

# COMPENSATION BOARD DOCKET #25/10

## April 23, 2025

### 307-25-10: 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	April 22, 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	4/16/2025	Vacancy Savings	Office Expense	\$46,284.51	\$46,284.51
087	307	Henrico County	4/10/2025	Vacancy Savings	Office Expense	\$1,007,560.37	\$1,007,560.37
107	307	Loudoun County	4/7/2025	Vacancy Savings	Temporary	\$38,992.97	\$38,992.97
131	307	Northampton County	4/8/2025	Vacancy Savings	Office Expense	\$33,314.48	\$33,314.48
143	307	Pittsylvania County	4/15/2025	Vacancy Savings	Office Expense	\$267,271.50	\$267,271.50
165	307	Rockingham County	4/2/2025	Vacancy Savings	Temporary	\$133,630.83	\$133,000.00
171	307	Shenandoah County	4/4/2025	Vacancy Savings	Temporary	\$12,556.67	\$12,556.67
175	307	Southampton County	4/9/2025	Vacancy Savings	Temporary	\$36,070.92	\$25,000.00
175	307	Southampton County	4/9/2025	Vacancy Savings	Office Expense	\$0.00	\$11,070.00
405	307	Albemarle-Charlottesville Regional Jail	4/15/2025	Vacancy Savings	Temporary	\$80,505.27	\$80,505.27
410	307	Northwestern Regional Jail	4/16/2025	Vacancy Savings	Temporary	\$24,516.70	\$24,516.70
425	307	Central VA Regional Jail	4/15/2025	Vacancy Savings	Temporary	\$62,114.00	\$24,114.00
425	307	Central VA Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$0.00	\$38,000.00
430	307	Piedmont Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$137,320.64	\$137,320.64
435	307	PR WM Manassas Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$184,568.67	\$184,568.67
445	307	Rockbridge Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$44,413.62	\$24,363.00
450	307	Rappahannock Regional Jail	4/15/2025	Vacancy Savings	Temporary	\$435,051.39	\$255,564.22
450	307	Rappahannock Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$0.00	\$179,487.17
455	307	Western Tidewater Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$158,021.67	\$158,021.67
460	307	Pamunkey Regional Jail	4/15/2025	Vacancy Savings	Temporary	\$68,413.31	\$68,413.31
465	307	Riverside Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$643,345.74	\$643,345.74
470	307	Virginia Peninsula Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$152,524.98	\$152,524.98
480	307	New River Valley Regional Jail	4/15/2025	Vacancy Savings	Temporary	\$437,602.62	\$130,000.00
480	307	New River Valley Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$0.00	\$307,602.62

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
485	307	Blue Ridge Regional Jail	4/15/2025	Vacancy Savings	Temporary	\$348,577.00	\$45,000.00
485	307	Blue Ridge Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$0.00	\$303,577.00
491	307	Southside Regional Jail	4/17/2025	Vacancy Savings	Office Expense	\$47,517.83	\$47,517.83
492	307	Southwest Regional Jail	4/15/2025	Vacancy Savings	Temporary	\$293,638.20	\$17,000.00
492	307	Southwest Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$0.00	\$276,638.20
493	307	Middle River Regional Jail	4/15/2025	Vacancy Savings	Temporary	\$180,669.07	\$95,401.00
493	307	Middle River Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$0.00	\$85,268.07
494	307	Western Virginia Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$123,862.70	\$123,862.70
495	307	Meherrin River Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$388,115.87	\$388,115.87
496	307	RSW Regional Jail	4/15/2025	Vacancy Savings	Office Expense	\$179,218.25	\$179,218.25
590	307	Danville City	4/15/2025	Vacancy Savings	Temporary	\$19,744.31	\$19,744.31
650	307	Hampton City	4/15/2025	Vacancy Savings	Temporary	\$399,947.26	\$399,947.26
700	307	Newport News City	4/15/2025	Vacancy Savings	Office Expense	\$129,524.21	\$129,524.21
710	307	Norfolk City	4/15/2025	Vacancy Savings	Temporary	\$85,572.63	\$85,572.63
770	307	Roanoke City	4/15/2025	Vacancy Savings	Temporary	\$76,303.09	\$30,000.00
770	307	Roanoke City	4/15/2025	Vacancy Savings	Office Expense	\$0.00	\$46,303.09
810	307	Virginia Beach City	4/15/2025	Vacancy Savings	Office Expense	\$166,429.66	\$156,429.66
		<b>Totals</b>				<b>\$6,443,200.94</b>	<b>\$6,412,518.57</b>

## 307-25-10: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

### CONSENT DOCKET

#### LOCALITY

#### OFFICER

#### REQUEST

#### TOTAL COST

#### COMPENSATION BOARD ACTION

HAMPTON CITY

SHERIFF

April 16, 2025 Officer requests a one-time transfer between Office Expense and Temporary Salaries fund 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	Amount Approved
650	307	Hampton City	4/16/2024	Office Expense	Temporary Salaries	\$1,598,713.74	\$500,000.00	\$500,000.00
		<b>Totals</b>				<b>\$1,598,713.74</b>	<b>\$500,000.00</b>	<b>\$500,000.00</b>

## 307-25-10: 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>
SHENANDOAH COUNTY	SHERIFF	<p>April 15, 2025 Officer requests, in accordance with §§15.2-1606 and 15.2-1636.14, to reimburse Shenandoah County for defense counsel expenses paid to Timberlake, Smith, Thomas &amp; Moses, P.C. in the amount of \$9,031.88 for legal representation of Sheriff Timothy Carter in the case of Legendary Gaming and Sweepstakes, LLC v. County of Shenandoah, Virginia and Shenandoah County Sheriff Department.</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 Shenandoah County.</p>		\$9,031.88	The Compensation Board approved reimbursement of \$9,031.88 in accordance with the provisions of §15.2-1606 of the <u>Code of Virginia</u> .
SHENANDOAH COUNTY	SHERIFF	<p>April 15, 2025 Officer requests, in accordance with §§15.2-1606 and 15.2-1636.14, to reimburse Shenandoah County for defense counsel expenses paid to Timberlake, Smith, Thomas &amp; Moses, P.C. in the amount of \$1,960.64 for legal representation of Sheriff Timothy Carter in the case of Legendary Gaming and Sweepstakes, LLC v. Timothy C. Carter, in his official capacity as Sheriff of Shenandoah County, VA.</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 Shenandoah County.</p>		\$1,960.64	The Compensation Board approved reimbursement of \$1,960.64 in accordance with the provisions of §15.2-1606 of the <u>Code of Virginia</u> .

## 772-25-10: 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	April 1, 2025 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories, or to transfer funds between 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
193	772	Westmoreland County	April 1, 2025	Temporary	Office Expense	\$58,017.59	\$58,017.59
530	772	Buena Vista City	April 2, 2025	Vacancy Savings	Office Expense	\$20,572.01	\$16,490.64
		<b>Totals</b>				<b>\$78,589.60</b>	<b>\$74,508.23</b>

POWHATAN	COMMONWEALTH'S ATTORNEY	<p>February 1, 2025 Officer requests to include the following individual in the Career Prosecutor Program in the FY26 Budget Request. This person was erroneously omitted from the Career Prosecutor program in the FY26 Budget Request and is eligible to participate in the program.</p> <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>		\$0.00	The Compensation Board approved the officer's request to make changes to data submitted in the COIN budget request system for certifications of Career Prosecutor Program information.
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FIPS	Office Code	Locality Name	Request Date	Name	Position	Class	Date of Eligibility	Requested in FY	Eligible in FY
145	772	Powhatan County	2/1/2025	Timothy Dustan	00004	ATTI	11/1/2023	2026	2026

## 772-25-10: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	CONSENT DOCKET	TOTAL COST	COMPENSATION BOARD ACTION
BUENA VISTA CITY	COMMONWEALTH'S ATTORNEY	<p>April 2, 2025 Officer requests to use \$4,511.80 in Vacancy Savings to fund the purchase of the following equipment items.</p> <p>The officer states the laptops do meet the Compensation Board minimum specifications for laptops.</p> <p>The officer also states the City of Buena Vista agrees to fund the stressed cost of these purchases and the officer understands that the last opportunity to claim reimbursement for these items is with the May payroll reimbursement process.</p>		\$0.00	<p>Approved per the Compensation Board's FY25 Budget Priorities and Policies. 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 2025 payroll and expense reimbursement request</p>

FIPS	Office Code	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
530	772	Buena Vista City	Laptop	1	\$908.60	\$908.60	1	\$908.60	\$908.60	\$852.63
530	772	Buena Vista City	Laptops	2	\$1,801.60	\$3,603.20	2	\$1,801.60	\$3,603.20	\$3,381.24
		<b>Total</b>				<b>\$4,511.80</b>			<b>\$4,511.80</b>	<b>\$4,233.87</b>

VARIOUS	COMMONWEALTH'S ATTORNEYS	<p>April 22, 2025 Officers request exceptions to the Substitute Prosecutor expense reimbursement policy. Expenses for travel for the cases below require approval of per diem for meals reimbursement and/or require approval of expenses incurred in excess of \$750 in one trip.</p>	\$4,830.82	Approved as a one-time exception to policy, based upon the specific conditions stated by the officer.
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FIPS	Office	Locality	Prosecutor	Expense Date(s)	Defendant	Expense Cost	Exception Need Reason
187	772	Warren County	Matthew Sweet	2/2/2025-2/12/2025	Z Fadely & T Poe	\$3,471.24	>\$750 in 1 trip & Meal Per Diem
187	772	Warren County	Donshur Oliver	2/2/2025-2/12/2025	Z Fadely & T Poe	\$679.79	Meal Per Diem
187	772	Warren County	Christian Fernandez	2/2/2025-2/12/2025	Z Fadely & T Poe	\$679.79	Meal Per Diem
		<b>Total</b>				<b>\$4,830.82</b>	

## 773-25-10: 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>
NORFOLK CITY	CIRCUIT COURT CLERK	April 9, 2025 Officer requests 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
710	773	Norfolk City	April 10, 2025	Vacancy Savings	Temporary	\$329,979.86	\$34,800.00
710	773	Norfolk City	April 10, 2025	Vacancy Savings	Office Expense	\$0.00	\$295,179.86
		<b>Totals</b>				<b>\$329,979.86</b>	<b>\$329,979.86</b>

LOUISA COUNTY	CIRCUIT COURT CLERK	<p>April 15, 2025 Officer requests to transfer Base Temporary funds in the amount of \$3,569 to pos. 00007 to fund the salary of a new hire, effective March 17, 2025. This salary increase for this new hire is within Compensation Board policy.</p>	\$0.00	The Compensation Board approved a transfer of base Temporary Salaries funds in the amount of \$3,569 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
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Staff notes, this office does have one unfunded Compensation Board position.

I, Patty Madison, acknowledge that due to budget reductions I currently have one unfunded authorized position; I understand that taking action to move base temporary funds to salaries of existing personnel may significantly reduce my options in dealing with any potential future funding reductions without impacting salaries of permanent staff.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Class Code	Current Salary	New Salary	Amount Requested	Pro-Rated
109	773	Louisa County	April 16, 2025	Temporary	pos. 00007	DCI	\$40,931	\$44,500	\$3,569	\$1,048.04
	<b>Totals</b>						<b>\$40,931</b>	<b>\$44,500</b>	<b>\$3,569</b>	<b>\$1,048.04</b>

771-25-10: COMMISSIONERS OF THE REVENUE  
NONE.

774-25-10: 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 #25/09.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Regular monthly meetings are scheduled for Thursday, May 22, 2025 at 1:00 p.m.; the June meeting is currently scheduled for Thursday, June 26, 2025, and pending rescheduling.	N/A	The Compensation Board confirmed the date of the May 22, 2025 meeting, and changed the date of the June, 2025 board meeting to Wednesday, June 18, 2025 at 1:00 p.m.
3.	FY26 FINAL BUDGET ALLOCATIONS & POLICIES	COMPENSATION BOARD	Staff presents final budget allocations and budget priorities and policies for FY26.	N/A	Approved.
4.	FY26 BUDGET APPROVAL LETTER	COMPENSATION BOARD	Staff presents budget approval letter to be sent to all constitutional officers for FY26.	N/A	Approved.
5.	LOCAL INMATE DATA SYSTEM TRAINING CONFERENCE	COMPENSATION BOARD	Training will be held in-person this year and is scheduled for April 29-30, 2025 at the Westin Richmond in Richmond, VA. We anticipate 120 attendees.	N/A	Noted.
6.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held in-person this year and is scheduled for May 13, 2025 at the Marriott Richmond Short Pump in Glen Allen, VA. We anticipate 80 attendees.	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>
7.	FY26 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	<p>Staff presents for review and approval the following dates to finalize FY26 scheduled meetings. Unless otherwise noted, all meetings are at 1:00 p.m. and are set for the 4<sup>th</sup> Thursday of each month:</p> <ul style="list-style-type: none"> <li>• July 24, 2025</li> <li>• August 28, 2025</li> <li>• September 25, 2025</li> <li>• October 23, 2025</li> <li>• November 20, 2025 (3<sup>rd</sup> Thursday)</li> <li>• December 18, 2025 (3<sup>rd</sup> Thursday)</li> <li>• January 13, 2026 (Tuesday – 2:00 p.m.) (special meeting to discuss legislation)</li> <li>• January 22, 2026 (11:30 a.m.)</li> <li>• February 26, 2026 (11:30 a.m.)</li> <li>• March 26, 2026</li> <li>• April 14, 2026 (Tuesday) (Budget Hearing)</li> <li>• April 23, 2026</li> <li>• May 28, 2026</li> <li>• June 25, 2026</li> </ul>	N/A	Approved.
8.	EXPENDITURE REPORT	COMPENSATION BOARD	Staff presents monthly expenditure report.	N/A	Noted.
9.	FY25 TECHNOLOGY TRUST FUND COLLECTIONS & EXPENDITURES	COMPENSATION BOARD	<p><b>Collections:</b> FY25 collections for July through March totaled \$4,103,572.33, an increase of 7.38% compared to the same period of collections in FY24.</p> <p><b>Expenditures:</b> FY25 year-to-date Clerks' expenditures through 4/22/2025 totaled \$3,692,098.17 or 43.8% of budgeted Technology Trust Funds.</p> <p><b>Projections:</b> Based on current collections to date, FY25 TTF total collections would be approximately \$5.47 million, an increase of 4.77% compared to FY24 collections.</p>	N/A	Noted.



**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #25/10**  
**April 23, 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.**

# HANDCARRY COMPENSATION BOARD DOCKET #25/10 April 23, 2025

## 772-25-10: 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	April 22, 2025 Officer requests an exception to the Substitute Prosecutor expense reimbursement policy. Expenses for travel for the case below require approval due to being submitted more than 60 days after conclusion of the case.		\$84.26	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
650	772	Hampton	Donald R. Gayle	9/20/2023-12/13/2024	Charlie Renee James	\$84.26	>60 days
		<b>Total</b>				<b>\$84.26</b>	

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
 Date: April 23, 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 (present)  
 Staci Henshaw, Ex Officio member (present)

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