

COMPENSATION BOARD DOCKET #12/06

December 21, 2011

EMPLOYEE RECOGNITION
NONE.

307-12-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RIVERSIDE REGIONAL JAIL	SHERIFF	<p>12-14-2011 Superintendent requests reconsideration of emergency medical requests for Wright, Blackwell, and Cash, denied on the November 16th docket. These requests were denied due to the dates of service occurring in a previous fiscal year and prior to the previous reimbursement cycle (May, 2011). The jail cites lack of control of the amount of time that may pass before a provider bills Anthem for an offender's service.</p> <p>The jail has provided documentation of billing and payment of expenses by the jail identifying that the jail became responsible for payment of the expenses after the May 2011 reimbursement cycle.</p>	\$5,179.44	Approved as an exception to policy, based upon the specific conditions stated by the officer.
NORFOLK CITY	SHERIFF	11-17-11 Officer requests to transfer vacancy savings at \$45,000 to Temporary funds.	\$0	Approved per the Compensation Board's FY12 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
710	307	Norfolk	11/17/11	Vacancy Savings	Temporary Funds	\$74,845.19	\$45,000.00
		Totals				\$74,845.19	\$45,000.00

307-12-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BLUE RIDGE REGIONAL JAIL	SUPERINTENDENT	<p>12-5-2011 Officer requests funding for the 92 new positions budgeted by the Compensation Board along with the transfer of funding for 14 positions from the Appomattox County Sheriff's Office and 21 positions from the Amherst Sheriff's Office effective January 1, 2012.</p> <p>Positions and funding are to staff the newly constructed Amherst facility as a part of the Blue Ridge Regional Jail.</p> <p>Officer states that the facility will begin housing inmates effective December 15,2011</p>	\$1,285,233	The Compensation Board approved funding effective January 1, 2012 for the 92 new positions and 35 transferring positions as budgeted in Chapter 890.

717-12-06: DIRECTORS OF FINANCE NONE.

772-12-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FLOYD COUNTY	COMMONWEALTH'S ATTORNEY	<p>12-8-2011 Officer notes this office consists of one (1) Commonwealth's Attorney, one (1) full-time and one (1) part-time administrative position (paid with CB temporary funds).</p> <p>Officer requests emergency Temporary Funds at \$57,200 to fund a part-time assistant attorney.</p> <p>Officer states the county has seen a tremendous increase in crime directly related to the epidemic use of methamphetamines; increasing the case number by 135 cases. Also, between June 7 and 10 approximately one hundred (100) indictments and warrants to approximately fifty (50) defendants were issued and will be prosecuted through this office.</p> <p>Additionally, this office is prosecuting a DUI vehicular manslaughter case that occurred on July 27, 2011 and a capital murder case that occurred on November 23, 2011 where the victim is a two year old child. The defendant and witnesses are non-English speaking; interpreters will be required.</p> <p>The budgeted Temporary funds of \$13,236 are used for a permanent part-time administrative assistant position and not available for this request.</p> <p>This office will have no Vacancy Savings.</p> <p>Officer calculates the emergency Temporary funds: \$55.00 per hour, 40 hours per week for 26 weeks = \$57,200.</p> <p>Staff notes that current staffing standards identify a need in this office for 0.43 additional assistant attorney positions. The addition to workload of approximately 50 felon defendants increases attorney staffing need by an additional half position.</p>	\$57,200	<p>The Compensation Board approved one-time funds in Temporary Salaries in the amount of \$9,600, based upon 20 hours per week for 22 weeks (Jan-May) at the base salary provided for an Assistant Commonwealth's Attorney position \$45,385/2080=\$21.82/hr), based upon the unique circumstances stated by the officer.</p> <p>Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2012 payroll reimbursement request will not be available for reimbursement in June 2012 or later.</p>

772-12-06: 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	<p>Compensation Board staff recommends that the salaries of the listed 2011 newly elected Commonwealth's Attorneys be increased to reflect the salary amount prescribed in the current Appropriation Act for a full-time officer serving in a locality with a population between 35,000 and 44,999. Officers serving full-time in localities with a population less than 35,000, are due the salary level set for an officer serving in a locality with a population between 35,000 and 44,999.</p> <p>Staff notes that Officers' salaries are currently less than the Appropriation Act established salary, based upon the incumbent officers' choice in April, 2003 to reduce their own salaries to achieve budget reductions in FY04.</p> <p>Staff notes that at its July 27, 2011 meeting, the Board noted that future priority would be given to salary restoration for officers where their salary was reduced to satisfy mandatory reductions to the Compensation Board budget.</p>	<p>\$13,369 Annual Cost \$6,685 Pro-Rated Cost</p>	Approved as Requested.

FIPS	LOCALITY	CLASSIFICATION	CURRENT SALARY	APPROPRIATED SALARY	ANNUAL COST	FY12 PRO-RATE COST
071	Giles	ATTY	111,280	\$113,760	\$2,480	\$1,240
109	Louisa	ATTY	109,599	\$113,760	\$4,161	\$2,081
139	Page	ATTY	107,032	\$113,760	\$6,728	\$3,364
<i>Total Cost</i>					\$13,369	\$6,685

772-12-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ARLINGTON COUNTY	COMMONWEALTH'S ATTORNEY	12-1-2011 Officer requests in accordance with §15.2-1606, to reimburse the County of Arlington for Defense Counsel at 21,821.26. Officer provided documentation that locality has paid these expenses pursuant to Code and Officer is seeking reimbursement of amounts paid to the locality.	\$21,821.26	Approved for reimbursement pursuant to §15.2-1606, Code of Virginia.
CARROLL COUNTY	COMMONWEALTH'S ATTORNEY	<p>12-13-2011 Effective January 1, 2012 Officer elect requests to transfer Base Temporary Funds at 4,540, to fund New Hire salary increases. Pos. 00003 currently ATTIV at 66,354 to become ATTIV at 68,184 and Pos. 00006 currently ATIII at 59,290 to become ATIII at 62,000.</p> <p>The two candidates both qualify for the proposed salaries based on a 15% increase of the annual salary they are currently earning.</p> <p>Officer elect states: I, Nathan Lyons, acknowledge that due to budget reductions I currently have one unfunded authorized position, I understand that taking action to move base temporary and/or office expense funds to salaries of existing personnel may significantly reduce my 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 attorney and/or staff positions should a legislative decision be made in the future to restore reduced funding.</p>	-0-	Compensation Board deferred action on this request until the January Board meeting.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Amount Approved
035	772	Carroll County	12/13/11	Temporary	Perm Personnel	12,151.00	4,540.00	4,540.00

772-12-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GILES COUNTY	COMMONWEALTH'S ATTORNEY	12-13-2011 Effective January 1, 2012 Officer elect requests to transfer Base Temporary Funds at 13,905, to fund a Class/Role change to pos. 3 currently ATTI at 45,385 to become ATTIV at 59,290. Officer elect states: I, Bobby Lilly, acknowledge that due to budget reductions I currently have one unfunded authorized position, I understand that taking action to move base temporary and/or office expense funds to salaries of existing personnel may significantly reduce my 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 attorney and/or staff positions should a legislative decision be made in the future to restore reduced funding.	-0-	Compensation Board deferred action on this request until the January Board meeting.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Amount Approved
071	772	Giles County	12/13/11	Temporary	pos. 3	35,238.00	13,905.00	13,905.00

GILES COUNTY	COMMONWEALTH'S ATTORNEY	12-15-2011 Officer requests to transfer one-time Temporary Funds to Equipment to fund the purchase of one (1) computer monitor:	Total Cost \$129 Stressed Cost \$98.80	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base
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FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
071-772	Giles County	Computer monitor	1	129	129	1	129	129	98.80
Total					129			129	98.80

771-12-06: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MATHEWS COUNTY	COMMISSIONER OF THE REVENUE	<p>Officer requests reconsideration by the Compensation Board of his salary as set and reimbursed by the Board for FY11. Officer lost the additional salary amount related to participation in the Commissioners' Career Development Program (CDP) in FY11 due to a late certification. The CDP salary amount has been restored for FY12, as Officer met eligibility criteria and completed certification of his budget request by the legal deadline. The Board also approved an exception request by the officer in February 2011 to include his office for consideration with other CDP offices for FY12, as he had certified his budget request on time but had not certified his eligibility and participation in the CDP.</p> <p>Budget requests for FY11 and CDP Certifications for FY11 were due to be certified by law by February 1, 2010. Officer states that he completed his budget request screens on Saturday, January 30, 2010 in anticipation of a major snowstorm the next day. Offices were subsequently closed and the Officer did not return to his office until noon on Tuesday, February 2, at which time he found communications from CB staff indicating that his budget request was neither complete nor certified by the statutory deadline. Officer indicates that he experienced difficulties in certifying the screens of the budget request. Certification of the budget request was completed on February 2, 2010, however, because the February 1 deadline had passed, officer lost his eligibility to maintain the CDP Salary amount for FY11. Additionally, staff notes that Officer did not certify his eligibility and participation in the CDP program in his budget request Special Programs screen for FY11.</p> <p>Officer feels that he took all actions possible to certify his budget request on time and that the delay was caused by circumstances beyond his control. Officer feels it was unfair that he was removed from the CDP and that he did not receive the CDP salary supplement during FY11. Officer requests that the Compensation Board increase his salary for FY11, directing the locality to adjust his salary for FY11, and reimburse the locality for the increased salary amount. Officer is retiring 12/31/2011 and thanks the Board for consideration of his request.</p>	\$5,426	The Board did not approve the request of the officer, as the fiscal year for which the request is made ended on June 30, 2011.

774-12-06: TREASURERS
NONE.

773-12-06: 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 #12/05.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: A special meeting on Tuesday, January 10, 2012 at 2:00 p.m with Association Presidents, and regularly scheduled meetings on Wednesday, January 25, 2012 and Wednesday, February 22, 2012 at 11:00 a.m..	N/A	Noted.
3.	NEW OFFICER TRAINING UPDATE	COMPENSATION BOARD	The New Officer Training was held on December 7-9, 2011, at the Holiday Inn Select Koger in Richmond. New officers were invited with 84 attending.	N/A	Noted.
4.	COIN ONLINE BUDGET REQUEST TRAINING	COMPENSATION BOARD	The training was held in Roanoke on December 1 st and 2 nd at the Dept of Corrections Academy for Staff Development, with a total of 15 attendees, and at the Hanover County Sheriff's office on December 9 th and 12 th with 26 attendees, for a total of 41 attendees.	N/A	Noted.
5.	FY12 TECHNOLOGY TRUST FUND COLLECTIONS & PROJECTIONS	COMPENSATION BOARD	<p>Collections: FY12 year-to-date collections for July – November totaled \$2,952,456.41, a decrease of 10.14% over the same period in FY11.</p> <p>Expenditures: FY12 year-to-date Clerk's expenditures through 12/19/11, totaled \$1,449,334.65 or 23.12% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY12 TTF total collections would be approximately \$7.09 million, a decrease of 6.70% over FY11 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY12, total collections for FY11 would be \$6.67 million, a decrease of 12.14% over FY11 collections</p>	N/A	Noted.

FOR YOUR INFORMATION
NONE.

CLOSED MEETING
COMPENSATION BOARD DOCKET #12/06
December 21, 2011

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 #12/06

December 21, 2011

EMPLOYEE RECOGNITION
NONE.

307-12-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RIVERSIDE REGIONAL JAIL	SHERIFF	12-14-11 Superintendent requests to transfer vacancy funds from positions 00194, 00195, 00196, 00197 (CKA/CKB) to Office Expenses for the months of December 2011 through June 2012. The prorated amount to be transferred to Office Expense is \$54,176.50.	\$0	Approved per the Compensation Board's FY12 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
WYTHE COUNTY	SHERIFF	12-19-2011 Position 00027, L7 is currently budgeted at 28,234. Officer requests a permanent base budget fund transfer of \$159 from temporary funds in order to fund a New Hire into position 00027. The officer states that the deputy hired for position 00027 was the 2009 recipient of the National Law Enforcement Officer from MADD and that the funds would be used to match his current annual salary at 28,393. The total reduction to the annual base budget for Temporary Funds is \$159; the prorated amount for the six months ending in FY12 is \$79.50	\$0	The Compensation Board approved a transfer of \$159 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 officer's Temporary budget in the current as well as subsequent fiscal years.

717-12-06: DIRECTORS OF FINANCE
NONE.

772-12-06: COMMONWEALTH'S ATTORNEYS
NONE.

771-12-06: COMMISSIONERS OF THE REVENUE
NONE.

774-12-06: TREASURERS
NONE.

773-12-06: CIRCUIT COURT CLERKS
NONE.

OTHER MATTERS
NONE.

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board

Date: December 21, 2011

Time: 11:00 a.m.

Location: Compensation Board Conference Room

Oliver Hill Building, 102 Governor Street

Richmond, VA 23219

Members: Frank Drew, Chairman (present)

Walt Kucharski, ex-officio member (present)

Craig Burns, ex-officio member (present)

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