

COMPENSATION BOARD DOCKET #14/06

December 18, 2013

EMPLOYEE RECOGNITION
NONE.

307-14-06: SHERIFFS & REGIONAL JAILS
NONE.

772-14-06: 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>
PITTSYLVANIA COUNTY	COMMONWEALTH'S ATTORNEY	<p>12-18-2013 As Acting Officer, effective January 1, 2014, I request additional Temporary Funding @ \$34,749. This is equivalent to position #1 ATTIV @ \$69,498 from January 1, 2014 to June 30, 2014. The Special Election will be held on November 4, 2014.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #1 ATTIV is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.

771-14-06: COMMISSIONERS OF THE REVENUE
NONE.

774-14-06: TREASURERS
NONE.

773-14-06: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PULASKI COUNTY	CIRCUIT COURT CLERK	<p>11-26-2013 Officer requests to transfer Base Temporary Funds at \$4,778 to increase the annual salary of position #00007 currently DCI at \$24,435 for a New Hire candidate who qualifies for a salary of \$30,135. This office has sufficient Turnover to fund the remaining difference to reach the new salary amount. The new salary is effective December 1, 2013.</p> <p>I, Maetta Crewe, acknowledge that due to budget reductions I currently have one unfunded authorized position; I understand that taking action to move base temporary 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 reduced positions should a legislative decision be made in the future to restore reduced funding.</p>	-0-	The Compensation Board approved a transfer of \$4,478 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 Fund budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Pro Rated
155	773	Pulaski	11/11/2013	Temporary	DCI	pos. 00007	\$24,435	\$4,778	\$2,787.17
		Totals						\$4,778	\$2,787.17

773-14-06: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CUMBERLAND COUNTY	CIRCUIT COURT CLERK	<p>12-3-2013 Acting Officer, effective January 1, 2014, requests additional Temporary Funding @\$12,217.50. This is equivalent to position #2 DCI @ \$24,435 from January 1, 2014 to June 30, 2014. The Special Election will be held on November 4, 2014.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of Section 24.2-226 and 228 is that position #2 DCI is not vacant during the period in which I am the Acting Clerk of the Circuit Court, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.
CAREER DEVELOPMENT COMMITTEE	CIRCUIT COURT CLERKS	<p>Career Development Committee provides the Compensation Board with the documentation of accredited coursework for the Deputy Clerk's Career Development Program.</p> <p>The Career Development Committee has submitted a detailed outline of the Course Curriculum for 2014 for review and approval by the Board in December as required by the Deputy Clerks' Career Development Program.</p>	N/A	The Compensation Board approved the course curriculum and plan for coursework for completion by Deputy Circuit Court Clerks for participation in the deputies' career development program as presented by the Career Development Committee.

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 #13/05.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: a special meeting on Tuesday, January 7, 2013 at 2:00 p.m. with Association Presidents, Wednesday, January 22, 2013 at 11:00 a.m., and Wednesday, February 26, 2013 at 11:00 a.m.	N/A	Noted.
3.	NEW OFFICER TRAINING UPDATES	COMPENSATION BOARD	The New Officer Training was held on December 11-13, 2013, at the Wyndham Virginia Crossing and Hotel and Conference Center in Glen Allen. New officers were invited with 30 attending.	N/A	Noted.
4.	TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY14 year-to-date collections for July – November totaled \$3,489,185.31, a decrease of -3.14% over the same period in FY13.</p> <p>Expenditures: FY14 year-to-date Clerk's expenditures through 12/19/13, totaled \$1,088,581.77 or 14.3% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY14 TTF total collections would be approximately \$8.18 million, a decrease of - 5.83% over FY13 collections.</p> <p>If the number of recordings falls 10% over the remainder of FY14, total collections for FY14 would be \$7.71 million, a decrease of -11.23% over FY13 collections.</p>	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #14/06
December 18, 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 #14/06 December 18, 2013

307-14-06: 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>
COLONIAL HEIGHTS	SHERIFF	<p>12-10-2013- Officer requests additional funding in the amount of \$14,117 in temporary salaries to support the hiring of one CS7 position.</p> <p>Officer needs are based on the following: On October 21, 2013 the City of Colonial Heights opened a new courthouse, expanding from 29,000 sq ft. with 2 courtrooms to 58,000 sq. ft and 3 courtrooms. The additional courtroom will be for mixed use by circuit court and juvenile & domestic relations court, and has already begun to see use. Simultaneous use of this additional courtroom with the other two could result in a staffing shortfall.</p> <p>According to prior workload and staffing standards, this office is due 3.61 court services deputy positions, and is currently funded for 4 court services deputy positions.</p> <p>The new building also brings with it added staffing demands at the front security check points and the addition of a Master Control room Deputy. These duty post requirements are not part of the current staffing standards formula and cannot be utilized for this request, but this demand does further illustrate how the expansion impacts this office with only 4 Compensation Board funded court services deputy positions.</p>	\$29,081	<p>The Compensation Board did not approve the request for additional funding. However, the Board advises that in the event of increases in workload resulting from the additional courtroom, that the Board may consider weighting more heavily the current year's workload reflecting the added courtroom in the staffing standards calculation. The Officer may seek this consideration once workload information is available regarding the use of the additional courtroom.</p>

307-14-06: 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>
Blue Ridge Regional Jail	Superintendent/Sheriff	12-13-2013- The following Officers request to transfer Vacancy Savings to Temporary Funds and/or Office Expenses.	\$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 Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
485	307	Blue Ridge Regional Jail	12/13/2013	Vacancy Savings	Temporary	\$55,602.54	\$55,602.54
650	307	Hampton City	12/17/2013	Vacancy Savings	Office Expense	\$60,089.10	\$60,089.10
		Totals				\$115,691.64	\$115,691.64

772-14-06: 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>
MARTINSVILLE CITY	COMMONWEALTH'S ATTORNEY	<p>12-17-2013 Officer Elect requests to transfer Base Temporary Funds at \$6,993 to increase the annual salary of position #00002 currently ATTIV at \$63,784 for a New Hire candidate who qualifies for a salary of \$73,500. This office will have sufficient Turnover to fund the remaining difference to reach the new salary amount. The new salary is effective January 1, 2014.</p> <p>I, Clay Gravely, acknowledge that due to budget reductions I currently have one unfunded authorized position; I understand that taking action to move base temporary 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 reduced positions should a legislative decision be made in the future to restore reduced funding.</p>	-0-	The Compensation Board deferred action on this request until the January board meeting.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Pro Rated
690	772	Martinsville City	12/17/2013	Temporary	ATTIV	pos. 00002	\$63,784	\$6,993	\$3,496.50
Totals								\$6,993	\$3,496.50

772-14-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

REGULAR DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MADISON COUNTY	COMMONWEALTH'S ATTORNEY	<p>11-19-2013 Officer requests additional Temporary Funds in the amount of \$56,160 for an Assistant Attorney to assist in prosecution of a specific case.</p> <p>This office is in the middle of a triple homicide involving 6 counts of capital murder, one count grand larceny, 3 counts of use of firearm in the commission of murder and 1 count of posses/use sawed off shotgun. Although Madison County is the crime scene, evidence has been secured in Newport News, Orange County, Fairfax County and Culpeper County. There are more than sixty (60) witnesses involved, many of whom live in Newport News. Organizing the medical and forensic records, witness interviews, cell phone records, video recordings, physical exhibits and other evidence in this case is logistically challenging.</p> <p>Officer states the two (2) capital defense firms that have been court-appointed to the Defendant have been appointed a paralegal, for the third time, to aid in the preparation of their case, at a rate of \$45.00/hr. The Defense firms have previously obtained authorization for a private investigator, at a rate of \$85.00/hr, a mitigation specialist at the same rate and a mental health expert at \$400.00/hr. The Court authorized these expenditures so the Defense can adequately prepare their case, due to the seriousness of the charges and the potential consequences to the Defendant.</p> <p>This office does not have any Compensation Board budgeted Temporary or Office Expense funds and is staffed by the Commonwealth's Attorney and one (1) Compensation Board funded administrative position. Staffing standards indicate this office is due 0.27 additional assistant commonwealth's attorney positions.</p> <p>Officer requests the funding amount based upon a salary of \$45.00 per hour for 24 hours per week for 52 weeks. Staff notes that the requested wage amount from December 1, 2013 to the end of the payable fiscal year (May 31, 2014), at \$45.00 per hour for 24 hours per week for 26 weeks, would total \$28,080. Alternatively, the wage equivalent of a staffing need of 0.27 attorney positions is \$13,392.</p>	\$56,160.00	<p>Compensation Board approved additional temporary funds in the amount of 50% of the amount requested by the officer for 26 weeks (through May 31, 2013). Total approved is \$14,040, based upon 50% of \$45.00 per hour, 24 hours per week for 26 weeks. One time temporary funds must be requested for reimbursement no later than the May 2013 payroll reimbursement request in early June 2013.</p>

771-14-06: COMMISSIONERS OF THE REVENUE
NONE.

774-14-06: TREASURERS
NONE.

773-14-06: 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.	COIN ONLINE BUDGET REQUEST TRAINING	COMPENSATION BOARD	The training was held in Roanoke on December 2 nd at the Virginia Western Community College with a total of 15 attendees, and at the Hanover County Sheriff's office on December 13 th and 16 th with 27 attendees, for a total of 42 attendees.	N/A	Noted.
2.	LIMITS FOR POSITIONS CLASSIFIED AS DCI AND DCII IN CLERKS' OFFICES	COMPENSATION BOARD	The Governor's introduced budget bill includes salary increases effective July 1, 2014 for Deputy Clerk I positions at 4% and Deputy Clerk II positions at 2%. The Compensation Board may wish to institute a temporary measure to restrict reclassifications of other classified positions to DCI or DCII classifications to prevent driving up the cost of the proposed salary increase beyond the funding amount contained in the budget bill.	N/A	The Compensation Board approved a temporary limit on the number of classified Deputy Clerk I and Deputy Clerk II positions in each office to the total number classified as such as of December 18, 2013. This limit will remain in effect until such time as the proposal is approved and the salary increases are implemented, or unless the proposal is changed and the limit is no longer relevant. The Board will consider any exceptions to this temporary limit on a case by case basis.

**FOR YOUR INFORMATION
NONE.**

Public Body: Compensation Board
Date: December 18, 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)
Martha Mavredes, ex-officio member (present)
Craig Burns, ex-officio member (present)