

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: **January 11, 2022**

Title: **Consent Agenda: Proposed Supplemental Appropriation to FY
2021/2022 Commissioner of the Revenue Budget**

(Check Mark)

<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Closed Meeting
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> No Action (Information Only)	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Resolution	<input type="checkbox"/> PowerPoint Presentation

Summary: When the Commissioner of the Revenue’s employees were placed on the County’s Pay Plan, a Memorandum of Understanding (MOU) was approved to “set forth operational and administrative responsibilities of the parties with respect to the personnel appointed by the Commissioner.” The following clause is included in the MOU:

“The County agrees to fund its share of any pay increases for Constitutional Officers’ employees resulting from the Virginia Compensation Board Career Development Program, subject to any limitations placed on the program by the Compensation Board. **In an effort to maintain parity among County and Compensation Board funded positions, the County agrees to fund the entire cost of any such pay increases for locally funded employees of a Constitutional Officer.**”

Three (3) employees in Commissioner of the Revenue Mark Bissoon’s Office (David Watson, Erica McCarty and Cynthia Cooper) completed the Compensation Board Career Development Program and are now certified as Master Deputy Commissioners. As such, these employees were eligible for a 9.3% pay increase as provided under Compensation Board policy and received the appropriate raises effective July 1, 2021.

Budget Impact: Due to a mix up in communication, funding for the Master Deputy Certification raises described above was not submitted in the Commissioner’s FY 2022 budget request. Therefore, the required funds are not included in the adopted FY

2021/2022 Commissioner of the Revenue's Budget and the Commissioner will over expend his budget in the current fiscal year without a supplemental appropriation.

Therefore, staff is seeking a supplemental appropriation in the amount of \$14,003.01 (which includes fringe benefits) for FY 2022.

No state funds are available to offset the increased salary expenditures. As a result, the proposed source of funds for the entire \$14,003.01 supplemental appropriation is the FY 2021/2022 General Fund Balance.

Action(s) Requested of Board of Supervisors: Approve supplemental appropriation of \$14,003.01 to the FY 2021/2022 Commissioner of the Revenue's budget as outlined above.



Caroline County, Virginia
Commissioner of the Revenue
Physical - 212 N. Main St.
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Bowling Green, VA 22427



Mr. Culley,

It is my pleasure to announce that the following employees from my office have completed their Career Development through the University of Virginia's, Weldon Copper Center for Public Service; David Watson, Cynthia Cooper and Erica McCarty. These employees have now obtained the certification of Master Deputy Commissioners and as such they are all eligible to receive a 9.3% salary increase.

The County Pay Plan Agreement between my Office and Caroline County states that the County will pay any supplemental increases upon completion of any Career Development. I would respectfully request that the previously mentioned employees receive their individual increases to include fringe benefits as of July 1st 2021. The total amount of increase for all 3 employees is \$14,003.01.

Please see attached County Pay Plan Agreement and class transcripts for my previously mentioned employees.

Sincerely,

A handwritten signature in cursive script that reads "Mark Bissoon".

Mark Bissoon
Caroline County
Master Commissioner
Of the Revenue