

COMPENSATION BOARD DOCKET #17/02

August 24, 2016

EMPLOYEE RECOGNITION
NONE.

307-17-02: 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>
BUCHANAN COUNTY	SHERIFF	08-5-16 Officer is requesting additional funding in the amount of \$35,000 to hire a Communication Supervisor. Staff notes this office is fully funded per staffing standards with 1 communications supervisor and 4 communication operators.	\$35,000	The Compensation Board did not approve the request for an additional position and funding as this office is fully funded in accordance with Compensation Board staffing standards for communications positions.
LYNCHBURG	SHERIFF	07/25/16 Officer requests to transfer the vacant annual salaries of the following positions to Temporary. Officer states that he understands that due to the reallocation policy he is not able to fill the two Compensation Board funded permanent positions but may transfer the funding for use in part-time for FY17 and that they are subject to lose the permanent full-time positions in FY18 .	-0-	Approved per the Compensation Board's FY17 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro- Rated Amount Approved
680	307	Lynchburg	7/25/2016	00034	CS7	Temporary	\$31,009	\$31,009	\$31,009
680	307	Lynchburg	7/25/2016	00063	CS7	Temporary	\$31,009	\$31,009	\$31,009
		Total					\$62,018	\$62,018	\$62,018

307-17-02: 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	SHERIFF	<p>07/26/16 Officer requests to transfer base Temporary Salary Funds in the amount of \$5,497 to increase the annual salary of position 00026, currently L12 at \$54,969, to be \$60,466, effective July 1, 2016.</p> <p>Officer understands that moving base Temporary funds to salaries may reduce his options in dealing with any potential future reductions without impacting salaries of permanent staff.</p>	-0-	The Compensation Board approved a transfer of \$5,497 from base Temporary Salary 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 base Temporary Salary 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	Pro- Rated
163	307	Rockbridge	7/20/2006	Temporary	L12	00026	\$54,969	\$5,497	\$5,497.00
	Total							\$5,497	\$5,497.00

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Blue Ridge Reg. Jail	Superintendent	08-5-16 Officer requests to transfer Vacancy Savings to Temporary.	-0-	Approved per the Compensation Board's FY17 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Positions	To Category	Amount Available	Amount Requested
485	307	Blue Ridge Reg. Jail	8/17/2016	Vacancy Savings	Temporary	\$30,535.50	\$30,535.50
	Total					\$30,535.50	\$30,535.50

772-17-02: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SALEM CITY	COMMONWEALTH'S ATTORNEY	<p>August 16, 2016 Officer requests to transfer base Temporary Funds in the amount of \$3,601 to restore the annual salary of position 00001 previously reduced due to budget reductions, and transfer the remaining \$15,058 of base temporary funds to increase salaries of the following positions, effective August 1, 2016. The salaries requested are within CB policy.</p> <p>Officer states that he acknowledges that due to budget reductions he currently has one unfunded authorized position; He understands that taking action to move base temporary funds to salaries of existing personnel may significantly reduce his options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p>	-0-	The Compensation Board approved a transfer of \$18,659 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 base 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	New Salary	Amount Requested	Pro Rated
775	772	Salem City	8/16/2016	Temporary	ATTI	pos. 00001	\$50,366	\$53,967	\$3,601	\$3,300.92
775	772	Salem City	8/16/2016	Temporary	ATTI	pos. 00001	\$53,967	\$63,628	\$9,661	\$8,855.92
775	772	Salem City	8/16/2016	Temporary	ATTI	pos. 00006	\$53,967	\$59,364	\$5,397	\$4,947.25
	Totals						\$107,934	\$122,992	\$18,659	\$17,104.09

772-17-02: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LANCASTER COUNTY	COMMONWEALTH'S ATTORNEY	<p>August 11, 2016 Officer requests to transfer base Temporary Funds in the amount of \$9,857 to fund salary increases to the following positions, effective August 1, 2016, within CB policy.</p> <p>Officer also states, "I acknowledge that due to budget reductions I currently have one unfunded authorized position; I understand that taking action to move base temporary 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."</p>	-0-	The Compensation Board approved a transfer of \$9,857 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 base 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	New Salary	Amount Requested	Pro Rated
103	772	Lancaster County	8/11/2016	Temporary	AAll	pos. 00002	\$44,600	\$49,060	\$4,460	\$4,088.33
103	772	Lancaster County	8/11/2016	Temporary	ATTI	pos. 00003	\$53,967	\$59,364	\$5,397	\$4,947.25
	Totals						\$98,567	\$108,424	\$9,857	\$9,036

773-17-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NELSON COUNTY	CIRCUIT COURT CLERK	<p>August 10, 2016 Acting Officer requests additional Temporary Funding in the amount of \$12,485.26. This is equivalent to position 00002 DCIII in the amount of \$35,065 from August 1, 2016 to November 8, 2016. The election will be held on November 8, 2016.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as the officer understands that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00002 DCIII is not vacant during the period in which she is the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.
NEW KENT COUNTY	CIRCUIT COURT CLERK	<p>August 9, 2016 Officer requests to be reimbursed for FY 16 TTF total budgeted funds in the amount of \$22,500, including \$4 TTF of \$2,464 and \$1 TTF of \$20,036 for Land Records System Maintenance.</p> <p>Officer was newly elected this year and states that she met with the outgoing clerk prior to taking office in January, 2016 and was advised there were no TTF funds available for the New Kent Circuit Court Clerk's Office. The Clerk was notified by the locality's Accounting Department that TTF was budgeted and available for reimbursement in FY16. However this notification was given after the deadline for completing the May, 2016 reimbursement request.</p> <p>Staff notes that broadcast email reminders were sent routinely beginning May 1st regarding deadlines for reimbursement of TTF expenses and TTF available balances are available in the COIN system for review by officers and/or staff.</p>	\$22,500 NGF	The Compensation Board did not approve reimbursement of expenses from the FY16 budget, as the fiscal year has closed and reimbursement is no longer possible. The Board notes that unspent budgeted \$4 TTF for which cash was collected in FY16 is carried over as cash available for budgeting in FY17 and is included in the TTF budget request system this month for budgeting. \$1 TTF budgeted amounts do not carry over as these amounts cannot be guaranteed from year to year.

771-17-02: COMMISSIONERS OF THE REVENUE
NONE.

774-17-02: TREASURERS
NONE.

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. MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #17/01		N/A	Approved
2. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Thursday, September 29, 2016 at 10:00 a.m. (rescheduled from September 28) and Wednesday, October 26, 2016 at 10:00 a.m.		N/A	Confirmed
3. TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	Collections: FY17 collections for July totaled \$580,818.50, a decrease of 11.02% compared to July collections in FY16. TTF Budgeting: FY17 TTF requests are currently being submitted by Clerks and will be presented for consideration by the Board at its September 29, 2016 meeting.		N/A	Noted
4. CONVERSION OF PART-TIME COMMONWEALTH'S ATTORNEYS TO FULL-TIME	COMMONWEALTH'S ATTORNEY	Staff provides information to the Compensation Board regarding the conversion of Commonwealth's Attorney's offices from part-Time to Full-Time status. Of 3 part-time Commonwealth's Attorney's offices eligible to elect conversion to full-time status, no office made such an election. Consequently, no budget amendment seeking funding for office conversions will be necessary.		N/A	Noted
6. 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, and Virginia Sheriff's Association.		N/A	Approved

OTHER MATTERS

NEW BUSINESS:

		REGULAR DOCKET		
<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
7. REQUEST FROM DSS RE: INQUIRY ACCESS TO LIDS- CORIS	COMPENSATION BOARD	The Deputy Commissioner for the Department of Social Services' Division of Child Support Enforcement, Craig M. Burshem, requests inquiry access to the Local Inmate Data System (LIDS), a subsystem of the CORIS system, for DSCE employee. Mr. Burshem states staff would use this information to locate noncustodial parents, make decisions about whether the offenders could benefit from a family engagement program to assist with barriers related to incarceration, determine their ability to pay for prior periods when establishing child support orders, and make decisions about what type of enforcement actions would be appropriate.	N/A	The Compensation Board concurs with the request of the Deputy Commissioner's request, and directs staff to forward a request on its behalf to the Department of Corrections to facilitate requirements for providing this access.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #17/02
August 24, 2016**

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.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: August 24, 2016
Time: 10:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Susan Swecker, Chairman (present)
Craig Burns, Ex Officio member (present)
Martha Mavredes, Ex Officio member (present)

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