

COMPENSATION BOARD MINUTES #26/01

July 24, 2025

307-26-01: SHERIFFS & REGIONAL JAILS
NONE.

772-26-01: 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 ATTORNEY	July 22, 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.		\$490.87	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
009	772	Amherst County	Dianna L. Baker	10/17/2024-3/31/2025	Jessica Cotton Wade	\$49.86	> 60days after case end
165	772	Rockingham County	Keith R. Buzby	11/12/2024-12/19/2024	Sean Michael Campbell	\$277.38	> 60days after case end
171	772	Shenandoah County	Keith R. Buzby	5/16/2023-3/5/2024	Brandon Keith Dodson	\$122.76	> 60days after case end
690	772	City of Martinsville	Joshua B. Twiggs	12/5/2024	Hunter Austin Scott	\$40.87	> 60days after case end
		Total				\$490.87	

773-26-01: 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>
VIRGINIA BEACH CITY	CIRCUIT COURT CLERK	<p>July 23, 2025 Officer requests to transfer base Temporary Salaries funds in the amount of \$15,032 to position 00061, DCIV budgeted at \$48,272 for a new hire salary of \$63,304. This is effective July 1, 2025.</p> <p>This salary increase for this new hire is within Compensation Board policy.</p>		\$0.00	<p>The Compensation Board approved a transfer of \$15,032 from base Temporary Salaries funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base Temporary Salaries budget in the current as well as subsequent fiscal years.</p>

FIPS	Office Code	Locality Name	Request Date	From Category	Transfer Amount	To Permanent Position	Class Code	Current Salary	New Salary	Amount Requested	Amount Approved
810	773	Virginia Beach City	July 23, 2025	Temporary Salaries	\$15,032	00061	DCIV	\$48,272	\$63,304	\$15,032	\$15,032

771-26-01: 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>
VARIOUS	COMMISSIONERS OF THE REVENUE	<p>July 2, 2025 Acting Officers request additional Temporary Funding in the amounts specified in the table below. These amounts are equivalent to the current salaries of positions from July 1, 2025, to November 4, 2025. The election will be held on November 4, 2025.</p> <p>These requests for "additional" funding are made in lieu of a request to transfer these funds to Temporary Funds budget, as the officers understand that the Compensation Board's interpretation of §§24.2-226 and 228 is these positions are not vacant during the period in which they are the Acting Commissioners of the Revenue. Consequently, funds cannot be transferred from these positions.</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
103	771	Lancaster County	7/2/25	00002	MDIII	Temporary	\$42,862	\$14,644.52
650	771	Hampton City	7/2/25	00013	MCD3	Temporary	\$66,585	\$22,749.88
		Total						\$37,394.52

774-26-01: TREASURERS
NEW BUSINESS:

		CONSENT DOCKET			
LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION	
VARIOUS	TREASURERS	<p>July 16, 2025 Acting Officers request additional Temporary Funding in the amounts specified in the table below. These amounts are equivalent to the current salaries of positions from July 1, 2025, to November 4, 2025. The election will be held on November 4, 2025.</p> <p>These requests for "additional" funding are made in lieu of a request to transfer funds to the Temporary Funds budget, as the Officers understand that the Compensation Board's interpretation of §§24.2-226 and 228 is these positions are not vacant during the period in which they are the Acting Treasurers. Consequently, funds cannot be transferred from these positions.</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
193	774	Westmoreland County	7/16/25	00004	MDIII	Temporary	\$42,863	\$14,644.86
690	774	Martinsville City	7/14/25	00002	MDI	Temporary	\$32,205	\$11,003.38
		Total						\$25,648.24

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 and Docket #25/12.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Regular monthly meetings are scheduled for Thursday, August 28, 2025 at 1:00 p.m. and Thursday, September 25, 2025 at 1:00 p.m.	N/A	Confirmed.
3.	VIRGINIA CENTER FOR POLICING INNOVATION	COMPENSATION BOARD	In accordance with Chapter 725, Item 60, paragraph M.1., VCPPI requests funding of \$2,042,314 to continue to implement and provide support for the SAVIN victim notification system in all local and regional jail facilities, to continue to implement and support the interface between SAVIN and the Sex Offender Registry, and to continue the inclusion of services for automated protective order notifications .	N/A	The Compensation Board deferred action on this request to the August, 2025 meeting pending receipt of additional information regarding costs and contracted amounts, and for additional staff review regarding contract/MOU needs for the agency with VCPPI.
4.	FY25 TECHNOLOGY TRUST FUND COLLECTIONS & FY26 BUDGETING	COMPENSATION BOARD	<p>FY25 Collections: PRELIMINARY FY25 collections totaled \$5,651,210.83, which is an increase of 8.22% compared to FY24.</p> <p>FY25 Expenditures: FY25 Expenditures of Clerks' budgeted Technology Trust Funds including June reimbursements totaled \$5,714,156.61, or 60.61% of total budgeted TTF. FY25 unbudgeted prior year collections and unexpended FY25 collections amounts for the entire fund totaled \$6,133,642.79. These amounts have been verified and confirmed based on preliminary collections.</p> <p>FY25 TTF Budgeting: The Appropriation Act includes an \$8 million Line of Credit for budgeting each year's incoming cash collections for expenditure in the year collected. Staff recommend a maximum line of credit allocation of \$5.18 million based upon FY25 preliminary collections (estimated 11 months of collections, as June collections cannot be expended until the subsequent fiscal year). Combined with prior year cash balances and based on preliminary FY25 collections, total amounts available for budgeting are \$11.31 million, less \$80,000 held for administrative expenses, providing a total of \$8.3 million in \$4 TTF and \$2.93 million in \$1 TTF for budgeting to Clerks' offices. Although the Line of Credit is proposed for use in budgeting, expenditure reimbursements will be limited to not exceed at any time the greater of 50% of budgeted amount or actual cash on hand through FY26 collections. Actual budgeting of these amounts based upon requests by Clerks will be presented for consideration by the Board at its September 25, 2025, meeting.</p>	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.	ACKNOWLEDGEMENT OF NOTIFICATION OF PROVISIONS OF THE APPROPRIATION ACT	COMPENSATION BOARD	Staff submits to Board members and for Chairman's signature "Acknowledgement of Notification of Indebtedness to State Agencies "Appendix A" and associated references	N/A	Acknowledged.
6.	FY25 Year End Expenditures:	COMPENSATION BOARD	Board review of FY2025 Year-End Balances	N/A	Noted.

CLOSED MEETING
COMPENSATION BOARD DOCKET #26/01
July 24, 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: July 24, 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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