jail	07/01/14	Temporary Funds	Position 0006	\$25,667.00	\$7,498.00	\$7,498.00
		<b>Totals</b>					<b>\$7,498.00</b>	<b>\$7,498.00</b>

# 307-15-01: 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	6-07-14 The following localities are requesting to transfer the salaries of positions that will remain vacant for the entire fiscal year 2015 to office expenses to pay medical or food service contracts. There are also offices requesting that vacant position salaries be transferred to temporary funds.	N/A	Approved per the Compensation Board's FY15 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office	Locality Name	Request Date	From Category Position	Class Code	To Category	Amount Available - July
161	307	Roanoke County	06/04/14	00100	CKB	Office Expense	\$26,122.00
161	307	Roanoke County	06/04/14	00066	CKA	Office Expense	\$23,897.00
161	307	Roanoke County	06/04/14	00111	CKA	Office Expense	\$22,858.00
<b>161</b>	<b>Total</b>						<b>\$72,877.00</b>
450	307	Rappahannock Sec Ctr	06/16/14	00048	R CKA	Office Expense	\$24,435.00
450	307	Rappahannock Sec Ctr	06/16/14	00049	R CKA	Office Expense	\$22,356.00
450	307	Rappahannock Sec Ctr	06/16/14	00061	R CKB	Office Expense	\$27,926.00
450	307	Rappahannock Sec Ctr	06/16/14	00009	R CKB	Office Expense	\$24,986.00
450	307	Rappahannock Sec Ctr	06/16/14	00157	R CKB	Office Expense	\$24,435.00
<b>450</b>	<b>Total</b>						<b>\$124,138.00</b>
455	307	Western Tidewater Regional Jail	06/19/14	00111	R CKB	Office Expense	\$27,314.00
455	307	Western Tidewater Regional Jail	06/19/14	00112	R CKB	Office Expense	\$27,314.00
455	307	Western Tidewater Regional Jail	06/19/14	00113	R CKB	Office Expense	\$27,314.00
455	307	Western Tidewater Regional Jail	06/19/14	00114	R CKB	Office Expense	\$27,314.00
<b>455</b>	<b>Total</b>						<b>\$109,256.00</b>
465	307	Riverside Regional Jail	06/18/14	00200	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00201	R PMED	Office Expense	\$19,051.00

FIPS	Office	Locality Name	Request Date	From Category Position	Class Code	To Category	Amount Available - July
465	307	Riverside Regional Jail	06/18/14	00202	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00203	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00204	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00205	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00206	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00207	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00208	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00209	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00210	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00211	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00212	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00213	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00214	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00300	R PTRT	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00301	R PTRT	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00302	R PTRT	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00417	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00419	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00420	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00421	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00426	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00427	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00428	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00429	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00430	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00431	R PMED	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00432	R PTRT	Office Expense	\$19,051.00
465	307	Riverside Regional Jail	06/18/14	00194	R CKA	Office Expense	\$22,356.00
465	307	Riverside Regional Jail	06/18/14	00195	R CKB	Office Expense	\$24,435.00
465	307	Riverside Regional Jail	06/18/14	00196	R CKB	Office Expense	\$24,435.00
465	307	Riverside Regional Jail	06/18/14	00197	R CKB	Office Expense	\$24,435.00
<b>465</b>	<b>Total</b>						<b>\$648,140.00</b>
475	307	Hampton Roads Regional Jail	06/23/14	00220	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00221	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00222	R PMED	Office Expense	\$19,051.00

FIPS	Office	Locality Name	Request Date	From Category Position	Class Code	To Category	Amount Available - July
475	307	Hampton Roads Regional Jail	06/23/14	00225	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00226	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00227	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00228	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00229	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00232	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00242	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00243	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00245	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00260	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00261	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00262	R PMED	Office Expense	\$19,051.00
475	307	Hampton Roads Regional Jail	06/23/14	00263	R PMED	Office Expense	\$19,051.00
<b>475</b>	<b>Total</b>						<b>\$304,816.00</b>
480	307	New River Regional Jail	06/20/14	00067	C7	Temporary Funds	\$29,081.00
480	307	New River Regional Jail	06/20/14	00073	C7	Temporary Funds	\$29,081.00
480	307	New River Regional Jail	06/20/14	00080	C7	Temporary Funds	\$29,081.00
480	307	New River Regional Jail	06/20/14	00126	C7	Temporary Funds	\$29,081.00
480	307	New River Regional Jail	06/20/14	00145	C7	Temporary Funds	\$29,081.00
<b>480</b>	<b>Total</b>						<b>\$145,405.00</b>
485	307	Blue Ridge Regional Jail	06/21/13	00223	R C12	Temporary Funds	\$45,545.00
<b>485</b>	<b>Total</b>						<b>\$45,545.00</b>
491	307	Southside Regional Jail	06/23/14	00022	R CKB	Office Expense	\$24,246.00
491	307	Southside Regional Jail	06/23/14	00026	R CKA	Office Expense	\$22,356.00
<b>491</b>	<b>Total</b>						<b>\$46,602.00</b>
495	307	Meherrin River Regional Jail	06/24/14	00100	R PTRT	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00101	R PTRT	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00102	R PTRT	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00103	R PTRT	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00104	R PTRT	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00105	R PTRT	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00106	R PTRT	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00108	R PMED	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00109	R PMED	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00110	R PMED	Office Expense	\$19,051.00

FIPS	Office	Locality Name	Request Date	From Category Position	Class Code	To Category	Amount Available - July
495	307	Meherrin River Regional Jail	06/24/14	00111	R PMED	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00132	R PMED	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00112	R PCLS	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00113	R PCLS	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00184	R CKB	Office Expense	\$24,435.00
495	307	Meherrin River Regional Jail	06/24/14	00185	R PTRT	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00186	R PTRT	Office Expense	\$21,004.00
495	307	Meherrin River Regional Jail	06/24/14	00187	R PTRT	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00189	R PCLS	Office Expense	\$19,051.00
495	307	Meherrin River Regional Jail	06/24/14	00119	R CKB	Office Expense	\$24,435.00
495	307	Meherrin River Regional Jail	06/24/14	00120	R CKB	Office Expense	\$24,435.00
495	307	Meherrin River Regional Jail	06/24/14	00134	R CKB	Office Expense	\$24,435.00
495	307	Meherrin River Regional Jail	06/24/14	00148	R CKA	Office Expense	\$20,452.00
495	307	Meherrin River Regional Jail	06/24/14	00183	R CKA	Office Expense	\$21,793.00
495	<b>Total</b>						<b>\$484,856.00</b>
595	307	Emporia City Jail	06/26/13	00003	SECI	Temporary Funds	\$22,356.00
595	<b>Total</b>						<b>\$22,356.00</b>
<b>Grand Total</b>							<b>\$2,003,991.00</b>

# 772-15-01: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DANVILLE CITY	COMMONWEALTH'S ATTORNEY	<p>7-9-2014 Officer requests to transfer base Temporary Funds in the amount of \$9,439 to increase the salary of position 00001 for a New Hire who qualifies for more than the increased salary. This is to be effective August 1, 2014.</p> <p>Pos. 00001, ATTI Current salary of \$57,537, would be increased to a salary of \$66,977.</p> <p>Staff notes this office has 1 unfunded position.</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 \$9,439 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.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>Class Code</b>	<b>To Category</b>	<b>Current Salary</b>	<b>Amount Requested</b>	<b>Pro Rated</b>
590	772	Danville City	7/9//2014	Temporary	ATTI	pos. 00001	\$57,537	\$9,439	\$8,652.42
		<b>Totals</b>						<b>\$9,439</b>	<b>\$8,652.42</b>

# 772-15-01: 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 the annual vacant salaries of the following positions to Temporary Funds.  Each Officer states, they do not intend to fill the vacant positions in FY15.	\$0	Approved per the Compensation Board's FY15 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Permanent Position</b>	<b>Class Code</b>	<b>To Category</b>	<b>Current Salary</b>	<b>Amount Requested</b>	<b>Pro Rated Amount Approved</b>
065	772	Fluvanna County	6/19/2014	pos. 00004	PA	Temporary	\$24,435	\$24,435	\$24,435
		<b>Fluvanna County Total</b>					<b>\$24,435</b>	<b>\$24,435</b>	<b>\$24,435</b>
670	772	Hopewell City	6/20/2014	pos. 00007	PA	Temporary	\$24,435	\$24,435	\$24,435
		<b>Hopewell City Total</b>					<b>\$24,435</b>	<b>\$24,435</b>	<b>\$24,435</b>
680	772	Lynchburg City	6/17/2014	pos. 00013	JATTI	Temporary	\$53,059	\$53,059	\$53,059
680	772	Lynchburg City	6/17/2014	pos. 00017	SEC	Temporary	\$24,435	\$24,435	\$24,435
680	772	Lynchburg City	6/17/2014	pos. 00022	SEC	Temporary	\$24,435	\$24,435	\$24,435
		<b>Lynchburg City Total</b>					<b>\$101,929</b>	<b>\$101,929</b>	<b>\$101,929</b>
740	772	Portsmouth City		pos. 00019	PA	Temporary	\$9,618	\$9,618	\$9,618
		<b>Portsmouth City Total</b>					<b>\$9,618</b>	<b>\$9,618</b>	<b>\$9,618</b>
840	772	Winchester City	6/17/2014	pos. 00009	ATTI		\$52,909	\$52,909	\$52,909
		<b>Winchester City Total</b>					<b>\$52,909</b>	<b>\$52,909</b>	<b>\$52,909</b>
		<b>Grand Total</b>					<b>\$213,326</b>	<b>\$213,326</b>	<b>\$213,326</b>

## 771-15-01: 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 FREDERICKSBURG	COMMISSIONER OF THE REVENUE	7-15-2014 Officer requests an additional allowance for reimbursement in accordance with §15.2-1606 to the City of Fredericksburg for legal fees and expenses incurred in the defense of a civil action arising out of the performance of her official duties, in the amount of \$31,178.69	Total Amount: \$31,178.69  Reimbursable Amount: \$15,589.34	The Compensation Board approved reimbursement of 50% of costs at \$15,589.34 in accordance with the court order and §15.2-1606, Commonwealth of Virginia, and reimbursable amounts as specified in §15.2-1636.14.

## 774-15-01: TREASURERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CLARKE COUNTY	TREASURER	7-2-2014 Position 4, DI, budgeted at \$1,856 will remain vacant for the entire Fiscal Year 2015. Officer requests a one-time transfer of \$1,856 of annual Vacancy Savings to Office Expense.	\$0	Approved per the Compensation Board's FY15 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

# 773-15-01: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	CIRCUIT COURT CLERK	<p>7-11-14 Officer requests reconsideration of the Reallocation Policy and requests an extension of the July 11<sup>th</sup> deadline for submitting the request to the Compensation Board.</p> <p>Officer notes the Reallocation Policy letter dated June 27 wasn't received in her office until July 7<sup>th</sup>, due to the July 4<sup>th</sup> holiday.</p> <p>The purpose of the requested deadline extension is to have time to thoroughly research the statistics for accuracy and put together the necessary information for the Compensation Board's review.</p>	\$0	<p>The Compensation Board approved the request for an extension of time for the officer to submit a request for reconsideration of the position reallocation policy.</p> <p>For consideration at the August 14<sup>th</sup> meeting, the Board requests submission of the request by Thursday, August 7<sup>th</sup>.</p>
VARIOUS	CIRCUIT COURT CLERK	<p>Officers request to transfer the annual vacant salaries of the following positions to Temporary Funds.</p> <p>Each Officer states, they do not intend to fill the vacant positions in FY15.</p>	\$0	<p>Approved per the Compensation Board's FY15 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.</p>

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro Rated Amount Approved
101	773	King William County	6/18/2014	pos. 00004	GOC	Temporary	\$21,173	\$21,173	\$21,173
		<b>King William County Total</b>					<b>\$21,173</b>	<b>\$21,173</b>	<b>\$21,173</b>
105	773	Lee County	7/1/2014	pos. 00003	SCT	Temporary	\$570	\$570	\$570
		<b>Lee County Total</b>					<b>\$570</b>	<b>\$570</b>	<b>\$570</b>
183	773	Sussex County	6/17/2014	pos. 00003	GOC	Temporary	\$16,828	\$16,828	\$16,828
		<b>Sussex County Total</b>					<b>\$16,828</b>	<b>\$16,828</b>	<b>\$16,828</b>
		<b>Grand Total</b>					<b>\$38,571</b>	<b>\$38,571</b>	<b>\$38,571</b>

## 773-15-01: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD COUNTY	CIRCUIT COURT CLERK	<p>6-24-2014 Acting Officer requests additional Temporary Funding in the amount of \$18,626.64. This is equivalent to position #00004 CDCI in the amount of \$54,517 from July 1, 2014 to November 4, 2014. The Special Election will be held on November 4, 2014.</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 #00004 CDCI is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.

# 773-15-01: CIRCUIT COURT CLERKS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAREER DEVELOPMENT COMMITTEE	VIRGINIA CIRCUIT COURT CLERKS' ASSOCIATION	<p>7-15-2014 The Career Development Committee, on behalf of the Virginia Court Clerks' Association, requests amendments to the Compensation Board Minimum criteria for the Clerks of the Circuit Court Career Development Program and for the Deputy Clerks of the Circuit Court Career Development Program.</p> <p>For the Circuit Court Clerks' program, the requested amendments will:</p> <ul style="list-style-type: none"> <li>• Require the Clerk to achieve and maintain the "Certified Court Manager" designation from the National Center of State Courts;</li> <li>• Require the Clerk to complete 8 contact hours of instruction in employment law;</li> <li>• Require the Clerk to annually complete a minimum of 15 contact of hours of instruction for recertification;</li> <li>• Require the Clerk to annually certify that office employees have completed between 4 and 40 contact hours of instruction, based upon office size;</li> <li>• Change annual financial audit report requirements to allow a local CPA to audit the Clerk's office, and to require that no findings of material weakness under direction of the Clerk during the Clerk's term of office or internal control shortcomings in the prior year's report during the Clerk's term of office are repeated in the current audit report (confirmation only – approved by Compensation Board October 4, 2013);</li> <li>• Require the Clerk to adopt Performance Standards based upon adoption of the performance, procedural and best practice suggestions published in the five major practice manuals jointly prepared and published by the Virginia Court Clerks' Association and the Office of the Executive Secretary of the Supreme Court of Virginia; if the Clerk adopts alternate procedures, they shall be written and shall meet internal control requirements acceptable to the State Auditor.</li> </ul>	\$0	<p>The Compensation Board approved the requested amendments to the Circuit Court Clerks' Career Development Program and the Deputy Circuit Court Clerks' Career Development Program, in keeping with program authorizing language and consistency with other constitutional officer and deputy career development programs.</p> <p>The Compensation Board asks staff to update all program materials to reflect all approved changes.</p> <p>The Compensation Board thanks the Career Development Committee for its hard work, time commitment and productive communication with staff to re-establish mutually agreeable programs that will support the further enhancement of professionalism in clerks' offices across the Commonwealth.</p>

## 773-15-01: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAREER DEVELOPMENT COMMITTEE (cont.)	VIRGINIA CIRCUIT COURT CLERKS' ASSOCIATION (cont.)	<p>(continued item from previous page)</p> <p>For the Deputy Circuit Court Clerks' program, the requested amendments will:</p> <ul style="list-style-type: none"><li>• Require the Deputy Clerk to achieve <b>sixty (60)</b> hours of accredited contact hours of instruction in specific duties and responsibilities of a Virginia Deputy Circuit Court Clerk.</li><li>• Require the Deputy Court Clerk to earn a minimum of <b>ten (10)</b> accredited contact hours of instruction in the 12 months preceding annual recertification.</li></ul> <p>Staff notes that authority remains to provide for Career Development Programs for Clerks and Deputy Clerks, however the programs are not currently funded. Funding was proposed during the 2014 session of the General Assembly but was removed in final budget approval along with new proposed funding for other constitutional officer career development programs.</p>		

# 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 #14/12.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Thursday, August 14, 2014 at 11:00 a.m. and Wednesday, September 24, 2014 at 11:00 a.m.	N/A	Confirmed.
3.	CONSTITUTIONAL OFFICER ASSOCIATION PRESIDENTS	COMPENSATION BOARD	Congratulations and thank you letters to incoming and outgoing presidents of the Virginia Circuit Court Clerks' Association, Virginia Association of Commonwealth's Attorneys, Commissioners of the Revenue Association of Virginia, Treasurers' Association of Virginia, Virginia Sheriff's Association, and the Virginia Association of Regional Jails.	N/A	Approved.
4.	VIRGINIA CENTER FOR POLICING INNOVATION	COMPENSATION BOARD	In accordance with Chapter 2, Item 66, paragraph M., VCPI requests funding of \$1,004,500 to continue to implement and provide support for the SAVIN victim notification system in all local and regional jail facilities, and to continue to implement and support the interface between SAVIN and the Sex Offender Registry.	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	COMPENSATION BOARD	<p>FY14 Collections: Preliminary FY14 collections totaled \$7,100,873.09, which is an 18.23% decrease compared to FY13.</p> <p>FY14 Expenditures: FY14 Expenditures of Clerks' budgeted Technology Trust Funds totaled \$4,202,868.37, or 55.25% of budgeted TTF.</p> <p>FY15 TTF Budgeting: The 2010 General Assembly approved an \$8 million Line of Credit for budgeting each year's incoming cash collections for expenditure in the year collected. Staff recommends a maximum line of credit allocation of \$6.51 million based upon FY14 preliminary collections of \$7.1 million annualized, and 11 months of new collections to be available for expenditure (July 2014 – May, 2015). Combined with prior year cash balances through June, 2014 and the proposed line of credit allocation, total amounts available for budgeting in FY15 are \$10.1 million, less \$2.98 for GF budget needs and \$80,000 for administrative expenses, providing a total of \$5.59 million in \$4 TTF and \$1.57 million in \$1 TTF for budgeting to Clerks' offices. Although the Line of Credit is proposed for use in budgeting, expenditure reimbursements will be limited to not exceed at any time the greater of 50% of budgeted amount or actual cash on hand through FY15 collections.</p> <p>Actual budgeting of these amounts based upon requests by Clerks will be presented for consideration by the Board at its September 24, 2014 meeting.</p>	N/A	Approved.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #15/01**  
**July 23, 2014**

**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.**

# HANDCARRY COMPENSATION BOARD DOCKET #15/01 July 23, 2014

## 307-15-01: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RAPPAHANNOCK- SHENANDOAH-WARREN (RSW) REGIONAL JAIL	ACTING SUPERINTENDENT	07-23-14 Acting Superintendent requests funding for the 94 new jail positions allocated to staff the new Regional Jail. Officer states that the facility began housing inmates on June 23, 2014 and requests position funding effective July 1, 2014.  Staff notes that full funding for FY15 is budgeted for the new facility based upon an original anticipated opening date of July 1, 2014 in FY15.	\$2,891,237	The Compensation Board approved funding for the new positions allocated to the RSW Regional Jail effective July 1, 2014, based upon FY15 funding of the same date.

## 307-15-01: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
JAMES CITY COUNTY	SHERIFF	<p><b>FY15 7-8-14</b> Officer request reconsideration of the position reallocation policy and the potential reduction of 2 permanent court services deputy positions.</p> <p>Officer states that they provide security for 70,000 plus square foot, four-level courthouse including six courtrooms and the public entrance/lobby. They also staff a control room/holding cell area in the basement and move inmates via hallways and secure elevators to holding cells adjacent to courtrooms. They also provide transportation of prisoners and people under temporary detention orders (TDO's). For safety and security considerations of staff and the public, we do all transports with two deputies. In addition the deputies complete CCRE forms and fingerprints, and perform searches and property inventories for people that remanded in custody. They also are serve process in the courtrooms, court clerk's office and other areas of the building. He also stated that they do fingerprinting for citizens at the local school system.</p> <p>His civil process deputies serve two jurisdictions, Williamsburg and James City County, covering a combined are of approximately 185 square miles with a total population of approximately 83,130. Under the process service formula for counties &lt;70,000, we should currently be authorized 8 deputies and handle service and court papers. For the past CY, our papers served, workload indicators total 26,832. This number has varied little over recent years.</p> <p>The Sheriff states that reducing their workforce by two positions would seriously impact the safe and efficient operation of the courthouse, and the proper and timely service of court papers in the two jurisdictions. He also feels that they could not meet their obligations for the citizens and the courts.</p> <p>Staff notes that the County population increased this year above a staffing standards threshold of 70,000, changing the standard for process service from 2 papers per hour to 3 papers per hour, resulting in a change to the additional positions due for this office from -0.35 to -2.93 positions.</p>	\$0	The Compensation Board approved an exception for one of the two positions subject to reallocation, based upon the unique conditions stated by the Sheriff. The Sheriff's office will be subject to having one position held vacant during FY15 instead of two positions. The Board also noted that any vacancy savings from any position held vacant during the year may be transferred to another budget category for expenditure during the remainder of the year.

# 772-15-01: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALEXANDRIA CITY	COMMONWEALTH'S ATTORNEY	<p>7-8-2014 Officer requests reconsideration of the Position Reallocation Policy in his office for FY15.</p> <p>Officer states in January 2013, when he became the Acting Officer upon the retirement of the long-serving previous Officer, this office had 11 Compensation Board funded assistant attorney positions. In July, 2013 Officer received a FY14 Reallocation letter notifying him his office was subject to losing 1 position. In FY15, the office remained in excess status and 1 vacant position was reallocated. However, workload indicators show the office still being subject to lose an additional 1 position in FY15.</p> <p>The officer states this reallocation will disproportionately affect his office due to ongoing significant workload demands based upon factors such as:</p> <ul style="list-style-type: none"> <li>• A complex and workload intensive serial killer investigation covering a 10 year period;</li> <li>• Handling investigations and indictments in several cold-homicide cases re-initiated for review;</li> <li>• Gang related and domestic related homicide investigations;</li> <li>• Trial involving severe permanent injury in the shooting of a police officer;</li> <li>• Case involving elder abuse resulting in death;</li> </ul> <p>Other factors for consideration in impacting workload:</p> <ul style="list-style-type: none"> <li>• This office has had a recent "retirement bubble". In addition to the previous Officer's retirement, in the past 2 years, this office has lost a Chief Deputy and two senior assistants. These prosecutors possessed, in aggregate, over 80 years of prosecutorial experience.</li> <li>• This office has employed cutting-edge prosecution tactics, to include a first-in-the-Commonwealth RICO prosecution of a human trafficker and an emphasis on utilizing the new domestic strangulation statute to prosecute domestic offenders;</li> <li>• This office has indicted approximately 10% more felony cases in the first 6 months of 2014 as compared to the same time period in 2013;</li> <li>• The City of Alexandria has allowed redevelopment of several areas, resulting in an increase in population. Since 2010, the City's population has grown 80%.</li> </ul> <p>Officer is sure that any decision to reallocate positions necessarily involves negative impacts to those office affected by the decision. Given the unusual facts outlined above, this office will suffer disproportionately if another position is taken from it.</p>	\$0	The Compensation Board deferred action on this item pending the results of a discussion regarding potential upcoming staffing standards revisions and position reallocations under current standards, anticipated at the Board meeting of the Virginia Association of Commonwealth's Attorneys in early August.

## 772-15-01: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	COMMONWEALTH'S ATTORNEY	<p>7-8-2014 Officer requests reconsideration of the FY14 and FY15 Reallocation Policy.</p> <p>Officer states he cannot effectively run his office given the cuts the Compensation Board has made to his office. In Portsmouth there are three (3) General District Courts this office must cover on a daily basis, three (3) Juvenile Courts and four (4) Circuit Courts. The fact this office has lost four (4) attorneys, Officer cannot sustain the high level of preparation and expertise this office is known for.</p>	\$0	The Compensation Board deferred action on this item pending the results of a discussion regarding potential upcoming staffing standards revisions and position reallocations under current standards, anticipated at the Board meeting of the Virginia Association of Commonwealth's Attorneys in early August.

## 772-15-01: 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>7-10-2014 Following the FY14 Compensation Board notification, a statewide review of Staffing Standards and workload calculation and evaluation tools was initiated to address issues raised across the Commonwealth. This review remains pending, with the participation of Compensation Board staff and a committee of the Virginia Association of Commonwealth's Attorneys (VACA).</p> <p>Officer respectfully requests a deferment for FY15 for this Office be in place until the review is complete, thorough analysis of the research is conducted, and a decision is reached regarding any proposed changes to the current staffing methodology.</p> <p>It remains the position of this office that the current Staffing Standards do not fully and fairly reflect this office's diligent work. Specifically, the data used to calculate the current Staffing Standards fails to fully inform the Compensation Board of the actual day to day work of Norfolk prosecutors in all 3 courts. Officer's position is maintained in the detailed information provided in correspondence to the Compensation Board in FY14 and for this month's meeting.</p> <p>The ongoing need for comprehensive data for all 3 courts as well as a meaningful, qualitative component of the nature of prosecutors' dockets in different jurisdictions has been underscored by criminal activity in Norfolk so far this year (2014). Tragically, the City has witnessed 21 homicides to date – an increase over 2013. The victims are as varied as a Norfolk Police Officer in the line of duty and 3 children under 2 years old. In a 24 hour period over the July 4, 2014 weekend, 15 individuals were shot in 5 different locations across the City; an 81-year-old woman is among the victims.</p> <p>Officer states he appreciates a loss to his office equals a gain for another jurisdiction. While he hopes a statewide review produces positive developments for his office, it also allows for recognition for his colleagues' challenges. Officer believes Staffing Standards that value prosecutors' collective work while respecting significant differences in the work from locality to locality will achieve better equity in resource allocation statewide.</p>	\$0	The Compensation Board deferred action on this item pending the results of a discussion regarding potential upcoming staffing standards revisions and position reallocations under current standards, anticipated at the Board meeting of the Virginia Association of Commonwealth's Attorneys in early August.

771-15-01: COMMISSIONERS OF THE REVENUE  
NONE.

774-15-01: TREASURERS  
NONE.

773-15-01: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD COUNTY	CIRCUIT COURT CLERK	<p>6-24-2014 Acting Officer requests additional Temporary Funding for 3 additional part-time positions in the amount of \$63,180 for FY15 in order to address customer service and workload needs.</p> <p>Officer calculates the salaries: \$43,680 = 2 employees \$15.00/hour x 28 hours per week x 52 weeks \$19,500 = 1 employee \$15.00/hour x 25 hours per week x 52 weeks</p> <p>Officer notes the Compensation Board approved emergency funding for 3 Temporary part-time positions in FY14 after the loss of 7 full-time locally funded positions. Continued funding for 3 part-time positions is requested in FY15.</p> <p>Officer states if, after the Special Election on November 4, 2014, the County of Chesterfield decides to reinstate the 7 locality funded positions, she will let the Compensation Board know immediately so any remaining approved funding could be adjusted as deemed appropriate.</p> <p>Staff notes: The Chesterfield Clerk's office FY15 Staffing Standards is Ranked 66, due 4 FTE and is in 13.21% of Need.</p>	\$63,180	<p>The Compensation Board approved a one-time allocation of \$31,590 in temporary salaries funding to support the continued funding of the part-time positions through December 31, 2014, enabling the office to continue to address workload backlogs pending the November election and potential action by the County.</p> <p>With its approval, the Board requests that the Acting Clerk provide an update to staff regarding the status of the workload backlog and the use of Board allocated funds to address the backlog.</p>

## OTHER MATTERS

### NEW BUSINESS:

### REGULAR DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. FINES & FEES FORMS	COMPENSATION BOARD	Staff presents for Board review and confirmation Fines and Fees materials including a new draft Collections Form, an Election of Collections Method Form, and Policy Statement for Commonwealth's Attorneys and Circuit Court Clerks for FY14/FY15 assessment and collection of court delinquent fines and fees. Staff also presents new guidelines prepared by the Supreme Court in conjunction with Compensation Board staff, office of the Attorney General, and the Department of Taxation. Election forms and Policy Statements for FY15 are due July 25; the new collection form will be sent July 28 and will be due August 28 for preparation of the annual Fines and Fees report.	N/A	Approved.

## FOR YOUR INFORMATION NONE.

h:\kbullock\AdminAsstBackup\Docket\FY15Docket\July14Minutes

Public Body: Compensation Board

Date: July 23, 2014

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)