

COMPENSATION BOARD DOCKET #13/04

October 24, 2012

EMPLOYEE RECOGNITION
NONE.

307-13-04: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

REGULAR DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LYNCHBURG	SHERIFF	<p>At its September, 2012 meeting the Compensation Board deferred action on this request pending the results of staff analysis and review currently underway of the fiscal impact of a change in policy.</p> <p>09/14/2012 – Officer requests an exception to the Class/Change and Salary increase policy to allow him to transfer Base Temporary Funds at \$1,995 and use Turnover Funds at \$7,706 to provide in-band adjustments and increase the salaries of position 00011 currently CS12 at \$79,564 to be \$81,835, position 00016 currently CS12 at \$69,823 to be \$74,823, and position 00034 currently at \$62,070 to be \$64,500.</p> <p>Officer would like to demonstrate to these employees his appreciation and confidence in their professionalism by providing internal alignment salary adjustments with the funds available within his current Compensation Board Budget.</p> <p>I, Ronald L Gillispie, 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. Such base transfers may also prevent future full restoration of recently reduced staff positions should funding be restored.</p>	-0-	<p>The Compensation Board approved the transfer of temporary salary funds. No action was required with regard to the request to provide in-band adjustments, as the Board took action separately to restore policy options related to in-band adjustments for all constitutional officers.</p> <p>The Board notes to the officer that the provision of any pay practice (including in-band salary adjustments) requires consideration of specified pay factors to determine appropriateness of the salary action. The officer is required to maintain documentation of the considered pay factors supporting the officer's decision regarding the implementation of pay practices.</p>

307-13-04: 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>
HAMPTON CITY	SHERIFF	10/24/12- Officer request to transfer \$67,360.75 from Vacancy Savings to Temporary funds.	Total Cost -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
650	307	Hampton City	10/24/12	Vacancy Savings	Temporary	\$67,360.75	\$67,360.75

HAMPTON CITY	SHERIFF	<p>10/15/2012- Officer requests an exception to policy to use turnover funds to allow an internal salary adjustment for position 00019, CS12, from \$44,058 to \$48464.</p> <p>Officer states the deputy was recently promoted from Captain to Major with additional correctional duties and responsibilities.</p> <p>Compensation Board policy for an internal salary adjustment is 10% above the current salary if the policy is reinstated.</p>	-0-	No action was required with regard to the request to provide in-band adjustments, as the Board took action separately to restore policy options related to in-band adjustments for all constitutional officers.
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307-13-04: 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>
BLUE RIDGE REGIONAL	SHERIFF	10-17-12 -Officer requests to transfer \$48,211.97 from Vacancy Savings to Temporary funds.	-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 Ridge Regional Jail	10/17/12	Vacancy Savings	Temporary	\$48,211.97	\$48,211.97

CITY OF RICHMOND	SHERIFF	<p>10/11/12 - Officer requests additional funding to hire 15 additional employees totaling \$418,999 to assist in the transition, planning and implementation phase of the new Richmond City Justice Center due to open in January, 2014.</p> <p>Officer states that these positions are critical to the successful planning and implementation of the systems and processes for the transition team. The positions requested will be full-time and temporary , spanning the 18-month period from December 2012 through June 2014</p>	\$418,999	The Compensation Board did not approve this request. The Compensation Board is not funded to staff positions related to new jail facilities until the opening of the facility for inmate intake. The Compensation Board is in the process of seeking funding for FY14 for additional staff needs associated with the new Justice Center based upon the scheduled January, 2014 opening date.
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307-13-04: 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>
MASTER DEPUTY PROGRAM AUDIT	MASTER DEPUTY AUDIT COMMITTEE	<p>10/2/2012-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"> • Accomack County Sheriff's Office • Bedford County Sheriff's Office • Carroll County Sheriff's Office • Henry County Sheriff's Office • King George Sheriff's Office • Mecklenburg County • Montgomery Sheriff's Office • Roanoke County Sheriff's Office • Rockingham County Sheriff's Office • Shenandoah County Sheriff's Office • Wythe County Sheriff's Office • North Western Regional Jail • Blue Ridge Regional Jail • Chesapeake City • Danville City • Newport News City • Virginia Beach City <p>The following offices did not meet the necessary requirements and are required to submit additional information prior to December 31, 2012, or will be required to remove the specified deputies/jail officers from the program:</p> <ul style="list-style-type: none"> • Powhatan County • Craig County 	-0-	Approved as recommended. The Compensation Board wishes to thank the members of the audit committee for their time and assistance.

717-13-04: DIRECTORS OF FINANCE
NONE.

772-13-04: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PATRICK COUNTY	COMMONWEALTH'S ATTORNEY	<p>9-25- 2012 Officer requests emergency Temporary funds at \$10,473.60 from February 11, 2013 to May 3, 2013.</p> <p>Officer will be on maternity leave from February 11, 2013 to May 3, 2013. In preparation for the office to continue to run smoothly and not disrupt the Court Dockets Officer is planning to bring in a former Commonwealth's Attorney to assist during her absence.</p> <p>Officer calculates the Temporary salary at \$21.82 per hour, times 8 hours per day, times 5 days per week, times 12 weeks = \$10,473.60</p> <p>Officer notes that this event is 4 months away, it would be beneficial to learn the Board's decision so she may complete her plan for during her absence.</p> <p>Staff notes that office has 1 full-time assistant Commonwealth's Attorney and that workload based Staffing Standards indicate a need for an additional full-time assistant Commonwealth Attorney in the office. Officer's absence will leave the office staffed with 1/3 of the attorneys due based on the office workload.</p>	Total Cost \$10,473.60	The Compensation Board approved one-time funds in Temporary Salaries in the amount of \$10,473, based upon the unique circumstances stated by the officer.

772-13-04: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AMHERST COUNTY	COMMONWEALTH'S ATTORNEY	10-10-12 Officer requests to transfer Vacancy Savings to Equipment to fund the purchase of the following.	Total Cost \$3,842.00 Stressed Cost \$2,696.60	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	Board Action 10-24-12
009-772	Amherst County	Laptop	1	1,822	1,822	1	1,822	1,822	1,279.04	Approved
009-772	Amherst County	Laptop	1	2,020	2,020	1	2,020	2,020	1,417.56	Approved
009-772	Total				3,842			3,842	2,696.60	

772-13-04: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<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>9-28-12 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: Albemarle County Commonwealth's Attorney's Office Alleghany County Commonwealth's Attorney's Office Fairfax County Commonwealth's Attorney's Office Fluvanna County Commonwealth's Attorney's Office Prince Edward county Commonwealth's Attorney's Office Stafford County Commonwealth's Attorney's Office Alexandria City Commonwealth's Attorney's Office Lynchburg City Commonwealth's Attorney's Office Virginia Beach City Commonwealth's Attorney's Office</p> <p>Additional documentation of additional number of MCLE hours completed should be provided by October 31, 2012, otherwise the audited participant from the following office will promptly be removed from the Career Prosecutor program:</p> <p>Newport News 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. 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. NOTE: Since the report of the committee, Compensation Board staff has received the required documentation of additional number of MCLE hours completed from Newport News City, Commonwealth's Attorney's office.</p>	N/A	Approved as recommended. The Compensation Board wishes to thank the members of the audit committee for their time and assistance.

771-13-04: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WARREN COUNTY	COMMISSIONER OF THE REVENUE	<p>10-01-2012 Acting Officer requests additional Temporary Funding at \$6,459.27. This is equivalent to position # 6 MDIV, budgeted at \$32,616 from August 26, 2012 to November 6, 2012. The election will be held November 6, 2012.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as the Acting Officer understands that the Compensation Board's interpretation of §24.2-226 and 228 is that position #6 MDIV is not vacant during the period in which she is Acting Commissioner, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.

774-13-04: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WISE COUNTY	TREASURER	<p>10-9-12 Position 4, MDII budgeted at \$25,929 became vacant effective 9/8/2012, reverting to \$23,723 (pay band minimum salary). Officer requests permission to transfer Barbara Williams, currently in Pos 5, MDII budgeted at \$3,279 in to Pos 4 with a CDP increased salary of \$25,929.</p> <p>Staff notes that the current salary of the incumbent in pos 00005 is below the entry level of the pay band due to previous budget reductions necessitating salary reductions. Without budget reductions, the current salary of the incumbent of pos. 00005 would be greater than \$25,929 with the career development supplement, and the current local salary for Ms. Williams exceeds this level as well. Individual is currently participating in the Career Developing Program (CDP), using one-time FY13 CDP funding.</p> <p>Approval of request will reduce salary of vacant position 00005 to \$3,000. Absent 2013 legislative action, the salary of the new incumbent in pos. 00004 will revert from the requested \$25,929 to the entry level of \$23,723, thus making this a one-time funding request.</p>	- 0 -	Approved as requested.

773-13-04: CIRCUIT COURT CLERKS

OLD BUSINESS:

REGULAR DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA BEACH CITY	CIRCUIT COURT CLERK	<p>At its June 2012 meeting, the Compensation Board deferred action on this request until the October 2012 Board meeting, pending additional review and analysis by staff regarding the fiscal impact of a change to policy.</p> <p>5-30-2012 FY13 Officer requests an exception to Compensation Board policy to approve the use of Turnover to fund in-band salary increases for four (4) positions.</p> <p>Officer states that with the retirement of the employee in pos. 31, it presents the opportunity to generate enough Turnover to fund this request within the budgeted funds of this office. These employees have taken on additional responsibilities over the years and deserve the compensation for the outstanding jobs they perform.</p> <p>Compensation Board policy restricts the use of turnover for in-band pay adjustments for fiscal year 2013.</p>	-0-	<p>The Compensation Board approved the lifting of restrictions on the use of turnover funds for in-band adjustments. Turnover funds may be used by constitutional offices in accordance with previously established and approved Compensation Board pay practices within the in-band adjustment category, effective October 1, 2012.</p> <p>No specific action was required with regard to the officer's individual request to provide in-band adjustments, as the Board took action to restore policy options related to in-band adjustments for all constitutional officers.</p>

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Salary Requested	Amount Requested	Amount Approved	Pro-Rate
810	773	Virginia Beach City	05/30/12	CDCI	DCI	pos. 00031	48,022.00	24,450.00	-23,572.00	-23,572.00	-23,572.00
810	773	Virginia Beach City	05/30/12	Turnover	CDCII	pos. 00005	59,102.00	68,102.00	9,000.00	9,000.00	9,000.00
810	773	Virginia Beach City	05/30/12	Turnover	CDCII	pos. 00032	59,102.00	65,102.00	6,000.00	6,000.00	6,000.00
810	773	Virginia Beach City	05/30/12	Turnover	COMP	pos. 00025	56,677.00	64,102.00	7,425.00	7,425.00	7,425.00
810	773	Virginia Beach City	05/30/12	Turnover	CDCI	pos. 00019	61,955.00	63,102.00	1,147.00	1,147.00	1,147.00
		Totals							0.00	0.00	0.00

773-13-04: 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>
MIDDLESEX COUNTY	CIRCUIT COURT CLERK	<p>9-27-12 Acting Officer requests additional Temporary Funding @ \$19,908.75. This is equivalent to position #3 DCIII @ \$26,545 from October 1, 2012 to June 30, 2013. The Special Election will be held on November 5, 2013.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #3 DCIII is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.
CHARLOTTESVILLE CITY	CIRCUIT COURT CLERK	<p>10-16-12 Officer requests, effective October 29, 2012, to change JobShare position 00007, DCIII at \$17,844 to be a full-time position, DCIII at \$17,844. Officer plans to fill the position with a full-time employee.</p> <p>Staff notes research indicates that approval of this position as a job share occurred prior to the earliest automated system records dated July, 1996.</p>	-0-	Approved as requested.
CHESAPEAKE CITY	CIRCUIT COURT CLERK	<p>10-17-12 Officer requests to transfer the remaining annual salary from vacant position 00026 to Temporary Funds. Officer does not intend to fill this position within FY13.</p>	-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	Class Code	To Category	Current Salary	Amount Requested	Amount Approved
550	773	Chesapeake City	10/17/12	pos. 00026	GOC	Temporary	19,856.00	14,892.00	14,892.00
		Totals						14,892.00	14,892.00

773-13-04: 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>
CHESAPEAKE CITY	CIRCUIT COURT CLERK	10-17-12 Officer requests to transfer Vacancy Savings to Temporary Funds.	-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
550	773	Chesapeake City	10/17/12	Vacancy Savings	Temporary	36,135.11	36,135.11
		Totals					36,135.11

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 #13/03.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday November 28, 2012 at 11:00 a.m. and Wednesday, December 19, 2012 at 11:00 a.m.	N/A	Noted.
3.	FY13 TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	<p>Collections: FY13 year-to-date collections for July – September totaled \$2,158,456.06, an increase of 22.52% over the same period in FY12.</p> <p>Expenditures: FY13 year-to-date Clerk's expenditures through 10/22/12, totaled \$566,871.41 or 8.57% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY13 TTF total collections would be approximately \$8.4 million, an increase of 9.81% over FY12 collections.</p> <p>If the number of recordings falls 10% over the remainder of FY13, total collections for FY13 would be \$7.78 million, an increase of 1.65% over FY12 collections.</p>	N/A	Noted.
4.	JAIL COST REPORT	COMPENSATION BOARD	Staff presents the FY2011 Jail Cost Report.	N/A	Approved.
5.	MENTAL ILLNESS IN JAILS REPORT	COMPENSATION BOARD	Staff presents the 2012 Mental Illness in Jails Report.	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>
6. NEW OFFICER TRAINING	COMPENSATION BOARD	The Compensation Board New Officer Training is scheduled for December 4-5, 2012 at the Marriott-Richmond West in Richmond. There are an estimated 21 new officers attending. (Draft agenda provided for review).	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #12/09
October 24, 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.

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board
Date: October 24, 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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