

COMPENSATION BOARD DOCKET #24/09

March 29, 2024

307-24-09: 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	March 28, 2024 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.	\$0.00	Approved per the Compensation Board's FY24 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	To Category	Amount Available	Amount Requested
001	307	Accomack County	03/18/24	Office Expense	\$226,286.56	\$194,976.05
013	307	Arlington County	03/19/2024	Temporary Funds	\$80,861.07	\$71,172.16
023	307	Botetourt County	03/04/2024	Temporary Funds	\$60,178.06	\$29,739.50
061	307	Fauquier County	03/25/24	Temporary Funds	\$74,817.76	\$74,817.76
073	307	Gloucester County	03/22/24	Temporary Funds	\$16,128.39	\$16,128.39
087	307	Henrico County	03/25/24	Temporary Funds	\$794,528.20	\$403,687.82
087	307	Henrico County	03/25/24	Office Expense	\$0.00	\$390,840.38
125	307	Nelson County	03/25/24	Office Expense	\$52,827.18	\$52,827.18
139	307	Page County	03/19/24	Office Expense	\$26,641.01	\$26,641.01
161	307	Roanoke County	03/29/2024	Temporary Funds	\$17,688.15	\$17,688.15
165	307	Rockingham County	03/05/24	Office Expense	\$285,233.29	\$171,587.75
405	307	Albemarle/Charlottesville Regional Jail	03/19/24	Temporary Funds	\$80,156.27	\$80,156.27
410	307	Northwestern Regional Jail	03/19/24	Temporary Funds	\$60,931.58	\$60,931.58
430	307	Piedmont Regional Jail	03/19/24	Office Expense	\$280,929.32	\$280,929.32
435	307	PR WM Manassas Regional Jail	3/19/2024	Office Expense	\$328,839.63	\$328,839.63
450	307	Rappahannock Regional Jail	3/19/2024	Temporary Funds	\$149,226.51	\$149,226.51
460	307	Pamunkey Regional Jail	3/20/2024	Temporary Funds	\$48,771.92	\$48,771.92
465	307	Riverside Regional Jail	3/20/2024	Office Expense	\$569,807.59	\$569,807.59
470	307	Virginia Peninsula Regional Jail	3/19/2024	Office Expense	\$259,282.24	\$259,282.24
475	307	Hampton Roads Regional Jail	3/26/2024	Office Expense	\$1,976,803.62	\$1,976,803.62
480	307	New River Valley Regional Jail	3/22/2024	Office Expense	\$639,810.72	\$489,810.72
480	307	New River Valley Regional Jail	3/22/2024	Temporary Funds	\$0.00	\$150,000.00
485	307	Blue Ridge Regional Jail	3/21/2024	Office Expense	\$891,002.83	\$641,002.83
485	307	Blue Ridge Regional Jail	3/21/2024	Temporary Funds	\$0.00	\$250,000.00
492	307	Southwest Regional Jail	3/26/2024	Office Expense	\$541,337.19	\$541,337.19
493	307	Middle River Regional Jail	3/20/2024	Temporary Funds	\$361,245.21	\$179,868.00
493	307	Middle River Regional Jail	3/20/2024	Office Expense	\$0.00	\$181,377.21

FIPS	Office Code	Locality Name	Request Date	To Category	Amount Available	Amount Requested
494	307	Western Virginia Regional Jail	3/19/2024	Office Expense	\$252,941.65	\$252,941.65
495	307	Meherrin River Reginal Jail	3/19/2024	Office Expense	\$630,019.82	\$630,019.82
496	307	RSW Regional Jails	3/20/2024	Office Expense	\$124,978.56	\$124,978.56
650	307	Hampton City	3/25/2024	Office Expense	\$606,738.33	\$606,738.33
710	307	Norfolk City	3/20/2024	Temporary Funds	\$301,513.75	\$301,513.75
760	307	Richmond City	3/26/2024	Temporary Funds	\$2,455,300.56	\$300,000.00
760	307	Richmond City	3/26/2024	Temporary Funds	\$0.00	\$2,155,300.56
770	307	Roanoke City	3/19/2024	Temporary Funds	\$135,385.58	\$64,310.76
770	307	Roanoke City	3/19/2024	Office Expense	\$0.00	\$71,074.82
		Totals			\$12,330,212.55	\$12,145,129.03

307-24-09: 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>
Hampton Roads Reg Jail	Superintendent	<p>March 27, 2024 Officer requests consideration by the Compensation Board to continue funding a portion of the jail's staff beyond the date inmates will depart from the facility. The Hampton Roads Regional Jail will have removed all inmates housed by March 31, 2024, however up to six members of the jail staff will remain for a step-down closure process, and the Authority itself will remain operational for up to two years, as final decisions have not yet been made regarding the disposition of the jail facility.</p> <p>Based upon the anticipated plan, at least four members of staff will remain through the end of the fiscal year (with some staying longer), however the officer requests continued funding for the four full-time staff members for two months, through May 31, 2024, to ensure a smooth transition. Of the staff salary savings of \$2.3M generated through the early closure of the jail with all positions eliminated immediately (some of which was removed in the introduced "caboose" budget bill for FY24 during the 2024 legislative session), the cost to maintain four positions in the step-down process would be \$47,427.24 through May 31, 2024.</p>	\$47,427.24	The Compensation Board will provide funding for the cost to maintain the four full-time positions noted in the step-down early closure process of Hampton Roads Regional Jail through May 31, 2024 for a Jail Records staff member (to assist with LIDS closeout), the Superintendent, Finance Director and HR manager at \$47,427.24.

772-24-09: 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	March 28, 2024 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.		\$0.00	Approved per the Compensation Board's FY24 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

Office Code	FIPS	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
027	772	Buchanan County	March 27, 2024	Vacancy Savings	Office Expense	\$46,705.07	\$15,070.00
171	772	Shenandoah County	March 7, 2024	Vacancy Savings	Office Expense	\$78,612.82	\$78,612.82
540	772	Charlottesville City	March 22, 2024	Vacancy Savings	Temporary Funds	\$42,640.84	\$42,640.84
570	772	Colonial Heights City	March 25, 2024	Vacancy Savings	Temporary Funds	\$44,168.79	\$44,168.79
650	772	Hampton City	March 22, 2024	Vacancy Savings	Temporary Funds	\$115,763.87	\$115,763.87
651	772	Hampton City	March 22, 2024	Vacancy Savings	Temporary Funds	\$32,471.32	\$32,471.32
		Totals				\$360,362.71	\$328,727.64

VARIOUS	COMMONWEALTH'S ATTORNEYS	March 28, 2024 Officers request an exception to the Substitute Prosecutor expense reimbursement policy for expenses submitted more than 60 days following the conclusion of the case.	\$58.95	Approved as a one-time exception to policy, based upon the specific conditions stated by the officers.
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FIPS	Office	Locality	Prosecutor	Expense Date(s)	Defendant	Expense Cost	Exception Need Reason
550	772	Chesapeake	Liane Galardi	4/27/2023-10/27/2023	Claude Earl Snider	\$39.30	> 60days after case end
550	772	Chesapeake	Morgan Milliken	11/29/2023	Ashleigh Taylor Nicole	\$19.65	> 60days after case end
		Total				\$58.95	

772-24-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	CONSENT DOCKET	TOTAL COST	COMPENSATION BOARD ACTION
AMHERST COUNTY	COMMONWEALTH'S ATTORNEY	<p>March 12, 2024 Officer requests to reduce the salaries of positions 00002, 00004, and 00006 to generate Turnover funds to restore the salary of position 00005, SEC, currently unfunded to \$30,918.</p> <p>The request to reduce the salary of position 00002 ATTIV, currently \$132,512 to \$104,955, represents a 20.80% reduction, which exceeds the policy limiting reductions 10%.</p> <p>Officer states that the following Compensation Board changes will not affect the locality salaries for these positions, and that the locality concurs with the officer's request.</p>		\$0	The Compensation Board deferred action on this request pending additional information from the officer regarding local fund contributions.

Office	FIPS	Locality	Position	Class	Base Budget Salary	Current Budgeted Salary Including CDP	CDP Salary Amount	Locality salary	Proposed Base Budget Salary	Turnover Created	New Salary Including CDP	CDP Salary Amount Change	Effective Date
772	009	Amherst County	00004	CPII	86,430	103,266	16,836	110,196	84,600	1,830	101,080	(356)	3/1/2024
772	009	Amherst County	00006	CPII	85,981	102,730	16,749	110,196	84,151	1,830	100,544	(356)	3/1/2024
	Total				172,410	205,996	33,586	220,392	168,751	3,660	201,624	-713	

Office	FIPS	Locality Name	Position	Class	Budget Salary	Current Salary	Locality Salary	Proposed Salary	Turnover Created	% of Change	Effective Date
772	009	Amherst County	00002	ATTIV	132,512	132,512	132,522	104,955	27,557	-20.80%	3/1/2024

AMHERST COUNTY	COMMONWEALTH'S ATTORNEY	<p>March 12, 2024 Officer requests to transfer Turnover funds in the amount of \$298 to Base Temporary funds. Officer has exhausted use of these funds for salary changes at this time and does not wish to lose these funds in the next year's budget.</p>	\$298.00 (\$99.33 for FY24)	Approved per the Compensation Board's FY24 Budget Priorities and Policies. This is a base budget transfer.
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FIPS	Office Code	Locality Name	Request Date	From Position	Class Code	To Category	Current Temporary Funds Budget	New Temporary Funds Budget	Pro-Rated for FY24
009	772	Amherst County	March 12, 2024	00002	ATTIV	Temporary	4,280	4,578	99.33

772-24-09: 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>
HAMPTON CITY	COMMONWEALTH'S ATTORNEY	March 22, 2024 Officer requests to transfer Vacancy Savings in the amount of \$2,150 to equipment to fund the cost of the following equipment items.		\$0.00	Approved per the Compensation Board's FY24 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. Equipment purchases must be requested for reimbursement no later than the May 2024 payroll and expense reimbursement request.

Office Code	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Stress Factor
650	Hampton City	VCIN	3/22/2024	\$1,970.00	\$1,970.00	1	1,970.00	\$1,970.00	\$1,643.57	83.43%
650	Hampton City	Monitor	3/22/2024	\$180.00	\$180.00	1	180.00	\$180.00	\$150.17	83.43%
	Grand Total			\$2,150.00	\$2,150.00		\$2,150.00	\$2,150.00	\$1,793.74	

COMMONWEALTH'S ATTORNEYS' CAREER PROSECUTOR PROGRAM	COMMONWEALTH'S ATTORNEYS	Officer requests to include the following Assistant Attorneys for participation in the Career Prosecutor Program. Officer's staff, who submits the Budget Request, was not aware that these persons should have been entered or what the Dates of Selection should be.	\$0.00	Compensation Board approved inclusion of these individuals as for consideration for the Career Prosecutor 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, 2024.
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FIPS	Locality Name	Assistant Attorney	Position	Class	Date of Eligibility	Requested in FY	Eligible in FY	Notes
177	Spotsylvania County	Jeff Adams	00006	ATTI	3/20/2020	2025	2025	New officer did not know persons needed to be listed in Budget Request
177	Spotsylvania County	Kelly Green	00009	ATTI	3/25/2022	2025	2025	New officer did not know persons needed to be listed in Budget Request
177	Spotsylvania County	Robert Foux	00012	ATTI	10/15/2021	2025	2025	New officer did not know persons needed to be listed in Budget Request
177	Spotsylvania County	Alexandra Vakos	00018	ATTI	12/30/2022	2025	2025	New officer did not know persons needed to be listed in Budget Request

773-24-09: CIRCUIT COURT CLERKS

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	CIRCUIT COURT CLERKS	March 19, 2024 - Officers request a one-time transfer of accumulated Vacancy Savings to Temporary/Office Expense categories.		\$0.00	Approved per the Compensation Board's FY24 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
097	773	King and Queen County	March 19, 2024	Vacancy Savings	Office Expense	\$19,794.61	\$17,974.61
181	773	Surry County	March 5, 2024	Vacancy Savings	Office Expense	\$25,812.40	\$25,812.40
185	773	Tazewell County	March 13, 2024	Vacancy Savings	Temporary	\$41,091.41	\$30,000.00
185	773	Tazewell County	March 13, 2024	Vacancy Savings	Office Expense	\$0.00	\$5,642.00
810	773	Virginia Beach City	March 7, 2024	Vacancy Savings	Office Expense	\$49,261.97	\$49,261.97
		Totals				\$135,960.39	\$128,690.98

CIRCUIT COURT CLERK
CAREER DEVELOPMENT
PROGRAM

CIRCUIT COURT CLERK

March 19, 2024 Officers request Board approval for the following enrolled and participating deputies to be forwarded for informational purposes to the Career Development Program Audit Committee for consideration under the Career Development program criteria.

N/A

Compensation Board approved inclusion of these individuals as enrolled and participating deputies among other deputies for consideration by the Audit Committee for Officers meeting program criteria for their CDP, and requests Compensation Board staff to make the appropriate updates in the COIN budget request system.

The Clerks' program requires a specific number of enrolled and participating deputies based upon population to satisfy the Clerk's eligibility for participation in the Career Development program. The Deputy Clerk program requires that eligible Deputy Clerks be entered into the Compensation Board annual budget request. The following Deputy Clerks were inadvertently omitted from the budget request.

FIPS	Locality Name	Position	Last Name	First Name	Training Hours	Enrollment	Certification	Notes
041	Chesterfield County	00005	Newcomb	April	50	9/26/2022	10/26/2023	on VCCA list
045	Craig County	00003	Stebar	Rita	39	8/8/2023	2/20/2024	on VCCA list
045	Craig County	00004	Brown	Holly	39	8/18/2023	2/20/2024	on VCCA list
177	Spotsylvania County	00006	Catlett	Abagayle	16	11/10/2022	11/17/2022	is currently in CDP
185	Tazewell County	00004	Shrewsbury	Theresa	48	12/15/2021	12/17/2021	is currently in CDP
185	Tazewell County	00006	Pruitt	Gina	41	4/3/2019	8/13/2019	is currently in CDP
185	Tazewell County	00007	Brooks	Beth	62	1/4/2022	1/7/2022	is currently in CDP
185	Tazewell County	00011	Bentley	Jessica	65	4/3/2019	12/6/2019	is currently in CDP
191	Washington County	00007	McCracken	Barbara	16	11/10/2022	11/17/2022	is currently in CDP

773-24-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKBRIDGE COUNTY	CIRCUIT COURT CLERK	March 28, 2024 - Officer requests to restore her salary level to the amount identified in Chapter 1, Item 77, of \$136,125, from her current salary of \$127,101. The Clerk has notified Compensation Board staff, and staff has confirmed, that the Clerk's most recent audit report by the Auditor of Public Accounts has determined that previous repeated internal control audit findings have been corrected as of February, 2024. Staff recommends restoration of the salary amount withheld pursuant to Chapter 1, Item 77, paragraph H. to \$136,125 effective March 1, 2024.		\$9,629.24 (annualized) \$3,209.75 (FY24 pro-rated)	Approved as requested.
CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	CIRCUIT COURT CLERKS	<p>March 28, 2024 - The Circuit Court Clerks' Career Development Audit Committee reports the results of the Clerks' Career Development Program audits.</p> <p>The following officers have met all the necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> • Carroll County • Henry County • Mecklenburg County • Northumberland County • Chesapeake City 		N/A	The Compensation Board thanks the Clerks' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY25 budget allocation packages by May 1, 2024.
DEPUTY CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	CIRCUIT COURT CLERKS	<p>March 28, 2024 - The Circuit Court Clerks' Career Development Audit Committee reports the results of the Deputy Clerks' Career Development Program audits.</p> <p>The following offices have met all the necessary requirements for their deputies and no further action is required:</p> <ul style="list-style-type: none"> • Bedford County • Chesterfield County • Fluvanna County • James City County • King William County • Lee County • Loudoun County • Powhatan County • Washington County • Wythe County • Chesapeake City • Virginia Beach City 		N/A	The Compensation Board thanks the Deputy Clerks' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY25 budget allocation packages by May 1, 2024.

771-24-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMISSIONERS OF THE REVENUE	03-21-2024 Officers request approval for the following deputies to be forwarded to the Career Development Audit Committee for inclusion among all deputies newly considered for certification for the first time. Officers state these deputies were erroneously omitted from the budget for FY2025.	\$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, 2024.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
771	057	Essex County	3/4/2024	Maggie Holmes	00002	DIII
771	083	Halifax County	3/4/2024	Karla Henderson	00007	DII
771	085	Hanover County	3/4/2024	Felix Stevens	00013	GC
771	650	Hampton City	3/4/2024	Christina Fortune	00001	DII
771	650	Hampton City	3/4/2024	Lacretia Louden	00007	DIII
771	735	Poquoson City	3/5/2024	Richian White	00002	DI
771	700	Newport News City	3/4/2024	Tanya Maxwell	00016	DI
771	770	Roanoke City	3/4/2024	Geonna Wood	00003	DII

VARIOUS	COMMISSIONERS OF THE REVENUE	03-21-2024 Officers request approval for the following certified deputies to be forwarded to the Career Development Audit Committee for inclusion among all existing certified deputies considered for continued certification. Officers state these deputies were erroneously omitted from the budget for FY2025.	\$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, 2024.
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FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
771	101	King William County	3/4/2024	Barbara Ford	00004	MDI
771	161	Roanoke County	3/4/2024	Laura Shelton	00009	MDIII

PETERSBURG CITY	COMMISSIONER OF THE REVENUE	03-20-24 Officer requests a one-time transfer of \$26,290.70 from Vacancy Savings to Office Expense funds.	\$0.00	Approved per the Compensation Board's FY24 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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771-24-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM AUDIT COMMITTEE	COMMISSIONERS	<p>March 21, 2024 – Per the Provisions of Chapter 1, Item 75 of the 2023 Acts of Assembly, 5 Commissioners of the Revenue currently unfunded for participation have newly certified by February 1, 2024 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, and 60 Commissioners currently funded for participation have recertified as of February 1, 2024.</p> <p>Of the 5 newly certifying Commissioners, all were found to fully meet the requirements for the Career Development Program. A total of 65 Certified Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2024.</p> <p>(The COR Career Development Audit Committee has conducted a random audit of 13 offices and concurs with the requests.</p>		\$0.00	The Compensation Board thanks the Commissioners of the Revenue Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY24 budget allocation packages by May 1, 2024.
DEPUTY COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM AUDIT COMMITTEE	COMMISSIONERS	<p>March 21, 2024 – Per the Provisions of Chapter 1, Item 75 of the 2023 Acts of Assembly, 55 Deputy Commissioners of the Revenue currently unfunded for participation have newly certified by February 1, 2024 that they meet the minimum requirements of the Compensation Board Deputy Commissioner of the Revenue Career Development Program, and 203 Deputy Commissioners currently funded for participation have recertified as of February 1, 2024.</p> <p>Of the 55 newly certifying Deputies, all were found to fully meet the requirements for the Career Development Program. A total of 258 Certified Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2024.</p> <p>(The COR Career Development Audit Committee conducted a random audited of 51 Deputies on May 21, 2024 and concurs with the requests.)</p>		\$0.00	The Compensation Board thanks the Deputy Commissioners of the Revenue Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY24 budget allocation packages by May 1, 2024.

774-24-09: TREASURERS
NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FREDERICKSBURG CITY	TREASURER	March 21, 2024 Officer requests approval for certified deputies, Linda Reichard position 0003, MCDI and Barbara Dunkin position 00002, MDII to be forwarded to the Career Development Audit Committee for inclusion among all certified deputies considered for continued certification. Officer also requests approval for deputy Lori Hertz position 00004, DI to be forwarded to the Career Development Audit Committee for inclusion among all deputies newly considered for certification for the first time. Officer states these deputies were erroneously omitted from the budget request for FY2025.		\$0	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, 2024.
TREASURERS' CAREER DEVELOPMENT PROGRAM AUDIT COMMITTEE	TREASURER	<p>March 22, 2024 – Per the provisions of Chapter 1, Item 78 of the 2023 Acts of Assembly, 6 Treasurers currently unfunded for participation have certified by February 1, 2024 that they meet the minimum requirements of the Treasurers' Career Development Program, and 69 Treasurers currently funded for participation have recertified as of February 1, 2023.</p> <p>Of the 6 Treasurers who are currently unfunded, all were found to fully meet the requirements for the Career Development Program. A total of 75 Certified Treasurers met all the Criteria and corresponding salary increases are requested effective July 1, 2024, but with additional comments below.</p> <p>The TAV audit committee conducted a random audit of the Career Development Program on March 22, 2024. A total of 12 Treasurers were audited. Of the 12 Treasurers audited, 10 Treasurers passed the audit without comments. The TAV audit committee recommended the remaining 2 Treasurers pass the audit, however requested additional information from these 2 Treasurers.</p>		\$0.00	The Compensation Board thanks the Treasurers' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY24 budget allocation packages by May 1, 2024.

774-24-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY TREASURERS' CAREER DEVELOPMENT PROGRAM AUDIT	TREASURER	<p>March 22, 2024 – Per the provisions of Chapter 1, Item 78 of the 2024 Acts of Assembly, 56 Deputy Treasurers currently unfunded for participation have been certified by their officer as of February 1, 2024 that they meet the minimum requirements of the Compensation Board Deputy Treasurers' Career Development Program, and 198 Deputy Treasurers currently funded for participation have recertified as of February 1, 2024.</p> <p>Of the 56 newly certified deputies, all but 3 were found to fully meet the Career Development Program requirements. A total of 251 Certified Deputy Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2024.</p> <p>(The TAV Career Development Audit Committee has conducted a random audit of 51 deputies on March 22, 2024 and concurs with the requests.)</p>		\$0.00	The Compensation Board thanks the Deputy Treasurers' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY24 budget allocation packages by May 1, 2024.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>REGULAR DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #24/08		N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Regular monthly meetings are Thursday, April 25, 2024 at 1:00 p.m. and Thursday, May 23, 2024 at 11:00 a.m.		N/A	Confirmed.
3.	BUDGET HEARING	COMPENSATION BOARD	The annual Compensation Board Budget Hearing is scheduled for Tuesday, April 16, 2024 at 2:00 p.m. to be conducted in a virtual format.		N/A	The Board recommended moving the date of the Budget Hearing to Tuesday, April 23, 2024 at 2:00 p.m.
4.	FY25 DRAFT BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents FY25 preliminary draft budget allocations, based upon the budget approved by the 2024 regular session of the General Assembly. Any amendments during the reconvened legislative session on April 17 may result in changes when final allocations are presented on April 25.		N/A	Noted.

OTHER MATTERS

NEW BUSINESS:

		REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>
				<u>COMPENSATION BOARD ACTION</u>
5.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held in-person this year and is scheduled for two dates: May 14, 2024 in the Roanoke area and May 21, 2024 in the Richmond area. Two locations and meeting dates are scheduled in the current year given this year's large group of newly elected officers following the most recent election. We anticipate 80 attendees at each location. Training sites in each location are being finalized.	N/A
6.	FY25 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	Staff suggests the following draft dates for FY25 scheduled meetings. Unless otherwise noted, all meetings are at 11:00 a.m. and are set for the 4 th Thursday of each month: <ul style="list-style-type: none"> • July 25, 2024 • August 22, 2024 • September 26, 2024 • October 24, 2024 • November 21, 2024 (3rd Thursday) • December 18, 2024 (3rd Wednesday) • January 7, 2025 (Tuesday – 2:00 p.m.) (special meeting to discuss legislation) • January 23, 2025 (11:30 a.m.) • February 27, 2025 (11:30 a.m.) • March 27, 2025 • April 15, 2025 (Tuesday) (Budget Hearing) • April 24, 2025 • May 22, 2025 • June 26, 2025 	N/A
7.	EXPUNGEMENT PROCESSING ADJUSTMENT REVIEW	COMPENSATION BOARD	Staff provides information regarding review of expungement adjustments.	N/A

OTHER MATTERS
NEW BUSINESS:

		REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u> <u>COMPENSATION BOARD ACTION</u>
8.	TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	Collections: FY24 collections for July through February totaled \$3,373,015, a decrease of 8.44% compared to the same period of collections in FY23. Expenditures: FY24 year-to-date Clerks' expenditures through 3/19/2024 totaled \$2,337,254.94 or 25.85% of budgeted Technology Trust Funds. Projections: Based on current collections to date, FY24 TTF total collections would be approximately \$5.06 million, a decrease of 8.79% compared to FY23 collections.	N/A Noted.

CLOSED MEETING
COMPENSATION BOARD DOCKET #24/09
March 29, 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"/>
Craig Burns, 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"/>
Craig Burns, 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.

Public Body: Compensation Board
Date: March 29, 2024
Time: 11:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Jeffrey Palmore, Chairman (present)
Craig Burns, Ex Officio member (absent)
Staci Henshaw, Ex Officio member (present)

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