

COMPENSATION BOARD DOCKET #15/04

October 22, 2014

EMPLOYEE RECOGNITION
NONE.

307-15-04: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
JAMES CITY COUNTY	SHERIFF	<p>10-8-14 Officer requests additional consideration of the position reallocation policy and the potential reduction of 2 permanent court services deputy positions. Although the Board approved an exception for one position, the Sheriff has expressed concerns that his office may not be counting court days and papers received correctly, in comparison with other similarly sized offices with similar workload that appear to have higher workload counts. Officer requests staff assistance in ensuring his office is reporting workload correctly.</p> <p>Staff notes that the County population increased this year above a staffing standards threshold of 70,000, changing the standard for process service from 2 papers per hour to 3 papers per hour, resulting in a change to the additional positions due for this office from -0.35 to -2.93 positions.</p> <p>At its July 23, 2014 meeting, the Compensation Board approved an exception for one of the two positions subject to reallocation, based upon the unique conditions stated by the Sheriff with regard to workload requirements, and in consideration of the change in positions due based upon crossing a population threshold.</p>	\$0	The Compensation Board approved an additional exception for one position for six months, and requests that staff works with members of the staffing standards committee of the Virginia Sheriffs' Association to clarify definitions of workload items to ensure consistence in data reporting, and to assist the Sheriff in verifying his reported workload data. The Board requests an update by staff at its regular March, 2015 meeting date, and will address this request for the remainder of FY15 at that time.

307-15-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PAGE COUNTY	SHERIFF	<p>9-29-14 Officer requests to transfer \$5,043 from base Temporary Funds to Permanent Salaries to fund an internal salary adjustment for position 00006 from \$65,603 to \$70,646, effective October 1, 2014. The Salary requested is within Compensation Board Policy.</p> <p>I John B Thomas 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 exiting 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 \$5,043 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 officers' Temporary Fund budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
139	307	Page County	09/29/14	Temporary Funds	Position 0006	\$5,043.00	\$5,043.00	\$3,782.25
		Totals					\$5,043.00	\$3,782.25

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/SUPERINTENDENT	10-6-2014 The following localities are requesting to transfer Vacancy Savings to Temporary Salary Funds.	\$0	Approved per the Compensation Board's FY15 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
450	307	Rappahannock Sec Ctr	10/6/2014	Vacancy Savings	Temporary	\$150,000.00	\$150,000.00
485	307	Blue Ridge Regional	10/17/2014	Vacancy Savings	Temporary	\$18,271.61	\$18,271.61
710	307	Norfolk City	10/6/2014	Vacancy Savings	Temporary	\$46,246.61	\$46,246.61
770	307	Roanoke City	10/7/2014	Vacancy Savings	Temporary	\$30,000.00	\$30,000.00
810	307	Virginia Beach City	10/6/2014	Vacancy Savings	Temporary	\$23,610.38	\$23,610.38
		Totals				\$268,128.60	\$268,128.60

307-15-04: 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>09/29/2014-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"> • Amherst Sheriff's Office • Augusta Sheriff's Office • Bedford Sheriff's Office • Fairfax Sheriff's Office • Chesterfield County Sheriff's Office • Hanover County Sheriff's Office • Isle of Wight Sheriff's Office • Montgomery Sheriff's Office • Prince William Sheriff's Office • Prince William/Manassas Regional Jail • Northern Neck Regional Jail • Hampton Roads Regional Jail • Alexandria City Sheriff's Office • Hampton City Sheriff's Office • Newport News City Sheriff's Office • Portsmouth City Sheriff's Office • Radford City Sheriff's Office <p>Additional documentation regarding specific program requirements has been requested by the committee and must be submitted by November 10, 2014, 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"> • Richmond City Sheriff's Office • Albemarle/Charlottesville Regional Jail 	\$0	Approved as recommended. The Compensation Board wishes to thank the members of the audit committee for their time and assistance.

772-15-04: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE GEORGE COUNTY	COMMONWEALTH'S ATTORNEY	<p>9-23-2014 Officer requests in accordance with §15.2-1606, to reimburse Prince George County in the amount of \$3,797.90 for defense counsel costs incurred in preparing a second appeal submission to the Supreme Court of Virginia and the subsequent withdrawal of the appeal and remand to the Virginia State Bar. This is in the defense of Mr. Livingston's appeal of the Virginia State Bar Disciplinary Board's decision.</p> <p>Staff notes this item is related to prior approvals for reimbursement in November, 2013 and September, 2014 of costs incurred in this case, where the assistant commonwealth's attorney sought outside counsel through a court order instead of contacting the Division of Risk Management for coverage.</p> <p>Officer has provided a status update stating Mr. Livingston has withdrawn his second appeal to the Virginia Supreme Court. This is the final bill which has been submitted to Prince George County for payment.</p>	\$3,797.90	The Compensation Board approved reimbursement of \$3,797.90 as a one-time exception to policy based upon the court order assigning counsel.
DINWIDDIE COUNTY	COMMONWEALTH'S ATTORNEY	<p>10-1-2014 Acting Officer requests additional Temporary Funding in the amount of \$39,681.75. This is equivalent to position 00006 ATTI in the amount of \$52,909 from October 1, 2014 to June 30, 2014. The Election will be held on November 3, 2015.</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 00006 ATTI is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.

772-15-04: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD COUNTY	COMMONWEALTH'S ATTORNEY	<p>10-14-2014 Officer requests additional Temporary Funding in the amount of \$158,083.26.</p> <p>Officer states the current 20 Compensation Board funded Assistant Attorney's in his office service (5) five Circuit Court, (4) four General District and (5) five Juvenile and Domestic Relations Court Judges.</p> <p>Beginning December 1, 2014, Chesterfield County will receive (2) two new additional Judges, and possibly a third.</p> <p>Officer requests Temporary Funding for the equivalent of (3) three Assistant Attorneys calculated from an annual salary of \$67,000. Monthly salary, \$5,583.33 for 7 months, equals \$117,249.93.</p> <p>Officer requests Temporary Funding for the equivalent of (2) two Legal Secretaries calculated from an annual salary of \$35,000. Monthly salary, \$2,916.67 for 7 months, equals \$40,833.33.</p> <p>Staff notes this office is due 6 FTE, is Ranked 48 and is in 29.92 Percent of Need.</p>	<p>\$117,249.93 Assistant Attorneys \$40,833.33 Legal Secretaries</p>	<p>The Compensation Board did not approve the request for additional staffing. The General Assembly has not approved additional Assistant Commonwealth's Attorney positions or administrative staff positions to address staffing standards needs for Commonwealth's Attorney's offices or for workload increases related to the addition of judgeships or the filling of previously vacant judgeships.</p>

772-15-04: 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>10-11-14 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:</p> <p>Chesterfield County Commonwealth's Attorney's Office Rockingham County Commonwealth's Attorney's Office Spotsylvania County Commonwealth's Attorney's Office Martinsville City Commonwealth's Attorney's Office Staunton City Commonwealth's Attorney's Office Virginia Beach City Commonwealth's Attorney's Office Virginia Beach City Commonwealth's Attorney's Office</p> <p>Additional documentation regarding specific program requirements has been requested by the committee and must be submitted by October 31, 2014, otherwise the audited participants in the following offices will be promptly removed from the career prosecutor program:</p> <p>Fairfax County Commonwealth's Attorney's Office Henry County Commonwealth's Attorney's Office Virginia Beach City Commonwealth's Attorney's Office</p> <p>NOTE: Compensation Board staff has received and the Committee has reviewed and approved the additional documentation from Henry County 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.

771-15-04: COMMISSIONERS OF THE REVENUE
NONE.

774-15-04: TREASURERS
NONE.

773-15-04: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LUNENBURG COUNTY	CIRCUIT COURT CLERK	9-29-2014 Officer requests to budget funding from the TTF \$1 Fund in the amount of \$2,400 for SRA Maintenance (vendor, SCV). Clerk has been providing SRA to land records since 2001. Officer states he inadvertently omitted the request in his TTF Budget Request submitted in August, 2014.	\$2,400 NGF	The Compensation Board approved the request of the officer. NOTE: Expenditure reimbursements are limited to not exceed at any time the greater of 50% of the budgeted amount or actual cash on hand through FY15 collections. All TTF funds budgeted must be requested for reimbursement no later than the May payroll and expense reimbursement request period. TTF funds not reimbursed by the May reimbursement request period will not be available for reimbursement with the June reimbursement request.

773-15-04: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CRAIG COUNTY	CIRCUIT COURT CLERK	<p>10-3-2014 Officer requests Temporary Funding @ \$7,854 to supplement the salary of a deputy clerk position in her office underfunded due to previous budget reductions.</p> <p>Officer states her office is staffed with one full-time Deputy Clerk and one part-time Deputy Clerk. The part-time Deputy Clerk maintains the office when court is in session and is instrumental in running the office when the Officer or Chief Deputy are on vacation or attending training, resulting in the office being open part-time during these occasions.</p> <p>Officer also states the locality does not supplement her Compensation Board budget.</p> <p>The officer calculates a salary in the amount of \$10.20 per hour, for 35 hours per week, for 22 weeks = \$7,854.00</p> <p>Staff notes this office is due 0.24 FTE, Ranked 75 and is in 8.84 Percent of Need.</p>	\$7,854	The Compensation Board did not approve this request as additional funds are not available this year to restore previously reduced salary amounts.

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 #15/03.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, November 19, 2014 and Wednesday, December 17, 2014 at 11:00 a.m.	N/A	Approved.
3.	FY15 BUDGET DEVELOPMENT PROCESS	COMPENSATION BOARD	Staff provides update of budget development process and potential budget amendment items for submission to DPB.	N/A	Approved.
4.	CUSTOMER SERVICE SURVEY	COMPENSATION BOARD	Customer Service Survey responses are complete, with an overall response rate of 47%. Overall satisfaction rate is 94%.	N/A	Noted.
5.	NEW OFFICER TRAINING	COMPENSATION BOARD	The Compensation Board's New Officer Training is scheduled for December 10-12, 2014 at the Doubletree in Midlothian (formerly Holiday Inn Koger Center). There are an estimated 29 new officers that may attend. (Draft agenda provided for review).	N/A	Noted.
6.	JAIL COST REPORT	COMPENSATION BOARD	Staff presents the FY2013 Jail Cost Report.	N/A	Approved.
7.	MENTAL ILLNESS IN JAILS REPORT	COMPENSATION BOARD	Staff presents the 2014 Mental Illness in Jails Report.	N/A	Approved.

CLOSED MEETING
COMPENSATION BOARD DOCKET #15/04
October 22, 2014

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.

**HANDCARRY
COMPENSATION BOARD DOCKET #15/04
October 22, 2014**

EMPLOYEE RECOGNITION
NONE.

307-15-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE COUNTY	SHERIFF	<p>11-1-14 Interim Officer requests additional Temporary funding @ \$49,356. This is equivalent to the salary of position 00002, C13 at \$74,034 from November 1, 2014 to June 30, 2015. The special election will be held November 3, 2015.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds, as I understand the Compensation Board's interpretation of 242-266 and 228 is that position 00002, C13 is not vacant during the period in which I am the Interim Sheriff, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.

772-15-04: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALBEMARLE	COMMONWEALTH'S ATTORNEY	<p>8-6-2014 Officer requests reimbursement pursuant to Code of Virginia §19.2-155 in the amount of \$687.07 for serving as Substitute Prosecutor in the Commonwealth of Virginia vs. Charles Wayne Goins case. The expenses incurred in this case exceeded \$500 prior to submission of expenses upon conclusion, but request for reimbursement was made after case conclusion.</p> <p>Included in this request is \$35.51 requested for reimbursement of printer cartridges purchased by the substitute prosecutor for printing photos for the case.</p>	\$687.07	Approved as a one-time exception to policy.

771-15-04: COMMISSIONERS OF THE REVENUE

NONE.

774-15-04: TREASURERS

NONE.

773-15-04: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TAZEWELL COUNTY	CIRCUIT COURT CLERK	<p>10-17-2014 Officer requests additional Temporary Funding in the amount of \$14,253.75.</p> <p>Officer states, effective December 1, 2014, the Circuit Court will receive a full-time Judge. This will require his office to staff another courtroom on a daily basis. His office is already several positions short according Staffing Standards and this additional requirement will be extremely difficult for the existing staff to absorb.</p> <p>Officer requests Temporary Funding for (1) one Deputy Clerk position. The salary is calculated from an annual salary of \$24,435. Monthly salary, \$2,036.25 for 7 months, equals \$14,253.75.</p> <p>Staff notes this office is Ranked 5, is due 4 FTE and is in 37.49 Percent of Need.</p>	\$14,253.75	The Compensation Board did not approve the request for additional staffing. The General Assembly has not approved additional Deputy Circuit Court Clerk positions to address staffing standards needs for Circuit Court Clerks' offices or for workload increases related to the addition of judgeships or the filling of previously vacant judgeships.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY15 year-to-date collections for July – September totaled \$1,660,049.64, a decrease of 23.74% compared to the same period in FY14.</p> <p>Expenditures: FY15 year-to-date Clerk's expenditures through 10/20/12, totaled \$361,830.41 or 6.58% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY15 TTF total collections would be approximately \$6.64 million, a decrease of 6.5% compared to FY14 collections.</p>	N/A	Noted.

FOR YOUR INFORMATION NONE.

h:\kbullock\AdminAsstBackup\Docket\FY15Minutes\bminutes10_2014

Public Body: Compensation Board
Date: October 22, 2014
Time: 11:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Susan Swecker, Chairman (present)
Martha Mavredes, ex-officio member (present)
Craig Burns, ex-officio member (present)