

COMPENSATION BOARD DOCKET #14/05

November 20, 2013

EMPLOYEE RECOGNITION
NONE.

307-14-05: 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 PROGRAM AUDIT	MASTER DEPUTY AUDIT COMMITTEE	<p>11-13-13 The following office submitted additional documentation regarding specific requirements as requested by the Master Deputy Audit Committee and presented to the Board at its October 23, 2013 meeting:</p> <ul style="list-style-type: none"> • Shenandoah County <p>The Master Deputy Audit Committee Chairperson has approved the additional documentation that was submitted and determined that this office has met the necessary requirements and no further action is required.</p>	N/A	Noted.
NORFOLK CITY	SHERIFF	<p>11/01/13- Officer requests to transfer Vacancy Savings to equipment to fund the cost of the following items.</p> <p>Officer states the PCs do meet the Compensation Board's minimum criteria.</p>	<p>Total Cost \$30,000 Stressed Cost \$27,120</p>	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. All equipment purchases must be submitted in COIN no later than the May payroll and expense reimbursement.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
710	Norfolk	Computers	60	\$500.00	\$30,000.00	60	\$500.00	\$30,000.00	\$27,120.00
Grand Total					30,000.00			30,000.00	27,120.00

307-14-05: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF	11/06/13- The following officers request to transfer Vacancy Savings to Temporary Salaries or Office Expense Funds.	\$0	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
087	307	Henrico County	11/06/13	Vacancy Savings	Temporary Salaries	\$105,500.00	\$105,500.00
650	307	Hampton City	11/18/13	Vacancy Savings	Office Expense	\$72,148.46	\$72,148.46
770	307	Roanoke City	11/07/13	Vacancy Savings	Temporary Salaries	\$40,000.00	\$40,000.00,
Totals						\$217,648.46	\$217,648.46

772-14-05: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCHANAN COUNTY	COMMONWEALTH'S ATTORNEY	11-4-2013 Officer requests to transfer Base Temporary Funds at \$2,802 to increase the annual salary of position #00008 currently ATTI at \$49,601 to \$52,403. The new salary is effective November 1, 2013. Staff notes, this office does not have any Unfunded Compensation Board positions.	\$0	The Compensation Board approved a transfer of \$2,802 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
027	772	Buchanan County	11/04/13	Temporary	pos. 00008	\$2,802.00	\$2,802.00	\$1,868.00

772-14-05: 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>11-8-2013 The following office submitted additional documentation regarding specific requirements as requested by the Career Prosecutor Audit Committee and presented to the Board at its October 23, 2013 meeting:</p> <ul style="list-style-type: none">• Spotsylvania County <p>The Career Prosecutor Audit Committee has approved the additional documentation that was submitted and determined that this office has met the necessary requirements and no further action is required.</p>	N/A	Noted.

771-14-05: COMMISSIONERS OF THE REVENUE
NONE.

774-14-05: TREASURERS
NONE.

773-14-05: 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. MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #13/04.	N/A	Approved.
2. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, December 18, 2013 at 11:00 a.m., a special meeting on Tuesday, January 7, 2013 at 2:00 p.m. with Association Presidents, and Wednesday, January 22, 2013 at 11:00 a.m.	N/A	Noted.
3. NEW OFFICER TRAINING	COMPENSATION BOARD	The New Officer Training will be held December 11-13 at the Wyndham Hotel and Conference Center in Glen Allen. 30 officers were invited, to date 23 have confirmed they will attend.	N/A	Noted.
4. FINES & FEES REPORT	COMPENSATION BOARD	Staff presents the FY13 Fines & Fees Report	N/A	Approved.
5. MEDICAID ELIGIBILITY IN JAILS REPORT	COMPENSATION BOARD	Staff presents the final Medicaid Eligibility in Jails Report for approval. Consent of Board Members was received prior to the submission of the report in early November.	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. EMERGENCY MEDICAL REQUESTS	COMPENSATION BOARD	Staff presents Emergency Medical Requests for approval of reimbursement.	See below	See below.

Facility Name	Inmate Name	Date(s) of medical services	State Responsible	Date Inmate Became SR	EMR Date of Eligibility	Amount Requested	Amount Recommended for Approval	Compensation Board Action Approved/Not Approved
Petersburg City Jail	Miles Headrick	2/26/2013	Yes	11/28/2012	2/27/2013	\$323.50	\$0.00	Not Approved-Offender not Eligible on DOS
Petersburg City Jail	Gerald Jones	5/21, 6/2/13	Yes	4/12/2012	7/12/2012	\$38.48	\$38.48	Approved
Petersburg City Jail	LaJuan Jones	6/14/2013	Yes	1/7/2013	4/7/2013	\$903.42	\$903.42	Approved
Petersburg City Jail	Leander Jones	3/26/2013	Yes	12/12/2012	3/12/2013	\$103.00	\$103.00	Approved
Petersburg City Jail	Jamarr Peterson	5/1-5/2/13, 6/14/13	Yes	8/28/2012	11/27/2012	\$1,814.06	\$1,814.06	Approved
Petersburg City Jail	Antonio Thompson	4/9/2013	Yes	1/9/2013	4/10/2013	\$37.83	\$0.00	Not Approved-Offender not Eligible on DOS
Petersburg City Jail						\$3,220.29	\$2,858.96	
Riverside Regional Jail	Andre Mason	5/23-5/29/13	Yes	1/10/2013	4/12/2013	\$9,910.78	\$9,910.78	Approved
Riverside Regional Jail	Tiese Howard	5/23/13, 5/24-5/26/13	Yes	2/3/2009	5/3/2009	\$13,084.75	\$13,084.75	Approved
Petersburg City Jail						\$22,995.53	\$22,995.53	
Roanoke City Jail	Antwan Johnson	8/16, 8/22, 8/23, 8/26/2013	Yes	5/28/2013	8/28/2013	\$5,225.00	\$0.00	Not Approved-Offender not Eligible on DOS
Roanoke City Jail						\$5,225.00	\$0.00	
Total						\$31,449.82	\$25,863.49	

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #14/05
November 20, 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.

**H A N D C A R R Y
 COMPENSATION BOARD DOCKET #14/05
 November 20, 2013**

EMPLOYEE RECOGNITION
 NONE.

307-14-05: SHERIFFS & REGIONAL JAILS
 NONE.

772-14-05: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEY	Officers request an exception to the \$500, 60-day reimbursement policy.	\$3,099.02	Approved as an exception to policy, based upon the specific conditions stated by the officer.

FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
005	772	Alleghany County	Ann Gardner	5/1/2012 to 5/31/2013	Samuel Ross Candler and Eric Dillon Campbell	\$776.17
710	772	Norfolk City	Gregory D, Underwood	5/6/2013 to 9/18/13	Todd Schneider	\$1,693.85
710	772	Norfolk City	Ramin Fatehi	5/6/13 to 9/18/13	Todd Schneider	\$629.00
Total						\$3,099.02

772-14-05: 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>10-30-2013 Officer requests in accordance with §15.2-1606, to reimburse the County of Prince George for Defense Counsel @ \$26,104.21.</p> <p>Officer states that he did not know to contact the Division of Risk Management and that instead the Assistant Commonwealth's Attorney sought appointment of counsel under §15.2-1606. The Circuit Court Judge appointed William J. Dinkin as Defense Counsel.</p> <p>Commonwealth's Attorney states he was not aware the Department of Risk Management would provide counsel on civil matters before the Virginia State Bar.</p> <p>Staff notes that Chapter 3, Item 276, paragraph B of the Appropriation Act states "Coverage provided by the VARISK plan for the constitutional officers shall be extended to any action filed against a constitutional officer or appointee of a constitutional officer before the Equal Employment Opportunity Commission or the Virginia State Bar." This coverage was added during the 2006 special session of the General Assembly and the Division of Risk Management (DRM) routinely provides coverage. Staff at DRM confirms the Division was never consulted regarding this matter prior to the assistant Commonwealth's Attorney seeking assignment of outside counsel through the court.</p> <p>Officer requests the Compensation Board reimburse the county for expenses incurred to date and any future expenses incurred in all levels of disciplinary hearings until conclusion of this matter, which has now been remanded to the District Committee by the Virginia Supreme Court.</p>	\$26,104.21 Defense Counsel	<p>The Compensation Board approved reimbursement of \$26,104.21 as a one-time exception to policy based upon the court order assigning counsel.</p> <p>The Board notes that any future expenses related to this matter may be considered upon submission of expenses and requests a status update regarding a timeline for completion of this matter and an estimate of any future costs.</p>

771-14-05: COMMISSIONERS OF THE REVENUE
NONE.

774-14-05: TREASURERS
NONE.

773-14-05: CIRCUIT COURT CLERKS

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>11-13-13 Officer requests to rescind her request on the October Compensation Board Docket to transfer the remaining annual vacant salary from position 00007 to Temporary Funds, effective October 15, 2013. Officer requests to instead transfer the remaining annual vacant salary from position 00006 to Temporary Funds at \$15,708.21, effective November 11, 2013.</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> <p>Officers also have the option to promote to the vacant position and hold a lower classified position vacant. In this case, the officer wishes to promote the incumbent of position 00006 to position 00007 and hold position 00006 vacant.</p>	\$0	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 Category	Class Code	To Category	Current Salary	Amount Requested	Pro Rated
740	773	Portsmouth City	11/11/2013	pos. 00006	DCI	Temporary	24,435	24,435	15,708.21
		Totals						24,435.00	15,708.21

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	INVITE ASSOCIATION TO JANUARY 2014 LEGISLATIVE MEETING	COMPENSATION BOARD	Staff presents memo for approval inviting Association Presidents for special legislative meeting with Board on Tuesday, January 7 th at 2p.m.	N/A	Approved.
2.	TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY14 year-to-date collections for July – October totaled \$2,971,631.28, an increase of 2.11% over the same period in FY13.</p> <p>Expenditures: FY14 year-to-date Clerk's expenditures through 11/19/13, totaled \$761,222.50 or 10.02% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY14 TTF total collections would be approximately \$8.63 million, a decrease of -0.58% over FY13 collections. (Note: A prior year revenue credit in James City/Williamsburg of \$140,454.11 has been excluded from projections but is included in the total collections above.)</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 -7.1% over FY13 collections.</p>	N/A	Noted.

FOR YOUR INFORMATION NONE.

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Public Body: Compensation Board
Date: November 20, 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)