

COMPENSATION BOARD DOCKET #14/04

October 23, 2013

307-14-04: 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>
CITY OF BUENA VISTA	SHERIFF	<p>10/11/13-Officer requests additional funding of \$8,450 in order to fill his vacant secretary position with a full-time court services deputy at an annual salary of \$31,308. Position 00003, SECI is currently funded at \$22,858.</p> <p>Officer states that he does not have enough deputies to cover the courts. He occasionally has circuit court and general district court in session at the same time, requiring him to have bailiffs in both courts for security, while at the same time having to transport the prisoner being sentenced to the regional jail, as his office is not equipped with any holding cells to detain prisoners for transport at a later time. He would otherwise have to seat a prisoner in restraints at an office desk, an unsafe procedure.</p> <p>In addition, he needs staff to cover all entrances into the court buildings per a judge's order. These positions are locally funded but are very difficult to fill due to the part-time nature of the positions.</p> <p>Officer states he is a working sheriff, required to travel all over the state transporting prisoners, serves papers and performs court room security, and feels that the Compensation Board's Staffing Standards hurt his small office that has the same responsibilities as larger offices.</p> <p>Staff notes the Buena Vista Sheriff's office currently has one full-time court services deputy and one full-time secretary position, and is due 0.22 court services deputy positions, equating to \$6,496, and is ranked 6th in percent of need order in the court services staffing standards.</p>	\$8,450.00	<p>The Compensation Board did not approved the reclassification of the office's only administrative position to another deputy position, as deputies and administrative staff are allocated separately according to staffing standards.</p> <p>However, the Compensation Board approved additional temporary funds in the amount of 50% of the amount requested by the officer (\$4,250) in temporary salaries and advises the Sheriff that he may, if requested, transfer the annual salary of the vacant secretary position (pro-rated portion for remaining months of FY14) to temporary salaries in order to combine those funds and alternately hire additional deputy support where needed.</p>

307-14-04: SHERIFFS & REGIONAL JAILS

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<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>10/1/2013-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"> • Botetourt County Sheriff's Office • Brunswick County Sheriff's Office • James City Sheriff's Office • Lancaster City Sheriff's Office • Montgomery County Sheriff's Office • Patrick County Sheriff's Office • Wythe County Sheriff's Office • Northwestern Regional Jail • Piedmont Regional Jail • Virginia Peninsula Regional Jail • Peumansend Creek Regional Jail • Alexandria City Sheriff's Office • Fredericksburg City Sheriff's Office • Newport News City Sheriff's Office • Portsmouth City Sheriff's Office • Salem City Sheriff's Office • Virginia Beach City Sheriff's Office • Winchester City Sheriff's Office <p>Additional documentation has been requested by the committee for specific program requirements for the audited participants in the following offices, and must be submitted by November 13, 2013. Without adequate documentation provided to the committee by the requested date, the participants will be promptly removed from the master deputy/jail officer program:</p> <ul style="list-style-type: none"> • Page County Sheriff's Office • Shenandoah County Sheriff's Office. 	N/A	Approved as recommended. The Compensation Board wishes to thank the members of the audit committee for their time and assistance.

717-14-04: DIRECTORS OF FINANCE
NONE.

772-14-04: 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>
BEDFORD COUNTY	COMMONWEALTH'S ATTORNEY	<p>10-10-2013 Officer's Chief Assistant Commonwealth's Attorney is on extended medical leave with full pay. Officer requests emergency Temporary Funds at \$20,200 to fund a Temporary full-time employee from November 1, 2013 to March 21, 2014.</p> <p>This office has 5 fully-funded attorneys and 1 attorney position that is partially funded due to budget reductions. This office has budgeted Temporary Funds at \$2,969 and has transferred Vacancy Savings at \$2,006.66 to Temporary Funds (position 00007 at \$12,218 is Vacant, generating Vacancy Savings at \$1,018.17 per month). Officer uses all currently available Temporary Funds to fund the locality salary of a full-time Legal Assistant. This office is currently in excess of the staffing standards for assistant attorney positions, and is subject to lose 1 assistant attorney position if vacated by attrition in FY14 under the Position Reallocation Policy.</p> <p>Officer calculates the Temporary funds requested at \$25.00 per hour, 8 hours per day for 20 weeks and 1 day = \$20,200.</p>	\$20,200.00	The Compensation Board did not approve the request for emergency temporary funds for this office due to the temporary absence of one assistant attorney, where the office is in excess of staffing standards and subject to losing one attorney position upon attrition under the Position Reallocation Policy.

772-14-04: 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>10-1-13 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: Brunswick County Commonwealth's Attorney's Office Campbell County Commonwealth's Attorney's Office Chesterfield County Commonwealth's Attorney's Office Fairfax County Commonwealth's Attorney's Office Frederick County Commonwealth's Attorney's Office Henrico County Commonwealth's Attorney's Office Alexandria City Commonwealth's Attorney's Office Virginia Beach City Commonwealth's Attorney's Office Winchester City Commonwealth's Attorney's Office</p> <p>Additional documentation of additional number of MCLE hours completed should be provided by October 31, 2013, otherwise the following participant will promptly be removed from the Career Prosecutor program:</p> <p>Spotsylvania County, 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>	N/A	Approved as recommended. The Compensation Board wishes to thank the members of the audit committee for their time and assistance.

771-14-04: COMMISSIONERS OF THE REVENUE
NONE.

774-14-04: TREASURERS
NONE.

773-14-04: CIRCUIT COURT CLERKS

CONSENT DOCKET

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	CIRCUIT COURT CLERK	<p>Compensation Board staff requests updates to the following TTF approved budget line items.</p> <p>Staff had been working with these officers to update their requests in the TTF budget request system while all requests were under review, and the requested changes were not included in the budget requests recommended for approval on the September Docket (October 4, 2013).</p> <p>Staff notes these requests are for \$4 TTF funds available to each office, that were unbudgeted on the September Docket.</p>	\$2,380.00 NGF	<p>The Compensation Board approved the additional allocation of \$570 for Louisa County and \$1,810 for Prince William County from each office's available \$4 TTF for FY14.</p> <p>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 period.</p>

LOCALITY	OFFICE	VENDOR	ITEM DESCRIPTION	DESC CODE	PURPOSE CODE	TOTAL AMOUNT
Louisa County	773	Cott Systems	Software Assur Fee	R	L	1,200
Prince William County	773	CDW-G	Probate Scanners	E	N	0

LOCALITY	OFFICE	VENDOR	ITEM DESCRIPTION	DESC CODE	PURPOSE CODE	TOTAL AMOUNT
Louisa County	773	Cott Systems	Software Assur Fee	R	L	1,770
Prince William County	773	CDW-G	Probate Scanners	E	N	1,810

773-14-04: CIRCUIT COURT CLERKS

CONSENT DOCKET

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	CIRCUIT COURT CLERK	<p>Officer requests to transfer the annual vacant salary of the following position to Temporary Funds.</p> <p>Per the Position Reallocation Policy, this office is due to lose three (3) positions, and upon attrition must hold positions vacant for the remainder of FY14; however, vacancy savings from the position(s) held vacant may be transferred to another budget category for expenditure.</p>	\$0.00	Approved per the Position Reallocation Policy and the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro-Rated Amount Approved
740	773	Portsmouth City	10/17/13	pos. 00007	DCI	Temporary	29,213	29,213	20,851.31
		Totals						29,213	20,851.31

POWHATAN COUNTY	CIRCUIT COURT CLERK	<p>10-15-13 The Powhatan Circuit Court Clerk, William Maxey, retired effective September 30, 2013 and the newly appointed Clerk, Kathryn Powers, took office October 1, 2013, with a special election to be held February 4, 2014.</p> <p>Staff notes that the previous Circuit Court Clerk's annual APA Audits precluded the Clerk from receiving the December 2007 salary increase due to a third repeat finding in the area of Monitoring and Disbursing Liability Accounts (pursuant to paragraph H. of Item 73, Chapter 806, 2013 Appropriation Act). Consequently, the salary for the retired Clerk was less than that established in Chapter 806.</p> <p>Staff requests approval to establish the salary of the appointed Clerk at the salary provided in Chapter 806, included in salary tables in Item 73 and the August 1, 2013 increase provided in Item 468. The salary should be increased from \$102,424 to \$106,522 at an annualized cost of \$4,098, and a pro-rated cost of \$3,073.50 in FY14.</p>	\$3,073.50	Approved as requested, in accordance with Items 73 and 468 of Chapter 806, 2013 Acts of Assembly.
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773-14-04: CIRCUIT COURT CLERKS

CONSENT DOCKET

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WINCHESTER CITY	CIRCUIT COURT CLERK	<p>10-10-2013 Officer's Chief Deputy Clerk is on extended medical leave with full pay. Officer requests emergency Temporary Funds at \$6,880 to fund a Temporary full-time employee from November 1, 2013 to February 28, 2014.</p> <p>This office has eight fully funded positions and is due 1.07 additional positions per Compensation Board staffing standards. This office does not have any available Vacancy Savings or budgeted Temporary Salary funds.</p> <p>Officer calculates the Temporary funds: \$10.00 per hour, 8 hours per day for 17 weeks and 1 day = \$6,880.</p>	\$6,880.00	<p>Compensation Board approved additional temporary funds in the amount of 50% of the amount requested by the officer (through February 28, 2014). Total approved is \$3,440, based upon 50% of \$10.00 per hour, 8 hours per day.</p> <p>One time temporary funds must be requested for reimbursement no later than the May 2014 payroll reimbursement request in early June 2014.</p>
LUNENBURG COUNTY	CIRCUIT COURT CLERK	<p>10-21-2013 Officer requests an exception to Compensation Board salary policy to demote the individual in position 00002, currently DCIV at \$32,194, to a GOC at \$20,452, to be effective January 1, 2014.</p> <p>This is an exception to the 10% salary reduction Policy. Officer states the performance evaluations of this individual justify this reduction of classification and salary and the job description will be re-written accordingly.</p>	\$0.00	Approved as an exception to policy, based upon the specific conditions stated by the officer.

773-14-04: CIRCUIT COURT CLERKS

CONSENT DOCKET

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD COUNTY	CIRCUIT COURT CLERK	<p>At the August Compensation Board meeting, the Compensation Board approved a one-time allocation of \$36,652 in temporary salaries for FY14, based upon the cost to fund 3 deputy clerk 1 positions at the entry salary of \$24,435 for 6 months. With its approval, the Board requested that the Clerk provide regular updates to the Board regarding the status of the workload backlog and attempts to resolve these matters with the county and judges.</p> <p>On October 11, 2013, the Clerk's attorney John G. 'Chip' Dicks submitted a letter expressing, on behalf of the Clerk, her sincere appreciation for the assistance and understanding of the Compensation Board in approving the 3 temporary part-time positions for the Chesterfield County Circuit Court Clerk's office. Mr. Dicks also provided an update on the status of discussions with judges and the county and progress in hiring the part-time positions.</p>	\$0.00	Noted. The Compensation Board thanks the Clerk for her status update.

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 #14/03.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday November 20, 2013 at 11:00 a.m. and Wednesday December 18, 2013 at 11:00 a.m.	N/A	Noted.
3.	JAIL COST REPORT	COMPENSATION BOARD	Staff presents the FY2012 Jail Cost Report.	N/A	Approved.
4.	MENTAL ILLNESS IN JAILS REPORT	COMPENSATION BOARD	Staff presents the 2013 Mental Illness in Jails Report.	N/A	Approved.

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #14/04
October 23, 2013**

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"/>
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 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"/>
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 #14/04 October 23, 2013

307-14-04: 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>
HENRICO COUNTY	SHERIFFS	<p>10/18/13-Officer requests additional funding to purchase 200 CPU's without monitors and 20 CPU's with monitors, totaling approximately \$157,780.</p> <p>Officer states that the Sheriff's office has not asked for equipment replacement funds for years. They are currently using used equipment from every source that they can get, such as the libraries, purchasing office, etc. He is asking for emergency funding at this time because all of their computers will not be supported beyond April 2014 and the next budget for the Compensation Board and County will not begin until July 2014.</p> <p>Based on Compensation Board policy, the maximum number of computers that could be funded for this office is 74. With a per unit cost of \$717.18, the total cost for 74 computers is \$53,071 with a stressed cost of \$34,406.</p>	<p>\$53,071.32 Stressed Cost \$34,406.14</p>	The Compensation Board did not approve the request for additional funding. Additional funding for equipment has not been approved for FY14.

FROM VACANCY SAVINGS

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Requested Cost per Policy	Stressed Cost
087	Henrico	Computers	220	\$717.18	\$157,780.00	74	\$717.18	\$53,071.32	\$34,406.14

307-14-04: 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	SHERIFFS/ SUPERINTENDENTS	The following officers request to transfer Vacancy Savings to Temporary Funds.	\$0.00	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
485	307	Blue Ridge Regional Jail	10/17/13	Vacancy Savings	Temporary Funds	\$31,386.63	\$31,386.63
650	307	Hampton	10/18/13	Vacancy Savings	Temporary Funds	\$69,726.26	\$69,726.26
810	307	Virginia Beach	10/14/13	Vacancy Savings	Temporary Funds	\$101,280.23	\$101,280.23
						\$202,393.12	\$202,393.12

772-14-04: COMMONWEALTH'S ATTORNEYS
NONE.

771-14-04: COMMISSIONERS OF THE REVENUE
NONE.

774-14-04: TREASURERS
NONE.

773-14-04: 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. TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY14 year-to-date collections for July – September totaled \$2,176,764.29, an increase of 0.85% over the same period in FY13.</p> <p>Expenditures: FY14 year-to-date Clerk’s expenditures through 10/22/12, totaled \$544,139.03 or 7.17% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY14 TTF total collections would be approximately \$8.7 million, an increase of 0.26% over FY13 collections.</p> <p>If the number of recordings falls 10% over the remainder of FY14, total collections for FY14 would be \$8.1 million, a decrease of 7.26% from FY13 collections.</p>	N/A	Noted.
2. NEW OFFICER TRAINING	COMPENSATION BOARD	The Compensation Board’s New Officer Training is scheduled for December 11-13, 2013 at the Wyndham in Glen Allen. There are an estimated 36 new officers that may attend. (Draft agenda provided for review).	N/A	Noted.
3. CUSTOMER SERVICE SURVEY	COMPENSATION BOARD	Customer Service Survey responses were completed in September, with an overall response rate of 54%. Survey results indicate an overall satisfaction rate with Compensation Board services of 92%. This item is a key performance measure for the agency.	N/A	Noted.
4. MEDICAID ELIGIBILITY IN JAILS REPORT	COMPENSATION BOARD	Staff presents status update for the report on Medicaid Eligibility in Jails, as requested by the 2013 General Assembly pursuant to language included in Item 69, Paragraph L of Chapter 806.	N/A	The Board requests that staff provide the final report once all information has been received for review by members for consent to submit, with final concurrence to be provided at the November meeting.

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board

Date: October 23, 2013

Time: 11:00 a.m.

Location: Compensation Board Conference Room

Oliver Hill Building, 102 Governor Street

Richmond, VA 23219

Members: Frank Drew, Chairman (present)

Craig Burns, ex-officio member (present)

Martha Mavredes, ex-officio member (present)