

COMPENSATION BOARD DOCKET #11/04

October 27, 2010

EMPLOYEE RECOGNITION
NONE.

307-11-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
MASTER DEPUTY AUDIT PROGRAM	MASTER DEPUTY AUDIT COMMITTEE	<p>10-5-10 The Master Deputy Audit Committee reports the results of the Master Deputy Program audits.</p> <p>The following offices have met all necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> • Mecklenburg County Sheriff's Office • Hampton Roads Regional Jail • Western Tidewater Regional Jail • Augusta County Sheriff's Office • Nottoway County Sheriff's Office • Virginia Peninsula Regional Jail • Pamunkey Regional Jail • Accomack County Sheriff's Office • Warren County Sheriff's Office • Fairfax County Sheriff's Office • Blue Ridge Regional Jail • Southampton County Sheriff's Office • Rockbridge Regional Jail • Brunswick County Sheriff's Office • Botetourt County Sheriff's Office • Pittsylvania County Sheriff's Office • Wise County Sheriff's Office • Gloucester County Sheriff's Office • Peumansend Creek Regional Jail <p>The following offices did not meet the necessary requirements and recommend the deputies/jail officers be removed from the program immediately:</p> <ul style="list-style-type: none"> • Riverside Regional Jail • Henrico County Sheriff's Office • Portsmouth Sheriff's Office 	\$0	<p>The Compensation Board approved the recommendations of the Master Deputy Audit Committee as submitted, to include the removal of the individuals in the programs noted as not meeting necessary requirements.</p> <p>The Compensation Board wishes to thank the members of the audit committee for their time and assistance.</p>

717-11-04: DIRECTORS OF FINANCE
NONE.

772-11-04: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
GILES COUNTY	COMMONWEALTH'S ATTORNEY	10-6-2010 Officer requests to transfer Office Expense Funds at \$4,625 to Equipment to fund the purchase of the following:	Total Cost \$4,600.00 Stressed Cost \$3,340.06	Approved per the Compensation Board's FY11 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
071-771	Giles County	Fax Machine	1	1,025	1,025	1	1,000	1,000	726.10
071-772	Giles County	Computers	3	1,200	3,600	3	1,200	3,600	2,613.96
071-772 Total					4,625.00			4,600.00	3,340.06

772-11-04: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
CAREER PROSECUTOR PROGRAM AUDIT	COMMONWEALTH'S ATTORNEY	<p>10-4-10 The Career Prosecutor Audit Committee reports the results of the Career Prosecutor Program audits.</p> <p>The following offices have met all the necessary requirements and no further action is required: Chesterfield County Commonwealth's Attorney's Office Rockingham County Commonwealth's Attorney's Office Tazewell County Commonwealth's Attorney's Office Alexandria City Commonwealth's Attorney's Office Danville City Commonwealth's Attorney's Office Staunton City Commonwealth's Attorney's Office Virginia Beach City Commonwealth's Attorney's Office</p> <p>Additional documentation of actual number of MCLE hours completed was provided: Chesapeake City, Commonwealth's Attorney's Office</p> <p>The Career Prosecutor Audit Committee requests to meet with the Compensation Board staff to clarify certain requirements of offices with Career Prosecutor participants.</p>	N/A	Approved as recommended. The Compensation Board wishes to thank the members of the audit committee for their time and assistance.

771-11-04: COMMISSIONERS OF THE REVENUE

NONE.

774-11-04: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>								
TREASURER'S CAREER DEVELOPMENT PROGRAM	TREASURER	<p>Pursuant to the request from the Treasurers Association of Virginia approved by the Board July 28, 2010, Staff presents updates to the Treasurers' Career Development Program criteria and verbiage as follows:</p> <p><u>Amendment Summary – Page 14</u> On July 28, 2010 the Compensation Board approved the following amendments to the Treasurers Career Development program</p> <p>1.)TAV Board has amended the cumulative point requirements to the Treasurer Career Development Program.</p> <table border="0"> <tr> <td>Year 1</td> <td>12 Points</td> </tr> <tr> <td>Year 2</td> <td>24 Points</td> </tr> <tr> <td>Year 3</td> <td>40 Points</td> </tr> <tr> <td>Year 4</td> <td>80 Points</td> </tr> </table> <p>This schedule eliminates the credits for association membership and previously attained educational level and increased the initial certification educational and examination requirements.</p> <p>The changes also increase point requirements for ongoing education courses and participation in seminars and conferences for program recertification during the same four year recertification time period.</p> <p>2) TAV Amended the verbiage throughout the Treasurers Career Development Program from "Level II Certification" to "Master Governmental Treasurer Certification" as was changed in Treasurers Association of Virginia Certification Program Handbook for Treasurers.</p>	Year 1	12 Points	Year 2	24 Points	Year 3	40 Points	Year 4	80 Points	\$0	Noted.
Year 1	12 Points											
Year 2	24 Points											
Year 3	40 Points											
Year 4	80 Points											

774-11-04: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>								
DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM	TREASURER	<p>Pursuant to the request from the Treasurers Association of Virginia approved by the Board July 28, 2010, Staff presents updates to the Deputy Treasurers' Career Development Program documents as follows:</p> <p><u>Amendment Summary – Page 14</u> On July 28, 2010 the Compensation Board approved the following amendments to the Treasurers Career Development program</p> <p>1.) TAV Board has amended the cumulative point requirements to the Treasurer Career Development Program.</p> <table border="0"> <tr> <td>Year 1</td> <td>6 Points</td> </tr> <tr> <td>Year 2</td> <td>12 Points</td> </tr> <tr> <td>Year 3</td> <td>24 Points</td> </tr> <tr> <td>Year 4</td> <td>48 Points</td> </tr> </table> <p>This schedule eliminates the credits for association membership and previously attained educational level and increased the initial certification educational and examination requirements.</p> <p>The changes also increase point requirements for ongoing education courses and participation in seminars and conferences for program recertification during the same four year recertification time period.</p> <p>2) TAV Amended the verbiage throughout the Treasurers Career Development Program from "Level II Certification" to "Master Governmental Treasurer Certification" as was changed in Treasurers Association of Virginia Certification Program Handbook for Treasurers.</p>	Year 1	6 Points	Year 2	12 Points	Year 3	24 Points	Year 4	48 Points	\$0	Noted.
Year 1	6 Points											
Year 2	12 Points											
Year 3	24 Points											
Year 4	48 Points											

774-11-04: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
LYNCHBURG	TREASURER	10-18-2010 Officer requests \$1,023.65 in additional Equipment Funds on an emergency basis which is the equivalent of the stressed cost of two personal computers. Officer states that the computers in his office are so old that he can no longer download reports that are necessary to complete his work.	\$1,023.65	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2010, additional funding is not available this year.

OTHER MATTERS

NEW BUSINESS:

REGULAR DOCKET

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #11/03.	N/A	Due to the Chairman's absence, minutes will be resubmitted for approval at the November meeting.
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, November 17, 2010 at 11:00 a.m. and December 22, 2010 at 11:00 a.m.	N/A	Approved.
4.	NEW OFFICER TRAINING	COMPENSATION BOARD	New Officer Training is scheduled for December 7-8, at the Sheraton Park South Hotel.	N/A	Noted.
5.	TECHNOLOGY TRUST FUND COLLECTIONS	COMPENATION BOARD	<p>FY11 Collections: FY11 collections for July – September totaled \$1,931,320.15, which is a 13.82%% decrease compared to same period in FY10.</p> <p>FY11 Expenditures: FY11 year-to-date Clerk's expenditures through October 15, 2010, totaled \$763,249.83 or 10.79% of budgeted Technology Trust Funds.</p> <p>FY11 Projected Collections: Based on current collections, FY11 TTF collections would be approximately \$7.7 million, a decrease of 0.72% over FY10 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY11, collections for FY11 would be \$7.1 million, a decrease of 8.16% over FY10 collections.</p>	N/A	Noted.

OTHER MATTERS

NEW BUSINESS:

REGULAR DOCKET

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
6.	JAIL COST REPORT	COMPENATION BOARD	Staff presents the FY2009 Jail Cost Report.	N/A	Approved.
7.	MENTAL ILLNESS IN JAILS REPORT	COMPENATION BOARD	Staff presents the 2010 Mental Illness in Jails Report.	N/A	Approved.
8.	FINES & FEES REPORT	COMPENATION BOARD	Staff presents the exposure draft of the FY10 Fines & Fees Report.	N/A	Approved distribution of exposure draft, with comments and final report to be provided at the November meeting.

FOR YOUR INFORMATION NONE.

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**CLOSED MEETING
COMPENSATION BOARD DOCKET #11/04
October 27, 2010**

NO CLOSED MEETING

1) **MOTION FOR “CLOSED MEETING”** by _____. (_____ 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 _____: 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 _____: 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 #11/04 October 27, 2010

EMPLOYEE RECOGNITION
NONE.

307-11-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
NEWPORT NEWS	SHERIFF	8-30-10 On September 22, 2010, the Compensation Board approved the Officer's request to restore the salary of Pos. 00065 and to use the salaries of Pos. 78747 and Pos. 79112 to go towards the FY11 budget reduction. Staff notes for confirmation that the combined salaries of the two positions were higher than the amount needed to restore Pos. 00065, thus increasing the temporary base budget amount from \$8,390 to \$13,692.	\$0	Confirmed.

717-11-03: DIRECTORS OF FINANCE
NONE.

772-11-03: COMMONWEALTH'S ATTORNEYS
NONE.

771-11-03: COMMISSIONERS OF THE REVENUE
NONE.

774-11-03: TREASURERS
NONE.

773-11-03: CIRCUIT COURT CLERKS
NONE.

OTHER MATTERS
NONE.

Public Body: Compensation Board
Date: October 27, 2010
Time: 11:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Frank Drew, Chairman (absent)
Walt Kucharski, ex-officio member (present)
Craig Burns, ex-officio member (present)