

COMPENSATION BOARD DOCKET #25/08

February 27, 2025

307-25-08: 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>
VARIOUS	SHERIFFS/ SUPERINTENDENTS	February 26, 2025 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.	\$0.00	Approved per the Compensation Board's FY25 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
001	307	Accomack County	2/12/2025	Vacancy Savings	Office Expense	\$111,167.44	\$111,167.44
041	307	Chesterfield County	2/14/2025	Vacancy Savings	Office Expense	\$44,342.56	\$44,342.56
073	307	Gloucester County	2/6/2025	Vacancy Savings	Temporary	\$10,959.24	\$10,959.24
087	307	Henrico County	2/21/2025	Vacancy Savings	Office Expense	\$501,366.82	\$501,366.82
165	307	Rockingham County	1/21/2025	Vacancy Savings	Office Expense	\$200,000.00	\$180,000.00
165	307	Rockingham County	1/21/2025	Vacancy Savings	Temporary	\$0.00	\$20,000.00
175	307	Southampton County	2/6/2025	Vacancy Savings	Temporary	\$36,130.00	\$14,000.00
175	307	Southampton County	2/6/2025	Vacancy Savings	Office Expense	\$0.00	\$22,130.00
183	307	Sussex County	2/4/2025	Vacancy Savings	Office Expense	\$147,827.00	\$147,827.00
405	307	Albemarle-Charlottesville Regional Jail	2/13/2025	Vacancy Savings	Temporary	\$101,467.76	\$101,467.76
410	307	Northwestern Regional Jail	2/21/2025	Vacancy Savings	Temporary	\$31,343.71	\$20,000.00
410	307	Northwestern Regional Jail	2/21/2025	Vacancy Savings	Office Expense	\$0.00	\$11,343.71
425	307	Central VA Regional Jail	2/21/2025	Vacancy Savings	Office Expense	\$85,137.68	\$85,137.68
430	307	Piedmont Regional Jail	2/12/2025	Vacancy Savings	Office Expense	\$140,382.24	\$140,382.24
435	307	PR WM Manassas Regional Jail	2/21/2025	Vacancy Savings	Office Expense	\$170,844.67	\$170,844.67
445	307	Rockbridge Regional Jail	2/21/2025	Vacancy Savings	Office Expense	\$40,376.94	\$40,376.94
450	307	Rappahannock Regional Jail	2/21/2025	Vacancy Savings	Temporary	\$463,388.33	\$253,363.96
450	307	Rappahannock Regional Jail	2/21/2025	Vacancy Savings	Office Expense	\$0.00	\$210,024.37
455	307	Western Tidewater Regional Jail	2/12/2025	Vacancy Savings	Office Expense	\$145,551.42	\$145,551.42
460	307	Pamunkey Regional Jail	2/21/2025	Vacancy Savings	Temporary	\$59,816.15	\$59,816.15
465	307	Riverside Regional Jail	2/12/2025	Vacancy Savings	Office Expense	\$696,418.83	\$696,418.83
470	307	Virginia Peninsula Regional Jail	2/13/2025	Vacancy Savings	Office Expense	\$187,120.80	\$187,120.80
480	307	New River Valley Regional Jail	2/12/2025	Vacancy Savings	Temporary	\$442,945.34	\$200,000.00
480	307	New River Valley Regional Jail	2/12/2025	Vacancy Savings	Office Expense	\$0.00	\$242,945.34
485	307	Blue Ridge Regional Jail	2/12/2025	Vacancy Savings	Temporary	\$332,643.32	\$42,000.00
485	307	Blue Ridge Regional Jail	2/12/2025	Vacancy Savings	Office Expense	\$0.00	\$290,643.32
492	307	Southwest Regional Jail	2/21/2025	Vacancy Savings	Office Expense	\$291,088.70	\$291,088.70

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
493	307	Middle River Regional Jail	2/19/2025	Vacancy Savings	Temporary	\$189,279.12	\$104,145.00
493	307	Middle River Regional Jail	2/19/2025	Vacancy Savings	Office Expense	\$0.00	\$85,134.12
495	307	Meherrin River Regional Jail	2/13/2025	Vacancy Savings	Office Expense	\$384,672.26	\$384,672.26
496	307	RSW Regional Jail	2/13/2025	Vacancy Savings	Office Expense	\$183,080.86	\$183,080.86
650	307	Hampton City	2/11/2025	Vacancy Savings	Office Expense	\$390,760.14	\$390,760.14
710	307	Norfolk City	2/13/2025	Vacancy Savings	Temporary	\$110,290.89	\$110,290.89
740	307	Portsmouth City	2/24/2025	Vacancy Savings	Office Expense	\$252,646.27	\$252,646.27
770	307	Roanoke City	2/11/2025	Vacancy Savings	Temporary	\$76,739.58	\$66,739.58
770	307	Roanoke City	2/11/2025	Vacancy Savings	Office Expense	\$0.00	\$10,000.00
		Totals				\$5,827,788.07	\$5,827,788.07

307-25-08: 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>
Rockbridge County	SHERIFF	<p>February 27, 2025 Acting Officer requests additional Temporary Funding in the amount of \$33,556.83. This is equivalent to the current salary of position 00026, budgeted at \$80,534 from January 1, 2025 to the end of the fiscal year (June 30, 2025).</p> <p>Officer acknowledges this request for "additional" funding is made in lieu of a request to transfer these funds to the Temporary Funds budget, as he understands that the Compensation Board's interpretation of \$24.2-226 and 228 is that position 00026 is not vacant during the period in which he is the Acting Sheriff. Consequently, funds cannot be transferred from this position.</p>	\$0.00	Approved at no additional cost to the Compensation Board.

307-25-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>REGULAR DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRICO COUNTY	SHERIFF	Officer requests, in accordance with §15.2-1711 of the <u>Code of Virginia</u> , reimbursement to Henrico County for legal fees and expenses incurred in defense of 7 sheriffs' deputies charged with criminal offenses arising in the discharge of their official duties, and for which all charges were disposed of by the Circuit Court granting motions by the Commonwealth's Attorney to nolle prosequi the charges. The Henrico County Attorney reviewed and concurred with the expenses incurred by defense counsel, and the Board of Supervisors for Henrico County approved payments for such defense in the total amount of \$216,618.50. Pursuant to §15.2-1711, when a governing body certifies the reimbursement of such legal fees to the Compensation Board, the Board shall pay two-thirds of such amount (\$144,412.34). The sheriff has provided such certifications of reimbursement from the Chair of the Board of Supervisors of Henrico County and requests reimbursement of \$144,412.34.		\$144,412.34	The Compensation Board approved reimbursement of \$144,412.34 in accordance with the provisions of §15.2-1711 of the <u>Code of Virginia</u> .

772-25-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEYS	February 26, 2025 Officers request a one-time fund transfer of Vacancy Savings to Temporary funds.		\$0.00	Approved per the Compensation Board's FY25 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
095	772	James City County	February 14, 2025	Vacancy Savings	Temporary	\$29,085.72	\$29,075.06
165	772	Rockingham County	February 10, 2025	Vacancy Savings	Temporary	\$62,816.11	\$62,816.11
173	772	Smyth County	February 7, 2025	Vacancy Savings	Temporary	\$33,084.00	\$16,542.00
199	772	York County	February 26, 2025	Vacancy Savings	Temporary	\$47,776.02	\$31,341.11
		Totals				\$172,761.85	\$139,774.28

772-25-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ISLE OF WIGHT COUNTY	COMMONWEALTH'S ATTORNEY	February 18, 2025 Officer requests to transfer Turnover Savings (permanent personnel salaries funds) in the amount of \$15,528.96 to Base Temporary Funds. The officer notes that she does not intend to use these funds at this time for salary actions for other positions.		\$0.00	Approved per the Compensation Board's FY25 Budget Priorities and Policies. This is a base budget transfer.

FIPS	Office Code	Locality Name	Request Date	From Category	To Base Category	Amount Available	Amount Requested	Pro-Rated
093	772	Isle of Wight County	2/18/2025	Turnover (Pos 00003)	Temporary Salaries	\$15,529	\$15,529	\$5,176.32
		Totals				\$15,529	\$15,529	\$5,176

CHARLOTTE COUNTY	COMMONWEALTH'S ATTORNEY	January 24, 2025 Acting Officer requests additional Temporary Funding in the amount of \$38,609.50. This is equivalent to the current salary of position 00003 ATTI budgeted at \$77,219 from January 1, 2025 to June 30, 2025. The election will be held on November 4, 2025.		\$0.00	Approved at no additional cost to the Compensation Board.
		This request for "additional" funding is made in lieu of a request to transfer these funds to the Temporary Funds budget, as she understands that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00003 ATTI is not vacant during the period in which she is the Acting Commonwealth Attorney. Consequently, funds cannot be transferred from this position.			

VARIOUS	COMMONWEALTH'S ATTORNEYS	February 26, 2025 - Officer requests an exception to the Substitute Prosecutor expense reimbursement policy. Expenses for travel for the case below were received by the Compensation Board more than 60 days following conclusion of the case.		\$1,692.42	Approved as a one-time exception to policy, based upon the specific conditions stated by the officer.
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Office	FIPS	Locality	Prosecutor	Expense Date(s)	Defendant	Expense Cost	Exception Need Reason
772	073	Gloucester County	T. Marie Walls	2/1/2024-10/25/2024	Jason Robert Chaney	\$214.40	>60 days after case conclusion
		Total				\$214.40	

773-25-08: 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	February 10, 2025 Officer requests to transfer \$10,462.93 in Vacancy Savings to Temporary funds.	\$0.00	Approved per the Compensation Board's FY25 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
155	773	Pulaski County	February 10, 2025	Vacancy Savings	Temporary	\$10,462.93	\$10,462.93
		Totals				\$10,462.93	\$10,462.93

PULASKI COUNTY	CIRCUIT COURT CLERK	February 19, 2025 Officer requests to budget \$1 TTF funds in the amount of \$9,700 for the purchase of a Plat Scanner; the Supreme Court is the Vendor. This is to be used for Land Records automation purposes. Staff notes that this office currently has budgeted \$16,483 in \$4 TTF and \$11,696 in \$1 TTF (\$1,800 currently budgeted for equipment from \$1 TTF).	\$9,700 NGF	The Compensation Board approved the request and notes that expenditure reimbursements are limited to not exceed at any time the greater of 50% of budgeted amount or actual cash on hand through FY25 collections. The Board further notes that expenditure reimbursements for technology trust funds must be requested no later than the May, 2025 expense reimbursement request.
CHESAPEAKE CITY	CIRCUIT COURT CLERK	February 21, 2025 Officer requests to amend the FY26 budget as submitted. The APA audit date in the Special Programs section of the Clerk's Career Development Certification should be changed to 06/30/2024.	N/A	The Compensation Board approved the officer's request to make changes to data submitted in the COIN budget request system for the certification of Career Development Program information.
CAREER DEVELOPMENT COMMITTEE	CIRCUIT COURT CLERKS	February 14, 2025 - Career Development Committee provides the Compensation Board with the documentation of accredited coursework for the Deputy Clerk's Career Development Program. The Career Development Committee has submitted a detailed outline of the Course Curriculum for 2025 for review and approval by the Board as required by the Deputy Clerks' Career Development Program. These program materials are typically provided for review in December of the prior calendar year.	N/A	The Compensation Board approved the course curriculum and plan for coursework for completion by Deputy Circuit Court Clerks in CY25 for participation in the deputies' career development program as presented by the Career Development Committee. The Compensation Board thanks the Committee for its status report of certifications of Clerks and Deputy Clerks in the Career Development Programs.

771-25-08: COMMISSIONERS OF THE REVENUE
NONE.

774-25-08: TREASURERS
NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	TREASURERS	February 24, 2025 Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration of the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY26 Budget Request. They are currently not receiving the increase and are applying for certification for the Career Development Program.	\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2025.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
013	774	Arlington County	2/12/2025	Jessica Mix	00008	DI
013	774	Arlington County	2/12/2025	Babar Sheikh	00033	AA
053	774	Dinwiddie County	2/14/2025	April Gill	00002	DII
107	774	Loudoun County	2/20/2025	Gwen Ridgeway-Bates	00015	DI
685	774	City of Manassas Park	2/13/2025	Francis Deniega	00002	DIII
810	774	City of Virginia Beach	2/13/2025	Donnah Perry	00016	DIV
810	774	City of Virginia Beach	2/13/2025	Randall Miller	00002	DI

VARIOUS	TREASURERS	February 24, 2025 - Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY26 Budget Request. They are currently Master Deputy certified and are applying for recertification and request to maintain the Master Deputy status.	\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2025.
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FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
125	774	Nelson County	2/14/2025	Gayle Vest	00004	MDIV
700	774	City of Newport News	2/13/2025	Kelly Barnes	000023	MDI
740	774	City of Portsmouth	2/11/2025	Mary Jo Moseley	00014	MDI
800	774	City of Suffolk	2/11/2025	Shirley Snead	00007	MDI
800	774	City of Suffolk	2/11/2025	Carol Boone	00005	MDII

774-25-08: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	TREASURERS	February 20, 2025 - Officers request Board approval to amend the Collection Dates and/or Rates erroneously submitted in the Career Development portion of the FY26 Online Budget Request.	\$0.00	The Compensation Board approved the officers' requests to make changes to data submitted in the COIN budget request system for certifications of Career Development Program information.

FIPS	Office Code	Locality Name	Request Date	Collection Type, (Real Estate or Pers Property)	Collection Date Entered	Collection Rate Entered	Corrected Collection Date	Corrected Collection Rate
001	774	Accomack County	2/20/2025	Real Estate	12/2024	94.00%	12/2023	97.57%
001	774	Accomack County	2/20/2025	Personal Property	12/2024	81.00%	12/2023	90.36%
590	774	City of Danville	2/12/2025	Real Estate	12/2024	94.96%	12/2023	97.71%

VARIOUS	TREASURERS	February 20, 2025 - Officers request Board approval to amend the Period Ending Dates for APA and/or Independent Local Audits erroneously submitted in the Career Development portion of the FY26 Online Budget Request.	\$0.00	The Compensation Board approved the officers' requests to make changes to data submitted in the COIN budget request system for certifications of Career Development Program information.
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FIPS	Office Code	Locality Name	Request Date	Audit Date Type (APA or Independent (Local) Audit)	Audit Period Ending Date Entered	Corrected Audit Period Ending Date
027	774	Buchanan County	2/13/2025	APA	6/30/2023	6/30/2024
027	774	Buchanan County	2/13/2025	Independent	6/30/2023	6/30/2024
029	774	Buckingham	2/14/2025	APA	6/30/2023	6/30/2024
029	774	Buckingham	2/14/2025	Independent	6/30/2023	6/30/2024
095	774	James City County	2/17/2025	APA	6/30/2022	6/30/2024
095	774	James City County	2/17/2025	Independent	6/30/2022	6/30/2024
109	774	Louisa County	2/20/2025	APA	6/30/2023	6/30/2024
109	774	Louisa County	2/20/2025	Independent	6/30/2023	6/30/2024
113	774	Madison County	2/14/2025	APA	6/30/2023	6/30/2024
113	774	Madison County	2/14/2025	Independent	6/30/2023	6/30/2024
595	774	City of Emporia	2/12/2025	APA	N/A	6/30/2024
680	774	City of Lynchburg	2/13/2025	APA	6/30/2022	6/30/2024
680	774	City of Lynchburg	2/13/2025	Independent	6/30/2022	6/30/2024
690	774	City of Martinsville	2/12/2025	APA	12/31/2023	6/30/2024
690	774	City of Martinsville	2/12/2025	Independent	6/30/2023	6/30/2024
720	774	City of Norton	2/12/2025	Independent	6/30/2019	6/30/2024
720	774	City of Norton	2/12/2025	APA	6/30/2019	6/30/2023

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 #25/07.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Regular monthly meetings are scheduled for Thursday, March 27, 2025 at 1:00 p.m. and Thursday, April 24, 2025 at 1:00 p.m.	N/A	The Compensation Board changed the date of the April Board Meeting to Wednesday, April 23, 2025 at 1:00 p.m.
3.	BUDGET HEARING	COMPENSATION BOARD	The annual Compensation Board Budget Hearing is scheduled for Tuesday, April 15, 2025 at 1:00 p.m., to be available for virtual attendance.	N/A	Confirmed.
4.	NOTTOWAY COUNTY COSTS FOR HOUSING VCBR OFFENDERS	COMPENSATION BOARD	Staff presents a request for reimbursement of expenses incurred by Nottoway County for the expense of confining residents of the Virginia Center for Behavioral Rehabilitation arrested for new offenses and held in Piedmont Regional Jail for the months of June, 2024 and July, 2024 through December, 2024 (FY25 Quarters 1-2). In accordance with budget language approved in Chapter 2, and based upon numbers of offenders housed, days housed and rates paid by the County in the 4 th quarter of FY24 and the 1 st through 2 nd quarters of FY25, staff recommends approval of payment to Nottoway County in the amount of \$215,939. This amount represents the maximum reimbursable amount allowed in FY25 for expenses incurred.	\$215,939	Approved.
5.	EXPENDITURE REPORT	COMPENSATION BOARD	Staff presents monthly expenditure report.	N/A	Noted.
6.	FY25 TECHNOLOGY TRUST FUND COLLECTIONS & EXPENDITURES	COMPENSATION BOARD	<p>Collections: FY25 collections for July through December totaled \$3,232,276.33, an increase of 8.67% compared to the same period of collections in FY24.</p> <p>Expenditures: FY25 year-to-date Clerks' expenditures through 1/28/2025 totaled \$1,929,938.76 or 22.91% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections to date, FY25 TTF total collections would be approximately \$5.5 million, an</p>	N/A	Noted.

CLOSED MEETING
COMPENSATION BOARD DOCKET #25/08
February 27, 2024

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Jeffrey Palmore. (_____ 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 (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Jeffrey Palmore, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
James Alex, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Jeffrey Palmore, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
James Alex, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, 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.

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board
Date: February 27, 2024
Time: 1:00 p.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Jeffrey Palmore, Chairman (present)
James Alex, Ex Officio member (present)
Staci Henshaw, Ex Officio member (present)

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