

COMPENSATION BOARD DOCKET #12/04

October 26, 2011

EMPLOYEE RECOGNITION
NONE.

307-12-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MASTER DEPUTY PROGRAM AUDIT	MASTER DEPUTY AUDIT COMMITTEE	<p>9-29-11 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"> • Bland County Sheriff's Office • Carroll County Sheriff's Office • Montgomery County Sheriff's Office • Grayson County Sheriff's Office • Page County Sheriff's Office • New Kent County Sheriff's Office • Northumberland County Sheriff's Office • Prince William County Sheriff's Office • Botetourt County Sheriff's Office • King George County Sheriff's Office • York County Sheriff's Office • Cumberland County Sheriff's Office • Culpeper County Sheriff's Office • Virginia Beach Sheriff's Office • Blue Ridge Regional Jail • Prince William/Manassas Regional Jail • Pamunkey Regional Jail <p>Additional documentation regarding specific requirements must be submitted by November 7, 2011, otherwise the audited participants in the following offices will be promptly removed from the master deputy/jail officer program:</p> <ul style="list-style-type: none"> • Augusta County Sheriff's Office • Roanoke County Sheriff's Office • James City County Sheriff's Office • Virginia Peninsula Regional Jail 	\$0	Approved as recommended. The Compensation Board wishes to thank the members of the audit committee for their time and assistance.

717-12-04: DIRECTORS OF FINANCE
NONE.

772-12-04: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAREER PROSECUTOR PROGRAM AUDIT	COMMONWEALTH'S ATTORNEY	<p>10-12-11 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 relating to the audited participants and no further action is required: Spotsylvania County Commonwealth's Attorney's Office Chesapeake City Commonwealth's Attorney's Office Norfolk 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 by participants must be provided by November 7, 2011, otherwise the audited participants in the following offices will promptly be removed from the Career Prosecutor program:</p> <p>Hampton City, Commonwealth's Attorney's Office Norfolk City, Commonwealth's Attorney's Office</p> <p>The Career Prosecutor Audit Committee does not recommend any amendments to the Career Prosecutor Program as written.</p> <p>Compensation Board staff makes note that the State Bar training year is from November 1 to October 31 and is relevant to the period for accumulating the appropriate levels of MCLE hours.</p>	N/A	Approved as recommended. The Compensation Board wishes to thank the members of the audit committee for their time and assistance.

771-12-04: 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 HOPEWELL	COMMISSIONERS	10-03-2011 Officer requests to transfer Vacancy Savings totalling \$4,946.67 from Position 00003, DI, Budgeted @ \$23,744 to Temporary Funds. The deputy in position 3 is on Medical Leave without pay effective 10-1-2011 and is expected to return 12-15-2011. Officer states that she needs the vacancy funds from this time period to pay for additional help to prepare the December Tax Billing.	\$0	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

774-12-04: TREASURERS NONE.

773-12-04: CIRCUIT COURT CLERKS NONE.

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 #12/03.	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, November 16, 2011 and Wednesday December 21, 2011.	N/A	Approved.
4.	NEW OFFICER TRAINING	COMPENSATION BOARD	The Compensation Board New Officer Training is scheduled for December 7-9, 2011 at the Holiday Inn Select Koger in Richmond. Per State Board of Elections, there is an estimated 85 potential new officers. (Draft agenda provided for review.)	N/A	Noted.
5.	JAIL COST REPORT	COMPENSATION BOARD	Staff presents the FY2010 Jail Cost Report.	N/A	Approved.
6.	MENTAL ILLNESS IN JAILS REPORT	COMPENSATION BOARD	Staff presents the 2011 Mental Illness in Jails Report.	N/A	Approved.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #12/04
October 26, 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 #12/04
October 26, 2011**

EMPLOYEE RECOGNITION
NONE.

307-12-04: SHERIFFS & REGIONAL JAILS
NONE.

717-12-04: DIRECTORS OF FINANCE
NONE.

772-12-04: COMMONWEALTH'S ATTORNEYS
NONE.

771-12-04: COMMISSIONERS OF THE REVENUE
NONE.

774-12-04: TREASURERS
NONE.

773-12-04: CIRCUIT COURT CLERKS
NONE.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. FY12 TECHNOLOGY TRUST FUND COLLECTIONS & PROJECTIONS	COMPENSATION BOARD	<p>Collections: FY12 year-to-date collections for July – September totaled \$1,768,188.08, a decrease of 8.45% over the same period in FY11.</p> <p>Expenditures: FY12 year-to-date Clerk's expenditures through 10/25/11, totaled \$695,638.80 or 11.10% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY12 TTF total collections would be approximately \$7.07 million, a decrease of 6.99% over FY10 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY12, total collections for FY11 would be \$6.54 million, a decrease of 13.97% over FY11 collections.</p>	N/A	Noted.
2. FY12 AID TO LOCALITIES REDUCTION	COMPENSATION BOARD	<p>Staff presents locality elections to be implemented through reductions in Compensation Board reimbursements for Constitutional Officers. Reductions to per diem payments were implemented in the 2nd Quarter Payment in early October, 2011. Staff notes that 22 localities and 9 regional jails have not made elections for FY12 as of October 25, 2011.</p> <p>Staff presents these items as follow-up and for concurrence with implementation of locality elections, per action of the Board to approve staff request for interim implementation at its meeting on September 28, 2011.</p>	N/A	Approved.