

COMPENSATION BOARD DOCKET #11/05

November 17, 2010

EMPLOYEE RECOGNITION
NONE.

307-11-05: 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 AUDIT PROGRAM	MASTER DEPUTY AUDIT COMMITTEE	<p>10-5-10 The Master Deputy Audit Committee makes the following clarifying language amendment to the Master Deputy Program:</p> <ul style="list-style-type: none"> • The deputy shall not have more than one preventable vehicle accident in the 3 years prior to selection, or in any 3 year period. 	\$0	The Compensation Board approved the language amendment and asks staff to update appropriate program documentation to reflect this change.
CARROLL COUNTY	CERTIFICATION AUDIT COMMITTEE	<p>10-22-10 Staff presents the results of the Compensation Board Certification Audit for Carroll County.</p> <p>With office being recommended for Certification by the Audit Committee, staff recommends that the Sheriff in Carroll County be authorized to request maintaining a 6.2% salary increase for FY12 when submitting the budget request in January 2011.</p> <p>The Compensation Board may wish to thank the Compensation Board Audit Team Members:</p> <ul style="list-style-type: none"> • Captain Tim O'Leary, Stafford County Sheriff's Office • Mr. Rick Burkett, Compensation Board 	N/A	<p>Approved based upon the recommendations of the audit committee.</p> <p>The Compensation Board thanks each member of the Audit Team for their time and assistance in completing the Certification Audit.</p>

307-11-05: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NEW RIVER VALLEY REGIONAL JAIL	SUPERINTENDENT	<p>11-10-10 Superintendent requests to transfer \$2,555.00 from temporary funds to Pos. 00092, R C8 to fund a Class/Role Change to R C9 and increase the salary from \$33,950 to \$36,505 effective 11/1/10.</p> <p>This request is within Compensation Board personnel policy and reduces the Temporary base to \$6,942 for FY11 and reduces the authorized amount by \$1,703.36 for FY11.</p> <p>Officer acknowledges that due to budget reductions he currently has 13 unfunded authorized positions, and states his understanding that taking action to move base temporary and/or office expense funds to salaries of existing personnel may significantly reduce officer's 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 positions should a legislative decision be made in the future to restore reduced funding.</p>	\$0	The Compensation Board approved a transfer of \$2,555 from base temporary 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 officer's temporary budget in the current as well as subsequent fiscal years.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
480	307	New River Valley RJ	11/10/10	Temporary	Pos. 00092	\$9,497.00	\$2,555
Totals						\$9,497.00	\$2,555

307-11-05: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FREDERICKSBURG	SHERIFF	<p>10-29-10 On the June 2007 docket, Compensation Board approved one-time funds in the amount of \$54,296 (equivalent to 2 CS7 positions) in the officer's temporary budget. These funds were allocated specifically to allow the Sheriff to follow through on hiring commitments made prior to notification by the Compensation Board of the erroneous allocation of positions. These one-time funds may be maintained until such time as turnover occurs in CS positions or new CS positions are allocated to the Sheriff's office, thus allowing the placement of these two individuals into permanent positions.</p> <p>Pos. 00008, CS8 will become vacant in January 2011 due to a retirement. Officer requests an exception to reduce temporary funds in the amount of \$7,560 instead of \$27,148, as during the FY11 Budget Reduction these one-time temporary funds were already reduced by \$19,588.</p>	\$0	The Compensation Board did not approve this request. Removal of the funds provided on a one-time basis was agreed to in 2007, and to reduce the amount to be removed would serve to negate the FY11 budget reduction implemented as required by the 2010 legislature.

717-11-05: DIRECTORS OF FINANCE NONE.

772-11-05: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HIGHLAND COUNTY	COMMONWEALTH'S ATTORNEY	10-29-2010 Officer requests an exception to the \$500, 60-day reimbursement policy. The substitute prosecutor in Bath County did not submit the CB22 Form in a timely manner.	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

<u>Prosecutor</u>	<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>
John C. Singleton	05-01-2010 to 06-15-2010	D. Bradley Drawbaugh	\$489.00
John C. Singleton	06-16-2010 to 07-31-2010	D. Bradley Drawbaugh	\$494.50
		<u>Total</u>	\$983.50

771-11-05: COMMISSIONERS OF THE REVENUE NONE.

774-11-05: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GREENE COUNTY	TREASURER	11-08-2010 Acting Officer requests additional temporary funding at \$5,437.75 which is equivalent to Pos. 00004 DI, budgeted at \$19,856 from October 1, 2010-January 10, 2011. The election will be held January 11, 2011. This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that Pos. 00004 DI is not vacant during the period in which I am the Acting Treasurer, consequently funds cannot be transferred from this position.	\$0	Approved at no additional cost to the Compensation Board.

773-11-05: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DINWIDDIE COUNTY	CIRCUIT COURT CLERK	<p>11-03-2010 Effective December 1, 2010 Officer requests to transfer \$478 from base Office Expense Funds to position 00002, currently DCI, budgeted at \$23,884 to fund a Class/Role Change to DCII at \$28,362. Total Cost to Increase \$4,478.</p> <p>Effective December 1, Turnover funds at \$4,000 will be available to fund the remainder of the cost to increase the salary.</p> <p>Staff notes this office has 1 unfunded position.</p> <p>Officer acknowledges that due to budget reductions he currently has 1 unfunded authorized position, and states his understanding that taking action to move base temporary and/or office expense funds to salaries of existing personnel may significantly reduce officer's 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 a legislative decision be made in the future to restore reduced funding.</p>	\$0	The Compensation Board approved a transfer of \$478 from base Office Expense 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 officer's Office Expense funds budget in the current as well as subsequent fiscal years.

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 #11/04.	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, December 22, 2010 at 11:00 a.m. and Wednesday January 26, 2011 at 11:00 a.m. Legislative meeting with Association Presidents is scheduled for Tuesday, January 11, 2011 at 2:00 p.m.	N/A	Approved
4.	FY10 FINES & FEES REPORT	COMPENSATION BOARD	Some data entry errors were discovered during the review of the exposure draft of the Fines and Fees Report. Staff presents a summary of corrections made to final FY10 Fines & Fees Report to Board members for approval.	N/A	Final report approved, with inclusion of exposure draft changes and data entry error corrections.
5.	CUSTOMER SERVICE SURVEY	COMPENSATION BOARD	Staff presents 2010 Customer Service Survey results.	N/A	Approved.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
6.	TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>FY11 Collections: FY11 collections for July – October totaled \$2,617,214.67, which is a 9.49% decrease compared to same period in FY10.</p> <p>FY11 Expenditures: FY11 year-to-date Clerk's expenditures through October 26, 2010, totaled \$763,249.83 or 10.79% of budgeted Technology Trust Funds.</p> <p>FY11 Projected Collections: Based on current collections, FY11 TTF total collections would be approximately \$7.85 million, an increase of 0.91% over FY10 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY11, total collections for FY11 would be \$7.33 million, a decrease of 5.82% over FY10 collections.</p>	N/A	Noted.
7.	FY10 TTF PROGRESS REPORT	COMPENSATION BOARD	Staff presents the FY10 annual status of Circuit Court Clerks in providing statewide secure remote access to land records set out in § 17.1-279, Code of Virginia. Annual report includes FY10 TTF financial data, progress survey, secure remote access certification, status of redaction of social security numbers and FY11 TTF \$4 and \$1 budget requests for technology equipment and services.	N/A	Approved.
8.	INVITE ASSOCIATION PRESIDENTS TO JANUARY 2011 LEGISLATIVE METING	COMPENSATION BOARD	Staff presents memo for approval inviting Association Presidents for special legislation meeting with the Board on Tuesday, January 11, 2011 at 2:00 p.m.	N/A	Approved.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
9. NEW OFFICER TRAINING	COMPENSATION BOARD	New Officer Training is scheduled for December 7-8, 2010 at the Sheraton Park South Hotel. A confirmed 24 new officers were invited to the New Officer Training. Staff presents list.	N/A	Noted
10. EMERGENCY MEDICAL REQUESTS	COMPENSATION BOARD	Staff presents Emergency Medical Requests for approval of reimbursement.	\$37,092.96	Approved as noted in the Compensation Board Action column of the below table.

Facility Name	Inmate Name	Date(s) of medical services	State Responsible	Date Inmate Became SR	Amount Requested	Amount Recommended for Approval	Compensation Board Action Approved/Not Approved
Virginia Beach City Jail	Lynn Adams	5/29/2009 through 11/25/2009	No	N/A	\$19,842.38	\$0.00	Not approved
Richmond City Jail	Phillip Chambers	5/27/2010	Yes	12/10/2009	\$4,002.11	\$4,002.11	Approved
Richmond City Jail	Dontrey Anderson	6/26/2010	Yes	12/8/2009	\$702.50	\$702.50	Approved
Richmond City Jail	Charles Gayles	06/4/2010-06/7/2010	Yes	10/8/2009	\$13,018.47	\$13,018.47	Approved
Riverside Reg Jail	Marlon Lemus-Maurillo	2/19/2010-2/20/2010	Yes	10/19/2009	\$7,087.85	\$7,087.85	Approved
Riverside Reg Jail	Casie Davis	7/13/2010	Yes	5/27/2010	\$1,070.75	\$1,070.75	Approved
Riverside Reg Jail	Darrell Hall	5/12/2010	Yes	11/4/2009	\$494.88	\$494.88	Approved
Riverside Reg Jail	Regina Terry	5/7/2010-5/31/2010	Yes	8/4/2009	\$10,716.40	\$10,716.40	Approved
TOTALS					\$56,935.34	\$37,092.96	

FOR YOUR INFORMATION
NONE.

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**CLOSED MEETING
COMPENSATION BOARD DOCKET #11/05
November 17, 2010**

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 #11/05
November 17, 2010

EMPLOYEE RECOGNITION
NONE

307-11-05: SHERIFFS & REGIONAL JAILS
NONE

772-11-05: COMMONWEALTH'S ATTORNEYS
NONE

771-11-05: COMMISSIONERS OF THE REVENUE
NONE

774-11-05: TREASURERS
NONE

773-11-05: 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. Furlough/Leave without Pay Policy	All Offices	Staff submits for Board consideration policy clarification regarding the handling of furloughs of Compensation Board funded positions in constitutional offices, to be included in the Policy and Procedure Manual.	N/A	Approved

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: November 17, 2010
Time: 11:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Frank Drew, Chairman (absent)
Walt Kucharski, ex-officio member (present)
Craig Burns, ex-officio member (present)