

# COMPENSATION BOARD DOCKET #17/04

## October 26, 2016

EMPLOYEE RECOGNITION  
NONE.

307-17-04: 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>
Danville City	Sheriff	<p>10-6-16 Officer requests an exception to policy to transfer \$16,804.51 from Vacancy Savings to equipment toward the purchase of digital portable/mobile radios with a total cost of \$78,625.80. Staff notes that current policy provides that radio equipment is reimbursable only for sheriffs' offices with primary law enforcement responsibilities.</p> <p>The Sheriff states that the upgrade from current analog to new digital radios is for the safety of the deputies and citizens in the service of process, including evictions and repossessions, as well as for transportation for Temporary Detention Orders and juveniles to court from detention. Officer notes that the City of Danville Police Department and Pittsylvania County Sheriff's Office recently upgraded to digital radio systems, and it was anticipated that the Danville Sheriff's Office's analog radios would be compatible, however they are not. Currently deputies cannot communicate via radio with other law enforcement agencies in the vicinity in the event of emergency, which is a significant compromise to public safety.</p> <p>Officer understands that the reimbursement for this item must be claimed in the COIN system no later than the May payroll and expense reimbursement process.</p>	-0-	<p>Approved a transfer of the stressed amount of \$14,306, as an exception to policy, based upon the specific conditions stated by the officer. This is a one-time transfer, not in the base budget.</p> <p>Equipment purchases must be requested for reimbursement no later than the May 2017 payroll and expense reimbursement request</p>

FIPS	Locality	Equipment Requested	Requested Qty.	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
590	Danville City	Digital Portable Radios	1	\$16,804.51	\$16,804.51	1	\$16,804.51	\$16,804.51	\$14,305.68
<b>Grand Total</b>								\$16,804.51	\$14,305.68

## 307-17-04: 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>
MASTER DEPUTY PROGRAM AUDIT	MASTER DEPUTY AUDIT COMMITTEE	<p>10/19/16-The Master Deputy Committee reports the results of the Master Deputy Program Audit.</p> <p>The following offices have met all necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> <li>• Amherst County</li> <li>• Augusta County</li> <li>• Botetourt County</li> <li>• Cumberland County</li> <li>• Hanover County</li> <li>• Montgomery County</li> <li>• Page County</li> <li>• Pittsylvania County</li> <li>• Roanoke County</li> <li>• Scott County</li> <li>• Southampton County</li> <li>• York County</li> <li>• Northwestern Reg. Jail</li> <li>• Western Tidewater Reg. Jail</li> <li>• Alexandria City</li> <li>• Chesapeake City</li> <li>• Hampton City</li> <li>• Martinsville City</li> </ul> <p>The following offices passed the audit, but additional information has been requested by the committee.</p> <ul style="list-style-type: none"> <li>• Hampton Roads Reg. Jail</li> <li>• Pamunkey Reg. Jail</li> </ul> <p>*Staff notes needed information has already been provided</p> <p>The following office did not meet the necessary requirements. Additional documentation regarding specific program requirements has been requested by the committee and must be submitted by November 16, 2016, otherwise the audited participant in the following office will be promptly removed from the master deputy/jail officer program:</p> <ul style="list-style-type: none"> <li>• Culpeper County</li> </ul>	-0-	Approved as recommended. The Compensation Board wishes to thank the members of the Audit Committee for their time and assistance.

## 307-17-04: 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>
Pamunkey Regional Jail	Superintendent	10-7-16 Officer requests to transfer the following vacant positions to office expenses for the remainder of FY17.  Officer states that he does not plan to fill these positions in FY17.	-0-	Approved per the Compensation Board's FY17 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
460	307	Pamunkey Reg. Jail	10/1/2016	00097	RPMED	Office Expense	\$19,432	\$19,432	\$14,574
460	307	Pamunkey Reg. Jail	10/1/2016	00098	RPMED	Office Expense	\$19,432	\$19,432	\$14,574
460	307	Pamunkey Reg. Jail	10/1/2016	00099	RPMED	Office Expense	\$19,432	\$19,432	\$14,574
460	307	Pamunkey Reg. Jail	10/1/2016	00100	RPMED	Office Expense	\$19,432	\$19,432	\$14,574
460	307	Pamunkey Reg. Jail	10/1/2016	00101	RPMED	Office Expense	\$19,432	\$19,432	\$14,574
460	307	Pamunkey Reg. Jail	10/1/2016	00104	RPMED	Office Expense	\$19,432	\$19,432	\$14,574
460	307	Pamunkey Reg. Jail	10/1/2016	00105	RPMED	Office Expense	\$19,432	\$19,432	\$14,574
460	307	Pamunkey Reg. Jail	10/1/2016	00106	RPMED	Office Expense	\$19,432	\$19,432	\$14,574
		<b>Total</b>					<b>\$155,456</b>	<b>\$155,456</b>	<b>\$116,592</b>

Various	Sheriff/Superintendents	10/19/16 Officers requests to transfer Vacancy Savings to Temporary or Office expense.	-0-	Approved per the Compensation Board's FY17 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
450	307	Rappahannock Sec. Center	10/12/2016	Vacancy Savings	Temporary	\$348,650.71	\$348,650.71
480	307	New River Reg. Jail	10/18/2016	Vacancy Savings	Office Expense	\$136,714.33	\$136,714.33
485	307	Blue Ridge Reg. Jail	10/12/2016	Vacancy Savings	Temporary	\$45,355.60	\$45,355.60
492	307	Southwestern Reg. Jail	10/12/2016	Vacancy Savings	Temporary	\$39,471.50	\$39,471.50
496	307	RSW Reg. Jail	10/3/2016	Vacancy Savings	Office Expense	\$164,414.03	\$10,391.57
496	307	RSW Reg. Jail	10/3/2016	Vacancy Savings	Temporary	\$154,022.46	\$71,754.70
650	307	Hampton City	9/30/2016	Vacancy Savings	Office Expense	\$136,024.73	\$66,325.53
						<b>\$1,024,653.36</b>	<b>\$718,663.94</b>

## 307-17-04: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
James City County	Sheriff	<p>10/26/15 Officer requests reconsideration of the position reallocation policy and the potential reduction of 2 permanent court services deputy positions.</p> <p>Officer states that the workload has been generally the same or higher over the past 6 years. They have up to 190 square miles to cover, gated communities in which they have to gain access and remote areas which may take a deputy up to an hour to serve one paper. Based upon their current population above 70,000 they must serve 3 papers per hour instead of the previous requirement to serve 2 papers per hours. In order to accomplish this they will need to use both full-time and part-time court security deputies to serve process. This will slow the service as those deputies aren't familiar with the neighborhoods and it will reduce courthouse security resources. Reducing their workforce by two positions would be a challenge that would be very difficult to accomplish without adversely impacting courthouse and courtroom security. The County population continues to grow and they need more deputies, not less.</p> <p>Officer also notes multiple workload duties within the courthouse, including courtroom duties in civil cases, manning entrance security, lock-ups and courtroom holding cells, and movement of inmates through the courthouse with the need to provide security to the public. Officer further notes that the locality only provides one deputy position.</p> <p>Staff notes this office has a position that will become vacant November 1, 2016. Officer understands that he will not be able fill the vacant position and that the position will be removed from his budget FY2018. This office was approved a one-time exception in October 2014, based upon the unique conditions stated by the Sheriff with regard to workload requirements, and in consideration of the change in positions due based upon crossing a population threshold.</p> <p>Staff notes that further clarification regarding the counting of papers received for service of process has been requested for review by the Compensation Board and the Virginia Sheriff's Association Staffing Standards Committee in the coming months.</p>		-0-	<p>Compensation Board approved the Sheriff's request for exception to the Position Reallocation Policy for 1 court services deputy position based upon the specific conditions stated by the officer and Compensation Board staff regarding the service of process definition.</p> <p>The Board notes that courtroom security standards for staffing by the Commonwealth are defined in budget language and security requirements within the locality-designed and constructed courthouse should be addressed with adequate staffing by the locality.</p>

## 307-17-04: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
New River Reg. Jail	Superintendents	10/19/16 Officer requests to transfer base Temporary funds of \$3,883 to increase the annual salary of position 00040, currently C12 at \$60,056 to \$63,939, effective November 1, 2016.  Officer understands that moving base temporary funds to salaries may reduce his options in dealing with any potential future reductions without impacting salaries of permanent staff.		-0-	The Compensation Board approved a transfer of \$3883 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 base temporary funds 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	New Salary	Amount Requested	Pro- Rated
480	307	New River Reg. Jail	10/19/2016	Temporary	C12	Pos. 00040	\$60,056	\$63,939	\$3,883	\$2,588.67
	<b>Totals</b>								\$3,883	\$2,588.67

## 772-17-04: COMMONWEALTH'S ATTORNEY

### 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>9-30-16 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:</p> <ul style="list-style-type: none"> <li>• Augusta County</li> <li>• Bedford County</li> <li>• Botetourt County</li> <li>• Chesterfield County</li> <li>• Henrico County</li> <li>• Russell County</li> <li>• Alexandria City</li> <li>• Norfolk City</li> </ul> <p>The following have met all necessary requirements and are approved but with identified comments to be provided in response to these officers:</p> <ul style="list-style-type: none"> <li>• Spotsylvania County</li> <li>• York County*</li> <li>• Danville City</li> </ul> <p>(*Staff notes needed information has already been provided.)</p> <p>The following offices did not meet the necessary requirements. Additional documentation regarding specific program requirements has been requested by the committee and must be submitted by November 7, 2016, otherwise the audit participants in the following offices will be promptly removed from the Career Prosecutor Program:</p> <ul style="list-style-type: none"> <li>• Fairfax County</li> <li>• Rockingham County</li> </ul> <p>The Career Prosecutor Audit Committee recommends that in an effort to enhance clarity and uniformity, in the Career Prosecutor Minimum Criteria, references be changed from "Career Development Program" to "Career Prosecutor Program".</p>	N/A	Approved as recommended. The Compensation Board wishes to thank the members of the Audit Committee for their time and assistance.

## 772-17-04: COMMONWEALTH'S ATTORNEY

### NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	COMMONWEALTH'S ATTORNEY	<p>October 7, 2016 Officer requests an exception to the Compensation Board's 10% salary reduction policy. A Demotion of the employee in position 00005 AAI at \$37,963 to position 00023 PA at \$26,556 was effective September 19, 2016.</p> <p>Officer states this was a voluntary demotion requested by the employee; however, the employee's local salary was reduced by less than 8.5%. The job description of position 00023 is written accordingly to the duties this individual is now performing.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.
HENRY COUNTY	COMMONWEALTH'S ATTORNEY	<p>October 13, 2016 Officer requests to transfer base Temporary Funds in the amount of \$3,016 to fund a salary increase of position 00010 within Compensation Board policy. This is to be effective December 1, 2016.</p> <p>Pos. 00010, AAI Current salary of \$30,157, would be increased to the amount of \$33,173.</p> <p>Staff notes this office has 1 unfunded position.</p> <p>Officer acknowledges that due to budget reductions he currently has one 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.</p>	-0-	The Compensation Board approved a transfer of \$3016 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 base Temporary Funds 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	New Salary	Amount Requested	Pro Rated
	772	Henry County	10/13/2016	Temporary	AAI	pos. 00007	\$30,157	\$33,173	\$3,016	\$1,508.00

## 773-17-04: 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>
LOUISA COUNTY	CIRCUIT COURT CLERK	<p>September 29, 2016 Officer requests to budget funding from the remaining balance of available TTF \$4 funds in the amount of \$2,250 for a hearing assistance system in the courtroom.</p> <p>This office elected to carry over unbudgeted \$4 TTF projected collections of \$91,237 in Louisa County, and currently has \$56,724 in \$4 TTF cash available for budgeting.</p>	\$2,250 NGF	The Compensation Board approved your request for use of the equipment and services portion of your TTF funding based on the criteria set out in §17.1-279, <u>Code of Virginia</u> .
JAMES CITY COUNTY	CIRCUIT COURT CLERK	<p>October 14, 2016 Officer requests to budget funding from the remaining balance of available TTF \$4 funds in the amount of \$1,759.67 for the following line items.</p> <ul style="list-style-type: none"> <li>• Wiring for RMS expansion (vendor, Op Tech)</li> <li>• Access Control Panel, (vendor, Shorty Wallin)</li> </ul> <p>This office elected to carry over unbudgeted \$4 TTF projected collections of \$312,806 in James City County, and currently has in \$4 TTF \$217,329 cash available for budgeting.</p>	\$1,759.67 NGF	The Compensation Board approved your request for use of the equipment and services portion of your TTF funding based on the criteria set out in §17.1-279, <u>Code of Virginia</u> .

## 771-17-04: COMMISSIONERS OF THE REVENUE NONE.

## 774-17-04: TREASURERS 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. MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #17/03	N/A	Approved.
2. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, November 16, 2016 at 10:00 a.m. and Wednesday, December 21, 2016 at 10:00 a.m.	N/A	The Compensation Board meeting scheduled for Wednesday, December 21, 2016 will be rescheduled to an earlier date. The new date will be updated on the agency website and the Commonwealth Calendar once confirmed.
3. CUSTOMER SERVICE SURVEY	COMPENSATION BOARD	Customer Service Survey responses are complete, with an overall response rate of 56%. The Compensation Board staff is currently analyzing the Customer Service Survey responses to determine the overall satisfaction rate.	N/A	Noted.
4. NEW OFFICER TRAINING	COMPENSATION BOARD	The Compensation Board's New Officer Training is scheduled for December 7-9, 2016 at the Wyndham Virginia Crossing Hotel and Conference Center in Glen Allen. There are an estimated 17 new officers that may attend (Draft agenda provided for review).	N/A	Noted.
5. JAIL COST REPORT	COMPENSATION BOARD	Staff presents the FY2015 Jail Cost Report.	N/A	Approved.
6. MENTAL ILLNESS IN JAILS REPORT	COMPENSATION BOARD	Staff presents the 2016 Mental Illness in Jails Report.	N/A	Approved.
7. TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY17 collections for July through September totaled \$1,875,336.75, an increase of 5.61% compared to the same period of collections in FY16.</p> <p>Expenditures: FY17 year-to-date Clerk's expenditures through 10/24/2016, totaled \$723,178.45 or 10.41% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY17 TTF total collections would be approximately \$7.50 million, an increase of 14.03% compared to FY16 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY17, total collections for FY17 would be \$6.94 million, an increase of 5.48% over FY16 collections.</p>	N/A	Noted.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #17/04  
October 26, 2016**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Susan Swecker. (\_\_\_\_\_ 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 SUSAN SWECKER: I move to certify that only public business exempt from the Act was discussed.**  
(\_\_\_\_\_ seconded the motion.)

Susan Swecker, 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 SUSAN SWECKER: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed.** (\_\_\_\_\_ seconded the motion.)

Susan Swecker, 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.**

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
Date: October 26, 2016  
Time: 10:00 a.m.  
Location: Compensation Board Conference Room  
Oliver Hill Building, 102 Governor Street  
Richmond, VA 23219  
Members: Susan Swecker, Chairman (present)  
Craig Burns, Ex Officio member (absent)  
Martha Mavredes, Ex Officio member (present)

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