

COMPENSATION BOARD DOCKET #25/09

March 27, 2025

307-25-09: 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 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
041	307	Chesterfield County	3/17/2025	Vacancy Savings	Office Expense	\$33,918.25	\$18,136.62
061	307	Fauquier County	3/19/2025	Vacancy Savings	Temporary	\$21,502.75	\$12,123.70
131	307	Northampton County	3/6/2025	Vacancy Savings	Office Expense	\$122,262.07	\$88,947.59
173	307	Smyth County	3/18/2025	Vacancy Savings	Office Expense	\$21,155.46	\$15,120.29
175	307	Southampton County	3/4/2025	Vacancy Savings	Temporary	\$65,509.92	\$10,000.00
175	307	Southampton County	3/4/2025	Vacancy Savings	Office Expense	\$0.00	\$19,439.00
405	307	Albemarle-Charlottesville Regional Jail	3/20/2025	Vacancy Savings	Temporary	\$96,114.37	\$96,114.37
410	307	Northwestern Regional Jail	3/13/2025	Vacancy Savings	Temporary	\$25,564.10	\$15,564.10
410	307	Northwestern Regional Jail	3/13/2025	Vacancy Savings	Office Expense	\$0.00	\$10,000.00
425	307	Central VA Regional Jail	3/20/2025	Vacancy Savings	Temporary	\$70,439.81	\$70,439.81
430	307	Piedmont Regional Jail	3/19/2025	Vacancy Savings	Office Expense	\$135,314.26	\$135,314.26
435	307	PR WM Manassas Regional Jail	3/18/2025	Vacancy Savings	Office Expense	\$177,707.82	\$177,707.82
440	307	Northern Neck Regional Jail	3/17/2025	Vacancy Savings	Office Expense	\$14,713.48	\$14,713.48
450	307	Rappahannock Regional Jail	3/18/2025	Vacancy Savings	Temporary	\$455,751.27	\$253,227.99
450	307	Rappahannock Regional Jail	3/18/2025	Vacancy Savings	Office Expense	\$0.00	\$202,523.28
455	307	Western Tidewater Regional Jail	3/14/2025	Vacancy Savings	Office Expense	\$141,261.18	\$141,261.18
460	307	Pamunkey Regional Jail	3/18/2025	Vacancy Savings	Temporary	\$62,948.80	\$62,948.80
465	307	Riverside Regional Jail	3/13/2025	Vacancy Savings	Office Expense	\$641,751.11	\$641,751.11
470	307	Virginia Peninsula Regional Jail	3/12/2025	Vacancy Savings	Office Expense	\$170,095.81	\$170,095.81
480	307	New River Valley Regional Jail	3/17/2025	Vacancy Savings	Temporary	\$440,904.35	\$100,000.00
480	307	New River Valley Regional Jail	3/17/2025	Vacancy Savings	Office Expense	\$0.00	\$340,904.35
485	307	Blue Ridge Regional Jail	3/14/2025	Vacancy Savings	Temporary	\$334,436.19	\$42,000.00
485	307	Blue Ridge Regional Jail	3/14/2025	Vacancy Savings	Office Expense	\$0.00	\$292,436.19
492	307	Southwest Regional Jail	3/19/2025	Vacancy Savings	Temporary	\$274,651.40	\$74,651.40
492	307	Southwest Regional Jail	3/19/2025	Vacancy Savings	Office Expense	\$0.00	\$200,000.00
493	307	Middle River Regional Jail	3/18/2025	Vacancy Savings	Temporary	\$180,020.91	\$92,445.00
493	307	Middle River Regional Jail	3/18/2025	Vacancy Savings	Office Expense	\$0.00	\$87,575.91

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
494	307	Western Virginia Regional Jail	3/18/2025	Vacancy Savings	Office Expense	\$240,320.39	\$240,320.39
495	307	Meherrin River Regional Jail	3/24/2025	Vacancy Savings	Office Expense	\$386,920.68	\$386,920.68
496	307	RSW Regional Jail	3/17/2025	Vacancy Savings	Office Expense	\$174,186.79	\$174,186.79
550	307	Chesapeake City	3/14/2025	Vacancy Savings	Office Expense	\$19,159.91	\$19,159.91
590	307	Danville City	3/17/2025	Vacancy Savings	Office Expense	\$74,476.46	\$49,476.46
590	307	Danville City	3/17/2025	Vacancy Savings	Temporary	\$0.00	\$25,000.00
650	307	Hampton City	3/16/2025	Vacancy Savings	Office Expense	\$392,689.14	\$392,689.14
700	307	Newport News City	3/14/2025	Vacancy Savings	Office Expense	\$1,216,547.45	\$1,216,547.45
710	307	Norfolk City	3/17/2025	Vacancy Savings	Temporary	\$107,499.42	\$107,499.42
760	307	Richmond City	3/18/2025	Vacancy Savings	Office Expense	\$1,533,288.18	\$1,533,288.18
770	307	Roanoke City	3/14/2025	Vacancy Savings	Temporary	\$77,865.60	\$40,000.00
770	307	Roanoke City	3/14/2025	Vacancy Savings	Office Expense	\$0.00	\$37,865.60
810	307	Virginia.Beach City	3/14/2025	Vacancy Savings	Office Expense	\$342,109.12	\$342,109.12
		Totals				\$8,051,086.45	\$7,950,505.20

307-25-09: 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 26, 2025 - Officers request a one-time transfer of funds from the Temporary Salaries to Office Expense budget 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
440	307	Northern Neck Regional Jail	3/18/2025	Temporary Salaries	Office Expense	\$10,747.00	\$10,747.00
730	307	Petersburg City	3/19/2025	Temporary Salaries	Office Expense	\$112,064.00	\$112,064.00
		Totals				\$122,811.00	\$122,811.00

SPOTSYLVANIA COUNTY	SHERIFF	<p>Officer requests, in accordance with §§15.2-1606 and 15.2-1636.14, to reimburse Spotsylvania County for defense counsel expenses paid to Thompson McMullen in the amounts of \$22,205.00 for legal representation of Sheriff Roger Harris in the case of Steven D. Maxwell, Candidate for Sheriff v. Roger L. Harris, Candidate for Sheriff and Kellie Acors, Registrar.</p> <p>Officer has provided a letter from the Division of Risk Management stating that the Division would not provide coverage in this civil case, and documentation of payment made by Spotsylvania County.</p>	\$22,205.00	The Compensation Board deferred consideration of this request to a future meeting pending further review.
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307-25-09: 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>
SHERIFFS WORKLOAD AUDIT COMMITTEE	SHERIFF	<p>March 18, 2025 The Sheriffs' Workload Audit Committee submits recommended changes to the workload data reported in the FY26 Budget Request in COIN.</p> <p>The Audit Committee reviewed all workload data and contacted those offices requiring verification. The Committee contacted 113 offices regarding workload data. Thirteen (13) offices submitted changes for calendar year 2024. All other offices contacted reported that the figures submitted in the budget request are accurate.</p>		\$0.00	The Compensation Board concurs with the Sheriffs' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY26 budgets.
BRISTOL CITY	SHERIFF	<p>Officer would like to amend his FY26 Budget Request. He originally indicated that his office does not participate in the Master Deputy Program, however, he wishes to amend his budget to certify that he does have a Master Deputy Program that meets or exceeds the minimum requirements of Master Deputy Programs as described in the program policy documents.</p>		\$0.00	The Compensation Board approved the officer's request to include his office among other offices for consideration of ongoing funding for participation in the Master Deputy program. Funding for the Master Deputy program will be considered with final budget allocation approvals along prior to May 1, 2025.
NORTHUMBERLAND	SHERIFF	<p>Officer would like to amend his FY26 Budget Request. He originally indicated that his office does not participate in the Master Deputy Program, however, he wishes to amend his budget to certify that he does have a Master Deputy Program that meets or exceeds the minimum requirements of Master Deputy Programs as described in the program policy documents.</p>		\$0.00	The Compensation Board approved the officer's request to include his office among other offices for consideration of ongoing funding for participation in the Master Deputy program. Funding for the Master Deputy program will be considered with final budget allocation approvals along prior to May 1, 2025.

772-25-09: 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 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
083	772	Halifax County	March 26, 2025	Vacancy Savings	Temporary	\$13,176.61	\$13,176.71
087	772	Henrico County	March 6, 2025	Vacancy Savings	Temporary	\$48,517.74	\$48,517.74
187	772	Warren County	March 17, 2025	Vacancy Savings	Office Expense	\$31,665.95	\$31,665.95
193	772	Westmoreland County	March 17, 2025	Vacancy Savings	Temporary	\$26,473.34	\$26,473.34
650	772	Hampton City	March 12, 2025	Vacancy Savings	Office Expense	\$75,188.52	\$75,188.52
730	772	Petersburg City	March 18, 2025	Vacancy Savings	Temporary	\$73,019.20	\$73,019.20
800	772	Suffolk City	February 26, 2025	Vacancy Savings	Office Expense	\$52,336.02	\$52,336.02
820	772	Waynesboro City	February 27, 2025	Vacancy Savings	Temporary	\$15,922.98	\$14,376.00
		Totals				\$336,300.36	\$334,753.38

VIRGINIA BEACH CITY	COMMONWEALTH'S ATTORNEY	February 24, 2025 Officer requests to include the following individuals in the Career Prosecutor Program in the FY26 Budget Request. These persons were erroneously omitted from the Career Prosecutor program in the FY26 Budget Request and are eligible to participate in the program.	\$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 Prosecutor Program information.
<p>Staff notes the Compensation Board staff is not able to remove the certification of the Special Programs section of the budget request for the officer to have corrected these omissions and recertified the budget request before the deadline date.</p>				

FIPS	Office Code	Locality Name	Request Date	Assistant Attorney	Position	Class	Date of Eligibility	Requested in FY	Eligible in FY
810	772	Virginia Beach City	2/24/2025	Morgan Milliken	00011	ATTI	10/31/2024	2026	2026
810	772	Virginia Beach City	2/24/2025	Amanda Thibault	00029	ATTI	10/31/2024	2026	2026
810	772	Virginia Beach City	2/24/2025	Devika Singh	00032	ATTI	10/31/2024	2026	2026
810	772	Virginia Beach City	2/24/2025	David Talmage	00037	ATTI	10/31/2024	2026	2026

772-25-09: COMMONWEALTH’S ATTORNEYS
NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	CONSENT DOCKET	TOTAL COST	COMPENSATION BOARD ACTION
RADFORD CITY	COMMONWEALTH'S ATTORNEY	March 19, 2025 Officer requests to transfer base Temporary Salaries funds in the amount of \$17,963 to position 00004, ATTI budgeted at \$75,705 for a new hire salary of \$93,668. This is effective March 1, 2025. This salary increase for this new hire is within Compensation Board policy.		\$0.00	The Compensation Board approved a transfer of base Temporary Salaries funds in the amount of \$17,963 to effect the salary action requested by the officer in accordance with Compensation Board pay and classification policy. This action will result in a reduction in the officer's Temporary Salaries budget in the current as well as subsequent fiscal years.
VARIOUS	COMMONWEALTH'S ATTORNEYS	March 26, 2025 Officers request exceptions to the Substitute Prosecutor expense reimbursement policy. Expenses for travel for the cases below were received by the Compensation Board more than 60 days following conclusion of the case, or require approval of per diem for meals reimbursement.		\$582.57	Approved as a one-time exception to policy, based upon the specific conditions stated by the officer.

FIPS	Office	Locality	Prosecutor	Expense Date(s)	Defendant	Expense Cost	Exception Need Reason
059	772	Fairfax	Blake G. Anderson	11/13/2024-11/14/2024	Jordan Eugene Cochran	\$330.07	Meal Per Diem
093	772	Isle of Wight	Donald R. Gayle	3/7/2024	Anthony Wayne Hall	\$25.46	> 60days after case end
540	772	Charlottesville	Amanda Galloway	4/26/2024-10/22/2024	Anthony W. Spears	\$121.67	> 60days after case end
810	772	Virginia Beach	T. Marie Walls	11/21/2024	Catherine Anne Tricomi	\$105.37	> 60days after case end
		Total				\$582.57	

773-25-09: 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>
VARIOUS	CIRCUIT COURT CLERKS	March 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	773	Accomack County	3/25/25	Vacancy Savings	Temporary	\$14,113.32	\$14,113.32
195	773	Wise County	3/19/25	Vacancy Savings	Office Expense	\$21,436.40	\$10,000.00
195	773	Wise County	3/19/25	Vacancy Savings	Temporary	\$0.00	\$11,436.40
		Totals				\$35,549.72	\$35,549.72

CIRCUIT COURT CLERKS' WORKLOAD AUDIT COMMITTEE	CIRCUIT COURT CLERKS	<p>March 19, 2025 Compensation and Staffing Standards Committee submits recommended changes to workload data reported in the FY26 Budget Request.</p> <p>The Compensation and Staffing Committee reviewed all workload data and contacted Circuit Court Clerks by email and asked them to examine the accuracy of reported data and provide a brief explanation (if known) for workload variances of twenty percent or greater from data reported in prior years. One Hundred Twenty (120) Clerk's offices were contacted, One Hundred Seventeen (117) Clerks responded, Fourteen (14) clerks sent corrections, Nine (9) of which had previous year corrections to workload data. The Committee will continue to submit corrected data as received.</p>	N/A	The Compensation Board concurs with the Clerks' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY26 budgets.
CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	CIRCUIT COURT CLERKS	<p>March 26, 2025 - 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"> • Henrico County • Southampton County • Washington County • York County • Roanoke 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 FY26 budget allocation packages by May 1, 2025.

773-25-09: 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>
DEPUTY CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	CIRCUIT COURT CLERKS	<p>March 26, 2025 - 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: County</p> <ul style="list-style-type: none"> • Bath County • Buckingham County • Caroline County • Charlotte County • Chesterfield County • Fluvanna County • Giles County • Henry County • Loudoun County • Montgomery County • Pulaski County • Washington County • York County • Chesapeake City • Radford City • Virginia Beach City 		N/A	<p>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 FY26 budget allocation packages by May 1, 2025.</p>

773-25-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

VARIOUS

CIRCUIT COURT
CLERKS

March 25, 2025 Officers request to correct the Education
hours for the Deputy Clerks listed in the FY26 Budget
Request Career Development Program.

N/A

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	Named Deputy	Position	Class	Education Hours
045	773	Craig County	2/28/2025	Kathy Martin	00002	MDCIV	44
159	773	Richmond County	3/7/2025	Susan March	00002	MDCII	20
159	773	Richmond County	3/7/2025	Catherine Clark	00003	DCI	8
159	773	Richmond County	3/7/2025	Judy Sydnor	00004	DCI	16
177	773	Spotsylvania County	2/28/2025	Angel Mastin	00003	MACD	10
177	773	Spotsylvania County	2/28/2025	Kimberly Crisp	00012	MDCDC2	19
770	773	Roanoke City	3/4/2025	Janet Collier	00002	CDCI	8
770	773	Roanoke City	3/4/2025	Sarah Duffy	00003	DCIV	4
770	773	Roanoke City	3/4/2025	Kayla Baker	00004	DCIV	7
770	773	Roanoke City	3/4/2025	Marissa Johnson	00005	DCII	22
770	773	Roanoke City	3/4/2025	Annette Plympton	00008	DCII	2
770	773	Roanoke City	3/4/2025	Joanna Haven	00010	DCIII	2
770	773	Roanoke City	3/4/2025	Kara Stapleton	00011	DCIII	2
770	773	Roanoke City	3/4/2025	Beth Jones	00013	DCIII	11
770	773	Roanoke City	3/4/2025	Crystal Eanes	00015	DCIII	2
770	773	Roanoke City	3/4/2025	Matthew Saville	00016	DCII	27
770	773	Roanoke City	3/4/2025	Kimberly Simmons	00017	DCIII	2
770	773	Roanoke City	3/4/2025	Leah Kirby	00018	DCII	2
770	773	Roanoke City	3/4/2025	Lorena Wilson	00020	DCII	8
770	773	Roanoke City	3/4/2025	Holly Paige	00022	DCIII	16
770	773	Roanoke City	3/4/2025	Patti Mills	00023	DCIII	2
770	773	Roanoke City	3/4/2025	Kelly Mitchell	00024	DCI	4
770	773	Roanoke City	3/4/2025	Adalgisa Garcia Vasquez	00025	DCII	4
770	773	Roanoke City	3/4/2025	Jennifer Taylor	00026	DCII	14
770	773	Roanoke City	3/4/2025	Camille Bower	00027	DCII	2

771-25-09: 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>
LANCASTER	COMMISSIONER OF THE REVENUE	<p>March 20, 2025 Acting Officer requests additional Temporary funds in the amount of \$15,863.75. This is equivalent to current salary of position 00002 DIII budgeted at \$38,073 from February 1,2025 to June 30,2025.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as she understands that the Compensation Board's interpretation of § 24.2-226 and 228 is that position 00002 DIII is not vacant during the period in which she is the Acting Commissioner of the Revenue. Consequently, funds cannot be transferred from the position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.
COMMISSIONERS OF THE REVENUE WORKLOAD AUDIT COMMITTEE	COMMISSIONERS OF THE REVENUE	<p>March 21, 2025 The Commissioners of the Revenue Workload Audit Committee has completed the audit of the CY2024 (FY2026) Workload Measures. The workload committee contacted 117 out of 127 offices.</p> <ul style="list-style-type: none"> • 43 Commissioners responded with changes to workload items • 74 Commissioners responded with no changes to their workload • 10 offices did not have significant variances of greater than 50%, as compared to the prior year <p>The committee respectfully requests that all workload measures and corrections be accepted and used to update the staffing standards accordingly.</p>		\$0.00	The Compensation Board concurs with the Commissioners' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY26 budgets.

771-25-09: 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	COMMISSIONERS OF THE REVENUE	<p>March 21, 2025 Per the Provisions of Chapter 2, Item 63 of the 2024 Special Session I Acts of Assembly, 6 Commissioners of the Revenue currently unfunded for participation have newly certified by February 1, 2025, that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, and 63 Commissioners currently funded for participation have recertified as of February 1, 2025.</p> <p>Of the 6 newly certifying Commissioners, all were found to fully meet the requirements for the Career Development Program. In addition, 63 participating Certified Commissioners also certified on February 1, 2025, that they met all criteria.</p> <p>A total of 69 Certified Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2025.</p> <p>(The COR Career Development Audit Committee has conducted a random audit of 13 offices and concurs with the requests. Of the 13 Commissioners audited, all of them passed the audit.</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 FY26 budget allocation packages by May 1, 2025.
DEPUTY COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONERS OF THE REVENUE	<p>March 21, 2024 Per the Provisions of Chapter 2, Item 63 of the 2024 Special Session I Acts of Assembly, 24 Deputy Commissioners of the Revenue currently unfunded for participation have newly certified by February 1, 2025 that they meet the minimum requirements of the Compensation Board Deputy Commissioner of the Revenue Career Development Program, and 227 Master Deputy Commissioners currently funded for participation have recertified as of February 1, 2025.</p> <p>Of the 24 newly certifying Deputies, all were found to fully meet the requirements for the Career Development Program. Of the 227 participating, currently funded Master Deputy Commissioners, 1 Deputy did not pass the Audit. A total of 250 Certified Deputy Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2025.</p> <p>(The COR Career Development Audit Committee conducted a randomly selected audit of 48 Deputies on March 18, 2025 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 FY26 budget allocation packages by May 1, 2025.

774-25-09: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
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SHENANDOAH	TREASURER	February 1, 2025 Officer requests to promote the Career Development funded deputy in position 00006, MDII, budgeted at \$34,809 to position 00004, CDI, budgeted at \$45,488, effective February 1, 2025, resulting in an added cost and an increase in the total budget for the Career Development Program funding in this office.	\$263.75	Approved as requested.
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FIPS	OFFICE	LOCALITY	Request Date	FROM Position	FROM Class	FROM Base Salary	FROM CDP Salary	TO Position	TO Class	TO Base Salary	TO CDP Salary	Amt of Increase to CDP	Prorated & Reimbursable Cost in FY25
171	774	Shenandoah	02/01/25	00006	MDII	\$31,847	\$34,809	00004	MCDI	\$45,486	\$49,718	\$1,266	\$263.75
								Total				\$1,268	\$263.75

FLUVANNA	TREASURER	March 4, 2025 Officer requests a one-time transfer of \$34,587.97 from Temporary Salaries funds to the Office Expense budget category.	\$0.00	Approved per the Compensation Board's FY25 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
065	774	Fluvanna	3/4/25	Temporary	Office Expense	\$34,587.97	\$34,587.97
		Total				\$34,587.97	\$34,587.97

TREASURERS' WORKLOAD AUDIT COMMITTEE	TREASURERS	<p>March 21, 2025 – The Treasurers' Workload Audit Committee submits recommended changes to workload data submitted in the FY26 Budget Request in COIN.</p> <p>The Treasurers' Audit Committee has reviewed all workload data and contacted 124 out of 127 Offices appearing to have workload data discrepancies. the audit of the CY2022-CY2024 Workload Measures. The workload committee contacted 124 out of 127 offices. A total of 121 Offices responded:</p> <ul style="list-style-type: none"> • 48 Treasurers reported changes for CY2024 • 73 Offices had no changes • 3 Treasurers did not respond <p>The committee respectfully requests that all workload corrections be accepted and updated in the COIN system.</p>	\$0.00	The Compensation Board concurs with the Treasurers' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY26 budgets.
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774-25-09: 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>
TREASURERS' CAREER DEVELOPMENT PROGRAM AUDIT COMMITTEE	TREASURERS	<p>March 21, 2025 Per the Provisions of Chapter 2, Item 66 of the 2024 Special Session I Acts of Assembly, 16 Treasurers currently unfunded for participation have newly certified by February 1, 2025 that they meet the minimum requirements of the Treasurers' Career Development Program, and 71 Treasurers currently funded for participation have recertified as of February 1, 2025.</p> <p>Of the 16 newly certifying Treasurers, all 16 were found to fully meet the requirements for the Career Development Program. In addition, 71 participating Certified Commissioners also certified on February 1, 2025, that they met all criteria. A total of 87 Certified Treasurers met all criteria and corresponding salary increases are requested effective July 1, 2025.</p> <p>The Treasurers' Career Development Audit Committee has conducted a random audit of 16 offices on March 24, 2025 and concurs with the requests. Of the 16 Treasurers audited, all passed the audit.</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 FY26 budget allocation packages by May 1, 2025.

774-25-09: 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 COMMITTEE	TREASURERS	<p>March 25, 2025 Per the Provisions of Chapter 2, Item 66 of the 2024 Special Session I Acts of Assembly, 56 Deputy Treasurers currently unfunded for participation have newly certified by February 1, 2025, that they meet the minimum requirements of the Compensation Board Deputy Treasurers' Career Development Program, and 208 Master Deputy Treasurers currently funded for participation have recertified as of February 1, 2025.</p> <p>Of the 56 newly certifying Deputies, 53 were found to fully meet the requirements for the Career Development Program, and 3 did not pass the audit. Of the 208 participating, currently funded Master Deputy Treasurers, all of them met all criteria. A total of 261 Certified Deputy Treasurers met all criteria and corresponding salary increases are requested effective July 1, 2025.</p> <p>(The Treasurers Career Development Audit Committee conducted a randomly selected audit of 56 Deputies on March 24, 2025 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 FY26 budget allocation packages by May 1, 2025.
TREASURERS' CAREER DEVELOPMENT PROGRAM AUDIT COMMITTEE	TREASURERS	<p>March 24, 2025 – The Career Development Audit Committee, on behalf of the Treasurers' Association of Virginia, make the following requested change to the audit process. Currently, the process takes a random sample of the total audit pool, minus those individuals who have been audited in the last 3 years.</p> <p>The Association would like to request to have an audit for ALL newly certified Treasurers and Deputy Treasurers audited the first year they are eligible.</p> <p>The Audit committee further requests to separately audit a randomly selected pool of continuing participants who have not been audited in the last 3 years.</p>		\$0.00	The Compensation Board approved the request of the Audit Committee, and requests that staff make the appropriate updates to the Career Development Audit requirements policy documentation.

774-25-09: TREASURERS
NEW BUSINESS:

CONSENT DOCKET				
LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
VARIOUS	TREASURERS	March 1, 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.	N/A	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	Audit Date Type (APA or Independent (Local) Audit	Audit Period Ending Date Entered	Corrected Audit Period Ending Date
083	774	Halifax County	2/26/2025	APA	00/00/00	6/30/2024
083	774	Halifax County	2/26/2025	Independent	00/00/00	6/30/2024
760	774	Richmond City	2/26/2025	APA	00/00/00	6/30/2024
760	774	Richmond City	2/26/2025	Independent	00/00/00	6/30/2024

SOUTHAMPTON	TREASURER	February 26, 2025 - Officer requests 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.
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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
175	774	Southampton County	2/26/2025	Real Estate	00/00	0.00%	Dec-24	99.31%
175	774	Southampton County	2/26/2025	Personal Property	00/00	0.00%	Dec-24	97.05%

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 #25/08.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Regular monthly meetings are scheduled for Wednesday , April 23, 2025 at 1:00 p.m. and Thursday, May 22, 2025 at 1:00 p.m.	N/A	Confirmed.
3.	BUDGET HEARING	COMPENSATION BOARD	The annual Compensation Board Budget Hearing is scheduled for Tuesday, April 15, 2025 at 1:00 p.m. The meeting will be available for attendance in a virtual format.	N/A	Confirmed.
4.	FY26 DRAFT BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents FY26 preliminary draft budget allocation summaries, based upon the budget approved by the 2025 regular session of the General Assembly. Any amendments during the reconvened legislative session on April 2 may result in changes when final allocations are presented on April 23.	N/A	Noted.
5.	FY26 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	<p>Staff suggests the following draft dates for FY26 scheduled meetings. Unless otherwise noted, all meetings are at 1:00 p.m. and are set for the 4th Thursday of each month:</p> <ul style="list-style-type: none"> • July 24, 2025 • August 28, 2025 • September 25, 2025 • October 23, 2025 • November 20, 2025 (3rd Thursday) • December 18, 2025 (3rd Thursday) • January 13, 2026 (Tuesday – 2:00 p.m.) (special meeting to discuss legislation) • January 22, 2026 (11:30 a.m.) • February 26, 2026 (11:30 a.m.) • March 26, 2026 • April 14, 2026 (Tuesday) (Budget Hearing) • April 23, 2026 • May 28, 2026 • June 25, 2026 	N/A	Noted; Review and approval will be completed at the April 23, 2025 meeting.

OTHER MATTERS

NEW BUSINESS:

			REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
6.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held in-person this year and is scheduled for May 13, 2025 in the Richmond area. We anticipate 80 attendees. The training site is being finalized.	N/A	Noted.
7.	EXPENDITURE REPORT	COMPENSATION BOARD	Staff presents monthly expenditure report.	N/A	Noted.
8.	FY25 TECHNOLOGY TRUST FUND COLLECTIONS & EXPENDITURES	COMPENSATION BOARD	<p>Collections: FY25 collections for July through February totaled \$3,616,036.33, an increase of 7.2% compared to the same period of collections in FY24.</p> <p>Expenditures: FY25 year-to-date Clerks' expenditures through 3/26/2025 totaled \$3,108,211.34 or 36.9% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections to date, FY25 TTF total collections would be approximately \$5.42 million, an increase of 3.87% compared to FY24 collections.</p>	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #25/09
March 27, 2025**

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.

Public Body: Compensation Board
Date: March 27, 2025
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 (absent)
Staci Henshaw, Ex Officio member (present)

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