

# COMPENSATION BOARD MINUTES #25/12

## June 18, 2025

This meeting will be conducted in a virtual format pursuant to the Compensation Board's Policy on Electronic Meeting Participation and All-Virtual Meetings. The meeting will be conducted using the Microsoft Teams online platform, with public access provided online through the Teams platform or by audio call-in.

307-25-12: SHERIFFS & REGIONAL JAILS  
NONE.

772-25-12: COMMONWEALTH'S ATTORNEYS  
NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHARLOTTE COUNTY	COMMONWEALTH'S ATTORNEY	<p>June 13, 2025 - Acting Officer requests additional Temporary Funding in the amount of \$27,174.80. This is equivalent to the current salary of position 00003 ATTI budgeted at \$79,536 from July 1, 2025 to November 4, 2025. The election will be held on November 4, 2025.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to the Temporary Salaries budget, as the officer 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's Attorney. Consequently, funds cannot be transferred from this position.</p>	\$0.00	Approved at no additional cost to the Compensation Board.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Pro-Rated for FY26
037	772	Charlotte County	June 13, 2025	pos. 00003	ATTI	Temporary	\$79,536	\$27,174.80

## 772-25-12: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PAGE COUNTY	COMMONWEALTH'S ATTORNEY	<p>June 13, 2025 - Acting Officer requests additional Temporary Funding in the amount of \$27,174.80. This is equivalent to the current salary of position 00004 ATTI budgeted at \$79,536 from July 1, 2025 to November 4, 2025. The election will be held on November 4, 2025.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to the Temporary Salaries budget, as she understands that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00004 ATTI is not vacant during the period in which she is the Acting Commonwealth Attorney. Consequently, funds cannot be transferred from this position.</p>	\$0.00	Approved at no additional cost to the Compensation Board.

Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Pro-Rated for FY26
772	Page County	June 13, 2025	pos. 00004	ATTI	Temporary	\$79,536	\$27,174.80

VARIOUS	COMMONWEALTH'S ATTORNEYS	<p>June 17, 2025 - Officers request an exception 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.</p>	\$297.32	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
171	772	Shenandoah	Amanda D. Strecky	5/16/2023-11/26/2024	Justin Raymond Bowman	\$248.32	> 60days after case end
590	772	Danville	Dawn M. Futrell	2/18/2025	Anthony Lee Fitzgerald	\$49.00	> 60days after case end
		<b>Total</b>				<b>\$297.32</b>	

## 773-25-12: CIRCUIT COURT CLERKS

NONE.

## 771-25-12: COMMISSIONERS OF THE REVENUE NONE.

## 774-25-12: 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 #25/11.	N/A	Deferred approval to the July regular Board meeting.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Regular monthly meetings are scheduled for Thursday, July 24, 2025 at 1:00 p.m. and Thursday, August 28, 2025 at 1:00 p.m.	N/A	Confirmed.
3.	CIRCUIT COURT CLERKS' SALARY WITHHOLDINGS	COMPENSATION BOARD	The Office of the Auditor of Public Accounts has confirmed that additional Circuit Court Clerks have received recent audit reports that confirm audit findings repeated at least twice, that are now subject to having their next subsequent salary increase withheld pursuant to Chapter 725, Item 65, paragraph H. The next scheduled across-the-board salary increase for which potential withholding may be necessary is July 1, 2025.	N/A	The Board did not change any actions previously taken with respect to clerks already identified as having consecutive repeated audit findings. However, the Compensation Board added the Brunswick County Circuit Court Clerk to the list of clerks having consecutive repeated audit findings and determined that the July 1, 2025 salary increase should be withheld pursuant to Chapter 725, Item 65, paragraph H.
4.	FINES AND FEES	COMPENSATION BOARD	Staff presents draft Fines and Fees materials including policy statements for Commonwealth's Attorneys and Circuit Court Clerks, Election of Collections Method Form for Commonwealth's Attorneys, and draft data collections forms and communications for FY25 delinquent assessment and collections data. Election forms and Policy Statements for FY26 are due July 25 and the data collection form is due August 22 for preparation of the FY25 Fines and Fees report.	N/A	Approved.

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. TECHNOLOGY TRUST FUND STATUS	COMPENSATION BOARD	<p><b>Collections:</b> FY25 collections for July through May totaled \$5,146,600.83, an increase of 7.8% compared to the same period of collections in FY24.</p> <p><b>Expenditures:</b> FY25 year-to-date Clerks' expenditures through 6/17/2025 totaled \$4,523,618.29 or 48% of budgeted Technology Trust Funds. Estimated May reimbursements, which have not yet been processed in Cardinal, total approximately \$1M, resulting in estimated expenditures of about 59.3% of budgeted funds by FY end.</p> <p><b>Projections:</b> Based on current collections to date, FY25 TTF total collections would be approximately \$5.61 million, an increase of 7.51% compared to FY24 collections.</p>	N/A	Noted.

**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #25/12**  
**June 18, 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: June 18, 2025  
Time: 1:00 p.m.  
Location: Virtual Zoom Meeting  
Meeting ID: 234 635 105 102 6  
Passcode: mo3vt9ZU  
Members: Jeffrey Palmore, Chairman (present)  
James Alex, Ex Officio member (present)  
Staci Henshaw, Ex Officio member (present)

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