

Caroline County Board of Supervisors Agenda Executive Summary

Meeting Date: August 9, 2022

Title: Consent Agenda – Supplemental Appropriation to Fiscal Year 2022/2023 Clerk of Circuit Court 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: During its 2022 session, the General Assembly approved funding to increase the salaries of all Circuit Court Clerks and their Compensation Board (“Comp Board”) funded staff positions by \$1,250 effective August 1, 2022. This increase is in addition to the 5% across-the-board increase provided for all constitutional officers and their employees previously approved by the General Assembly.

After further consideration, staff has determined that the July 1 pay increases provided by the Board of Supervisors for County employees, which included employees of the Clerk of the Circuit Court, already cover the General Assembly August 1 supplement since the County supplements salaries for these employees significantly above the Compensation Board required minimum. As a result, the additional funds approved by the General Assembly act as an offset or funding source for the raises already provided by the Board of Supervisors.

The General Assembly’s action also increases the new minimum entry-level salary for staff in Circuit Court Clerks’ offices to \$35,053 effective August 1, 2022. However, all positions in the Circuit Court Clerks’ office already meet this minimum, with the exception of two Cashier positions that are 100% locally funded. Staff’s interpretation of the General Assembly’s action is that the \$35,053 minimum entry-level salary applies only to positions that are Compensation Board funded.

Budget Impact: No local matching funds are required. The action requested of the Board is to approve a supplemental appropriation of \$13,220 to the compensation line item of the FY 2022/2023 Clerk of the Circuit Court’s budget to account for the additional revenue received from the Commonwealth of Virginia. This is made up of \$7,500 for the

\$1,250 adjustment for six (6) employees and \$5,720 to increase the Compensation Board funded positions to the minimum.

Requested Action from Board of Supervisors: Approve supplemental appropriation of \$13,220 to the FY 2022/2023 Clerk of Circuit Court budget as described above.