

COMPENSATION BOARD DOCKET #12/02

August 24, 2011

EMPLOYEE RECOGNITION
NONE.

307-12-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
EMPORIA CITY	SHERIFF	8-2-11 Officer requests to transfer the salary of Pos. 00003, SECI budgeted at \$21,705 that will remain vacant for the entire fiscal year 2012 to temporary funds.	\$0	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
ACCOMACK COUNTY	SHERIFF	<p>8-4-11 Officer requests additional funding at \$14,189.49 which is equivalent to Pos. 00013, L12 budgeted at \$52,028 from August 1, 2011-November 8, 2011. The election will be held on November 8, 2011.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that Pos. 00013 is not vacant during which I am the Acting Sheriff, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.
CUMBERLAND COUNTY	SHERIFF	<p>8-9-11 Sheriff requests funding for Pos. 00004 which is unfunded this year due to the FY2012 budget reduction.</p> <p>Officer states that he is currently short staffed and the Administrative Assistant has to assist in the Communications Center due to calls from 911 as well as dispatches for the Sherriff's office, fire departments, rescue squads, as well as the 24 hour point of contact for other citizen services.</p> <p>Staff notes that position 00004 was unfunded with budget reduction of \$9,153, and a transfer of \$16,474 remaining funds to temporary salaries budget.</p>	\$23,723	In a separate action, the Compensation Board confirmed the allocation of re-appropriated FY11 year-end balances to offset FY12 budget reduction amounts. This action will provide restored funds to the temporary salaries budget to supplement existing funds and fully fund the cost of the unfunded communications position.

307-12-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORTHERN NECK RJ	SUPERINTENDENT	8-9-11 Superintendent requests to transfer \$14,000 of Turnover Funds to Pos. 00001, SUP12 budgeted at \$54,507. Superintendent states he would like to use the available turnover to bring his Compensation Board salary more in line with the salary of \$98,500 paid by the locality.	\$0	The Compensation Board did not approve this request. Current policy restricts the use of turnover funds to provide in-band salary adjustments.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
440	307	Northern Neck RJ	08/09/11	Turnover Funds	Pos. 00001	\$14,215.08	\$14,000
Totals							\$14,000

717-12-02: DIRECTORS OF FINANCE
NONE.

772-12-02: COMMONWEALTH'S ATTORNEYS
NONE.

771-12-02: COMMISSIONERS OF THE REVENUE
NONE.

774-12-02: TREASURERS
NONE.

773-12-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SCOTT COUNTY	CIRCUIT COURT CLERK	8-3-2011 Officer requests to transfer Temporary Funds at \$2,386 to position 00004 to fund a reclassification and salary increase from DCIII at 32,182 to be DCIV at 34,568, effective August 1, 2011.	\$0	The Compensation Board approved a transfer of \$2,386 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, Mark Taylor, acknowledge that due to budget reductions I currently have one (1) 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.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Current Class Code	Amount Available	Amount Requested	Pro-Rate Approved
169	773	Scott County	08/03/11	Temporary	pos. 00004	DCIII	2,386.00	2,386.00	2,187.17
		Totals						2,386.00	2,187.17

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 #12/01.	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 September 28, 2011 and Wednesday, October 26, 2011.	N/A	Noted.
4.	FY11 TECHNOLOGY TRUST FUND COLLECTIONS & FY12 BUDGETING	COMPENSATION BOARD	<p>Collections: FINAL FY11 collections totaled \$7,597,516.81, which is a 2.36% decrease compared to FY10. FY12 collections for the month of July totaled \$541,099.66, a decrease of 1.85% over July 2010 collections.</p> <p>Expenditures: The FY12 TTF budget request process continues through August 31, 2011. Requests for funding will be considered on the September docket.</p>	N/A	Noted.
5.	FY12 BUDGET DEVELOPMENT PROCESS	COMPENSATION BOARD	Staff provides overview of budget development process and potential budget amendment items for September 15, 2011 submission to DPB.	N/A	Approved.
6.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents training status report	N/A	Noted.

OTHER MATTERS

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7.	FY12 BUDGET ALLOCATION FOR SHERIFFS AND REGIONAL JAILS	COMPENSATION BOARD	<p>Staff presents for Board approval amendments to budgets for Sheriffs and Regional Jails for FY12, effective August 24, 2011, to include a one-time allocation of re-appropriated funds into the temporary salaries and office expense budget categories, according to the presented allocation chart.</p> <p>Allocation is of one-time re-appropriated FY11 year-end balances to offset FY12 budget reduction amounts for Sheriffs' Offices and Regional Jails, pursuant to Chapter 890, Item 67.20, Paragraph P, and in accordance with the Governor's confirmation of availability of funds to the legislative joint money committees on Thursday, August 18, 2011. Preliminary plan for allocation of re-appropriated funds and expenditure reimbursements was approved prior to May 1, 2011. Staff presents plan without any changes for confirmation. Additional funding will be available in budgets for reimbursement by September 1, 2011.</p>	N/A	Approved.
8.	CONVERSION OF PART-TIME COMMONWEALTH'S ATTORNEY TO FULL-TIME	COMMONWEALTH'S ATTORNEY	<p>Staff requests consent of the Compensation Board for Commonwealth's Attorneys' conversion request from part time to full-time status. Of 6 part-time Commonwealth's Attorneys' offices eligible to elect conversion to full-time status, Cumberland County has elected to convert. With the Compensation Board's concurrence, staff will include a budget amendment with it's Fall 2011 budget submission to DPB to fund the conversion of this office, effective July 1, 2012. Anticipated cost for FY13 to convert this office to full-time status is \$99,083.</p>	N/A	Approved.

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #12/02
August 24, 2011**

NO CLOSED MEETING

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (_____ 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 FRANK DREW: 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 CHAIRMAN FRANK DREW: 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 #12/02
August 24, 2011**

EMPLOYEE RECOGNITION
NONE.

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NONE.

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CITY OF CHARLOTTESVILLE	TREASURERS	8-11-2011 Officer requests that the compensation board correct an error of omission in her FY12 Budget. In May last year, within the required specified time, the officer submitted the required spreadsheet containing her requested changes to her FY11 budget. She did not discover the issue until after FY11 had already began, but wishes to adjust FY12 budget to reflect the changes as shown below.	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

Original Budget Reduction					Current Budget Reduction			
Position Num	Class	FY10 CB Salary	FY11 CB salary-		Position Num	Class	FY12 CB salary-	FY12 Officer Requested Salary
00001	DIII	25,466	12,549		00001	DIII	12,549	13,829
00002	DIII	24,000	Unfunded		00002	DIII	Unfunded	2,465
00003	SECI	23,318	Unfunded		00003	SECI	Unfunded	19,856
00004	DIII	26,038	26,038		00004	DIII	26,038	2,437
00005	DIV	33,258	33,258		00005	DIV	24,362	33,258
00006	TREA9	87,478	87,478		00006	TREA9	87,478	87,478
00007	DIV	34,005	34,005		00007	DIV	34,005	34,005
Total		253,563	193,328		Total		193,328	193,328

OTHER MATTERS NONE.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
 Date: August 24, 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)