

# COMPENSATION BOARD DOCKET #16/04

## October 28, 2015

EMPLOYEE RECOGNITION  
NONE.

### 307-16-04: 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>
VARIOUS	SHERIFF/ SUPERINTENDENT	09-01-15 Officers request to transfer Vacancy Savings to the following categories.	\$0	Approved per the Compensation Board's FY16 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
480	307	New River Regional Jail	10/13/2015	Vacancy Savings	Office Expense	\$81,001	\$52,000.00
480	307	New River Regional Jail		Vacancy Savings	Temporary	\$0	\$29,000.00
485	307	Blue Ridge Regional Jail	10/14/2015	Vacancy Savings	Temporary	\$43,300	\$43,300.00
650	307	Hampton City	10/19/2015	Vacancy Savings	Office Expense	\$144,698	\$144,698.00
710	307	Norfolk City	10/14/2015	Vacancy Savings	Office Expense	\$50,027	\$35,000.00
710	307	Norfolk City			Temporary	\$0	\$15,000.00
		<b>Total</b>				<b>\$319,026</b>	<b>\$318,998.00</b>

# 307-16-04: 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>10/6/15-The Master Deputy Committee reports the results of the Master Deputy Program Audit.</p> <p>The following offices have met all necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> <li>• Accomack County</li> <li>• Amherst County</li> <li>• Arlington County</li> <li>• Campbell County</li> <li>• Prince William County</li> <li>• Southampton County</li> <li>• Washington County</li> <li>• Wythe County</li> <li>• York County</li> <li>• Northern Neck Regional Jail</li> <li>• Hampton Roads Regional Jail</li> <li>• Blue Ridge Regional Jail</li> <li>• Middle River Regional Jail</li> <li>• Alexandria City</li> <li>• Hampton City</li> <li>• Norfolk City</li> <li>• Virginia Beach City</li> <li>• Winchester City</li> </ul> <p>The following offices passed the audit, but additional information has been requested by the committee.</p> <ul style="list-style-type: none"> <li>• Frederick County</li> <li>• Scott County*</li> <li>• North West Regional Jail</li> <li>• Newport News City</li> </ul>	\$0	Approved as recommended. The Compensation Board wishes to thank the members of the audit committee for their time and assistance.

# 307-16-04: 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	(Continued from previous page)  *Staff notes needed information has already been provided  The following office did not meet the necessary requirements. Additional documentation regarding specific program requirements has been requested by the committee and must be submitted by November 10, 2015, otherwise the audited participants in the following offices will be promptly removed from the master deputy/jail officer program: <ul style="list-style-type: none"><li>• Alleghany County</li></ul>		

**772-16-04: 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>10-12-15 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>Augusta County, Commonwealth's Attorney's Office                      Brunswick County, Commonwealth's Attorney's Office                      Campbell County, Commonwealth's Attorney's Office                      Northampton County, Commonwealth's Attorney's Office                      Tazewell County, Commonwealth's Attorney's Office                      Chesapeake City, Commonwealth's Attorney's Office                      Roanoke City, Commonwealth's Attorney's Office                      Suffolk City, Commonwealth's Attorney's Office</p> <p>No additional documentation is required.</p> <p>The Career Prosecutor Audit Committee does not recommend any changes to the Career Prosecutor Minimum Criteria.</p>	N/A	Approved as recommended. The Compensation Board wishes to thank the members of the audit committee for their time and assistance.

**771-16-04: COMMISSIONERS OF THE REVENUE**

NONE.

**774-16-04: TREASURERS**

NONE.

**773-16-04: CIRCUIT COURT CLERKS**

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 #16/03	N/A	Approved
2. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, November 18, 2015 and Wednesday, December 16, 2015 at 11:00 a.m.	N/A	Confirmed
3. 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
4. NEW OFFICER TRAINING	COMPENSATION BOARD	The Compensation Board's New Officer Training is scheduled for December 9-11, 2015 at the Doubletree in Midlothian (formerly Holiday Inn Koger Center). There are an estimated 114 new officers that may attend. (Draft agenda provided for review).	N/A	Noted
5. JAIL COST REPORT	COMPENSATION BOARD	Staff presents the FY2014 Jail Cost Report	N/A	Approved
6. MENTAL ILLNESS IN JAILS REPORT	COMPENSATION BOARD	Staff presents the 2015 Mental Illness in Jails Report.	N/A	Approved
7. TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections:  FY16 collections for July through September totaled \$1,894,639.50, an increase of 14.13% compared to the same period of collections in FY15.</p> <p>Expenditures:  FY16 year-to-date Clerk's expenditures through 10/22/15, totaled \$534,565.11 or 10.77% of budgeted Technology Trust Funds.</p> <p>Projections:  Based on current collections, FY16 TTF total collections would be approximately \$7.57 million, an increase of 15.11% compared to FY15 collections.  If the number of recordings falls an additional 10% over the remainder of FY16, total collections for FY15 would be \$7.00 million, an increase of 6.48% over FY15 collections.</p>	N/A	Noted

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #16/04  
October 28, 2015**

**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.**

# H A N D C A R R Y

## COMPENSATION BOARD DOCKET #16/04

### October 28, 2015

#### 307-16-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RIVERSIDE REG. JAIL	SUPERINTENDENT	10-26-15 Officer requests to transfer Vacancy Savings to Office Expense to defray unanticipated operating expenses for their Medical and Food Service Contracts.	-0-	Approved per the Compensation Board's FY16 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
465	307	Riverside Regional Jail	10/26/2015	Vacancy Savings	Office Expense	\$261,808.23	\$261,808.23

#### OTHER MATTERS

NONE.

#### FOR YOUR INFORMATION

NONE.

Public Body: Compensation Board  
 Date: October 28, 2015  
 Time: 11:00 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 (absent)  
 Martha Mavredes, Ex Officio member (present)