

COMPENSATION BOARD DOCKET #13/02

August 22, 2012

EMPLOYEE RECOGNITION
NONE.

307-13-02: SHERIFFS & REGIONAL JAILS
NONE.

717-13-02: DIRECTORS OF FINANCE
NONE.

772-13-02: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF HOPEWELL	COMMONWEALTH'S ATTORNEY	8-16-2012 Officer requests to transfer Office Expense Funds to Equipment to fund the purchase of the following:	Total Cost \$2,035 Stressed Cost \$1,852.86	Approved per the Compensation Board's FY13 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
670-772	Hopewell City	Laptop	1	2,035	2,035	1	2,035	2,035	1,852.86
670-772 Total					2,035			2,035	1,852.86

771-13-02: COMMISSIONERS OF THE REVENUE
NONE.

774-13-02: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TAZEWELL COUNTY	TREASURER	<p>8-15-12 Position 00004, MCDI, budgeted at \$45,248, became vacant on 8/1/2012. Officer requests to use turnover from position 00004 to reclass position 00003, MDII and pos. 00006 MDII both budgeted at \$27,459 to MCDI with a CDP increased salary of \$37,036.</p> <p>Staff notes that the promotion will increase the CDP budget by \$1,629, prorated for FY13 at \$1,493.25, but will not increase the Officer's base FY13 budget.</p> <p>Officer states that the locality concurs with the increase.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

773-13-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GREENSVILLE COUNTY	CIRCUIT COURT CLERK	8-3-2012 Officer requests to transfer the annual salary from vacant position 00005 to Temporary Funds. Officer does not intend to fill this position within FY13.	\$0	Approved per the Compensation Board's FY13 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Pro-Rated Amount Approved
773	Greensville County	08/03/12	pos. 00005	BKKR	Temporary	8,922	8,178.50	8,178.50
	Totals						8,178.50	8,178.50

773-13-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PULASKI COUNTY	CIRCUIT COURT CLERK	8-13-12 Officer requests, effective August 1, 2012, to transfer base Temporary Funds of \$3,123 to Permanent Personnel to fund a Class/Role Change to pos. 00008. This office has available Turnover Funds at \$2,400 to fund the balance of the cost to increase the salary.	\$0	The Compensation Board approved a transfer of \$3,123 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.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Amount Approved	Pro-Rate
115	773	Pulaski County	08/13/12	Temporary	DCIV	pos. 00008	28,362.00	33,885.00	3,123.00	2,862.75
		Totals						33,885.00	3,123.00	

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 #13/01.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday September 26, 2012 at 11:00 a.m. and Wednesday, October 24, 2012 at 11:00 a.m..	N/A	Noted.
3.	CONVERSION OF PART-TIME COMMONWEALTH'S ATTORNEY TO FULL-TIME	COMMONWEALTH'S ATTORNEY	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, Bland and Cumberland Counties' Commonwealth's Attorneys have elected to convert. With the Compensation Board's concurrence, staff will include a budget amendment with its Fall 2012 budget submission to DPB to fund the conversion of these offices, effective July 1, 2013. Anticipated cost to convert these offices to full-time status is \$172,480 the first year and \$157,496 the second year.	N/A	Approved.
4.	FY13 BUDGET DEVELOPMENT PROCESS	COMPENSATION BOARD	Staff provides overview of budget development process and potential budget amendment items for submission to DPB.	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. FY12 TECHNOLOGY TRUST FUND COLLECTIONS & FY13 BUDGETING	COMPENSATION BOARD	<p>Collections: FINAL FY12 collections totaled \$7,724,930.65, which is a 1.68% increase compared to FY11.</p> <p>FY13 collections for the month of July totaled \$681,278.30, an increase of 25.91% over July 2011 collections.</p> <p>Expenditures: The FY13 TTF budget request process continues through August 31, 2012. Requests for funding will be presented for consideration on the September docket.</p>	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #13/02
August 22, 2012**

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.

H A N D C A R R Y
COMPENSATION BOARD DOCKET #13/02
August 22, 2012

EMPLOYEE RECOGNITION
 NONE.

307-13-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BLUE REGIONAL JAIL	SUPERINTENDENT	8-16-2012 Officer requests to transfer vacancy savings in the amount of \$50,991.88 to Temporary Salaries	-0-	Approved per the Compensation Board's FY13 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
485	307	Blue Regional Jail	08/22/12	Vacancy Savings	Temporary	\$50,991.88	\$50,991.88

772-13-02: COMMONWEALTH'S ATTORNEYS
 NONE.

771-13-02: COMMISSIONERS OF THE REVENUE
 NONE.

774-13-02: TREASURERS
 NONE.

773-13-02: CIRCUIT COURT CLERKS
 NONE.

OTHER MATTERS

NONE.

FOR YOUR INFORMATION

NONE.

Public Body: Compensation Board
Date: August 22, 2012
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)

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