

COMPENSATION BOARD DOCKET #02/07 JANUARY 22, 2002

304-05-00: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE COUNTY	SHERIFF	12/3/01 – OFFICER REQUESTS TO GET OTHER EQUIPMENT INSTEAD OF WHAT WAS APPROVED ON THE BUDGET – WITHIN THE SAME AMOUNT OF FUNDS.	-0-	Based upon changed conditions reported by the officer subsequent to the Compensation Board's May 1 approval of specific equipment for which reimbursement was authorized, the Sheriff's request was approved at no additional cost to the Compensation Board.

ORIGINAL

ITEM	NON-STRESSED COST
1 SERVER	10270.00
6 COMPUTERS	10200.00 (ALL 6)
1 LIVESCAN	5425.00
1 SCANNER	140.00
TOTAL NOT STRESSED	26035.00
TOTAL STRESSED	18175.00

REQUESTED USE

ITEM	NON-STRESSED COST
2 DOCUMENT SCANNERS	8556.00 (BOTH)
6 COMPUTERS	10554.00 (ALL 6)
1 LIVESCAN	5425.00
1 HP 4550 PRINTER	1500.00
TOTAL NOT STRESSED	26035.00
TOTAL STRESSED	18175.00

AT THE DECEMBER 18, 2001 MEETING, THE BOARD DEFERRED ACTION ON REQUEST TO PURCHASE TWO DOCUMENT SCANNERS AT \$8,556 AND A LIVESCAN UNIT AT \$5,425.

304-05-00: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD COUNTY	SHERIFF	12/21/01 – OFFICER REQUEST TRANSFER OF SALARY FROM POSITION 78910 FROM VACANCY TO TEMPORARY. HALL IN POS. # 78910 (EC8 @ \$25501.00) IS ON LEAVE WITHOUT PAY DUE TO ACTIVE MILITARY DUTY – EFFECTIVE 11/1/01. MONTHLY \$2125.08. 8 MONTHS = \$17000.64.	-0-	Approved as an exception to the Compensation Board's September 25, 2001 Transfer Policy based upon the vacancy occurring as a result of the national emergency.
CHESTERFIELD COUNTY	SHERIFF	12/21/01 – OFFICER REQUEST TRANSFER OF SALARY FROM POSITION #2 FROM VACANCY TO TEMPORARY. COSTON IN POS. # 2 (C8 @ \$25501.00) IS ON LEAVE WITHOUT PAY DUE TO ACTIVE MILITARY DUTY – EFFECTIVE 1/2/01. MONTHLY \$2125.08. 6 MONTHS = \$12750.48	-0-	Approved as an exception to the Compensation Board's September 25, 2001 Transfer Policy based upon the vacancy occurring as a result of the national emergency.

304-05-00: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>		
DINWIDDIE COUNTY	SHERIFF	12/17/01 FUNDS TRANSFER REQUEST	-0-	Deferred.		
		<table border="1"> <thead> <tr> <th>FROM</th> <th>TO</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>VACANCY</td> <td>COMP TIME</td> <td>\$3280.00</td> </tr> </tbody> </table>			FROM	TO
FROM	TO	AMOUNT				
VACANCY	COMP TIME	\$3280.00				
ALBEMARLE/CHAR REG JAIL	SUPERINTENDENT	12/27/01 – OFFICER REQUESTS TRANSFER OF \$42,545.15 FROM VACANCY SAVINGS TO OFFICE EXPENSES.	-0-	Not approved. See letters of May 1 and September 25, 2001.		
CHESAPEAKE CITY	SHERIFF	01/09/02 – OFFICER REQUESTS TRANSFER OF \$20,000.00 FROM VACANCY SAVINGS. \$10,000 TO TO TEMPORARY ALLOW. AND \$10,000 TO OFFICE EXPENSES.	-0-	Not approved. See letters of May 1 and September 25, 2001.		
PORTSMOUTH CITY	SHERIFF	01/02/01 – OFFICER REQUESTS RECONSIDERATION OF APPROVAL TO TRANSFER FROM VACANCY SAVINGS TO TEMPORARY ALLOWANCE. FUNDS WILL PROVIDE PART-TIME ASSISTANCE TO HIS COURT SERVICES DIVISION.	-0-	Upon reconsideration, the Board reaffirmed its decision of December 18, 2001.		
YORK COUNTY	SHERIFF	1/10/02 FUNDS TRANSFER REQUEST	-0-	Deferred.		
		<table border="1"> <thead> <tr> <th>FROM</th> <th>TO</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>VACANCY</td> <td>OFFICE</td> <td>\$2428.52</td> </tr> </tbody> </table>			FROM	TO
FROM	TO	AMOUNT				
VACANCY	OFFICE	\$2428.52				

304-05-00: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
APPOMATTOX COUNTY	SHERIFF	1/10/02 – OFFICER REQUESTS SALARY INCREASE OF \$2172.00 FOR POSITION # 9 (VACANT C7 @ \$23329, EFFECIVE 1/31/02). OFFICER WISHES TO HIRE ERIC LEE @ \$25501. HE IS CURRENTLY DEPARTMENT OF CORRECTIONS @ \$27324.	\$2172.00	The Compensation Board approved a budget increase of \$2,172 consistent with its policy to set the state contribution toward the salary of a new employee not previously employed in a Compensation Board reimbursed position at not more than 9.3% greater than the most recent salary or the entry step of the grade based upon the employee's previous job experience which is directly and recently related to the vacant position.
RICHMOND COUNTY	SHERIFF	1/16/02 – OFFICER REQUESTS \$8900 ADDITIONAL FUNDING FOR 7 PC'S.	\$8900.00	The Compensation Board did not approve your request. As noted in the Compensation Board's May 1 letter, additional funding is not available this year.

320-01-00: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NEW KENT COUNTY	COMMONWEALTHS ATTORNEY	<p>12-21-2001 Officer requests to hire an employee currently working for the Chesapeake Corp. as Executive Admin. Asst., current salary @ \$36,000.</p> <p>Officer requests to hire this employee in pos. # 2 AAI—G7 @ \$34,910 (step 21). Position is budgeted @ \$29,870 (step 14). Cost to increase @ \$5,040. Officer has –0- Turnover Funds.</p>	\$5,040	The Compensation Board approved a budget increase of \$5,040 consistent with its policy to set the state contribution toward the salary of a new employee not previously employed in a Compensation Board reimbursed position at not more than 9.3% greater than the most recent salary or the entry step of the grade based upon the employee's previous job experience which is directly and recently related to the vacant position.
RICHMOND COUNTY	COMMONWEALTHS ATTORNEY	<p>1-8-2002 Officer requests additional Equipment Funds @ \$3,396.64 Total Cost. Stressed Cost @ \$2,621.87</p> <p>NOTE: Effective 10-1-2000, the Compensation Board agreed to consider video presentation equipment for Commonwealth's Attorneys as a reimbursable equipment item. Upon written request and justification of the Commonwealth's Attorney, the Compensation Board will consider approving additional funding for video presentation equipment if funding is available, not to exceed \$7,500 per office.</p>	\$2,621.87 Stressed Cost	The Compensation Board did not approve your request. As noted in the Compensation Board's May 1 letter, additional funding is not available this year.

<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
1	Kodak DX3500 - Digital Camera	218.32	218.32
2	Kodak Camera Docks	79.95	159.90
1	Nylon picture card wallet (for memory Cards)	6.95	6.95
1	USB Interface Cable	19.95	19.95
1	Kodak picture card (memory for camera)	28.76	28.76
1	Emerson 19" TV/VCR Combo	189.86	189.86
1	Multimedia Audio/Video Cart	156.90	156.90
1	Epson Stylus C60 (color printer)	119.00	119.00
1	Acer Travelmate Laptop	2,497.00	2,497.00
<u>Total Cost</u>		<u>3,316.69</u>	<u>3,396.64</u>
<u>Stressed Cost</u>			<u>2,621.87</u>

320-01-00: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WAYNESBORO CITY	COMMONWEALTHS ATTORNEY	1-9-2002 Officer requests emergency Equipment Funds to purchase a copier @ \$1,950 Total Cost. Stressed Cost @ \$1,686.17. Officer has -0- Equipment or Vacancy Savings Funds.	\$1,686.17 Stressed Cost	The Compensation Board did not approve your request. As noted in the Compensation Board's May 1 letter, additional funding is not available this year.
GRAYSON COUNTY	COMMONWEALTHS ATTORNEY	1-11-2002 Officer requests additional Office Expense Funds @ \$2,000. Officer's budgeted Office Expense Funds @ \$2,333. Current balance @ \$4.65.	\$2,000	The Compensation Board did not approve your request. As noted in the Compensation Board's May 1 letter, additional funding is not available this year.
ROANOKE CITY	COMMONWEALTHS ATTORNEY	1-15-2002 Officer requests additional Equipment Funds to purchase 1 Sharp Conference Series Projector @ \$8,000 Total Cost. Stressed Cost @ \$7,139.20. NOTE: Effective 10-1-2000, the Compensation Board agreed to consider video presentation equipment for Commonwealth's Attorneys as a reimbursable equipment item. Upon written request and justification of the Commonwealth's Attorney, the Compensation Board will consider approving additional funding for video presentation equipment if funding is available, not to exceed \$7,500 per office.	\$7,139.20 Stressed Cost	The Compensation Board did not approve your request. As noted in the Compensation Board's May 1 letter, additional funding is not available this year.
WISE COUNTY	COMMONWEALTHS ATTORNEY	1-15-2002 Officer has Turnover Funds @ \$3,927. Officer requests to transfer Turnover Funds @ \$2,427 to BASE Temporary Funds and Turnover Funds @ \$1,500 to BASE Office Expenses.	-0-	Based upon the information you provided and the criteria considered by the Compensation Board in reviewing exception requests, your request was not approved to transfer \$1,500 to office expenses. Your request to transfer \$2,427 turnover to base temporary was approved.
BRISTOL CITY	COMMONWEALTHS ATTORNEY	1-15-2002 Officer requests to reclassify pos. #5 SEC-G6 @ \$31,231 (step 20) to AAI-G7 @ \$34,141 (step20). Cost to reclass @ \$2,910. Officer has Turnover Funds @ \$4,686 to fund this reclass.	-0-	Approved at no additional cost to the Compensation Board.

320-01-00: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	COMMONWEALTHS ATTORNEY	<p>1-16-2002 Officer requests to hire an employee currently working in private practice, current salary @ \$73,000. Bar year 1973.</p> <p>Officer requests to hire this employee in pos. # 15 ATTI—G13 @ \$59,581 (step 21). Position is budgeted @ \$38,163 (step 1). Cost to increase @ \$21,418.</p> <p>Officer requests to hire an employee currently working with Saunders, Babineau and Brubaker, current salary @ \$75,000. Bar year 1993.</p> <p>Officer requests to hire this employee in pos. # 8 ATTII—G15 @ \$71,202 (step 21). Position is budgeted @ \$45,607 (step 1). Cost to increase @ \$25,595.</p> <p>Officer requests to hire this employee in pos. # 4 SEC—G6 @ \$23,905 (step 8). Position is budgeted @ \$21,868 (step 4). Cost to increase @ \$2,037.</p> <p>Total Cost of new hires @ \$49,050.</p> <p>Officer has Turnover Funds @ \$2,403 and requests to transfer Temp Funds @ \$5,582 and Officer Expense Funds @ \$5,464 to fund new hire salaries.</p> <p>Total Cost to hire @ \$49,050.</p> <p>Total Funds available @ \$13,449.</p> <p>Officer requests an additional \$35,601 to fund these new hires.</p>	\$35,301	<p>The Compensation Board approved a budget increase of \$9,706 for positions #15 and #4 consistent with its policy to set the state contribution toward the salary of a new employee not previously employed in a Compensation Board reimbursed position at not more than 9.3% greater than the most recent salary or the entry step of the grade based upon the employee's previous job experience which is directly and recently related to the vacant position.</p> <p>The Compensation Board also approved your request to use turnover funds of \$2,403, base temporary funds of \$5,582 and base office expense funds of \$5,464 to provide the total funds needed for these salary actions.</p>

320-01-00: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA BEACH CITY	COMMONWEALTHS ATTORNEY	1-16-2002 Officer requests additional Equipment Funds for the purchase of an IBM File Server. Total Cost @ \$20,000 Stressed Cost @ \$15,760.	\$15,760 Stressed Cost	The Compensation Board did not approve your request. As noted in the Compensation Board's May 1 letter, additional funding is not available this year.
MARTINSVILLE CITY	COMMONWEALTHS ATTORNEY	1-16-2002 Officer requests in lieu of purchasing computers approved on FY02 budget, Stressed Cost @ \$5,670, officer be approved to purchase a Copier. Total Cost @ \$4,000 Stressed Cost @ \$3,600.	-0-	Based upon changed conditions reported by the officer subsequent to the Compensation Board's May 1 approval of specific equipment for which reimbursement was authorized, the Commonwealth's Attorneys' request was approved at no additional cost to the Compensation Board.
WINCHESTER CITY	COMMONWEALTHS ATTORNEY	1-17-2002 Officer requests to hire an employee currently working for the Massie, Inger & Iden as Legal Secretary., current salary @ \$27,500. Officer requests to hire this employee in pos. # 5 PA—G7 @ \$30,542 (step 15). Position is budgeted @ \$23,905 (step 4). Cost to increase @ \$6,637. Officer has Turnover Funds @ \$1,738.	\$1,101	The Compensation Board approved a budget increase of \$1,101 consistent with its policy to set the state contribution toward the salary of a new employee not previously employed in a Compensation Board reimbursed position at not more than 9.3% greater than the most recent salary or the entry step of the grade based upon the employee's previous job experience which is directly and recently related to the vacant position.
WINCHESTER CITY	COMMONWEALTHS ATTORNEY	1-17-02 Officer requests Fund Transfer for the Month of January. Not In Base.		Based upon the information you provided and the criteria considered by the Compensation Board in reviewing exception requests, your request was not approved.

FIPS	OFFICE	LOCALITY	Request Date	FROM Category	TO Category	AMOUNT	Transfer Approved in Base
840	320	WINCHESTER	1/10/02	VACANCY	OFFICE	3,000	
TOTAL						3,000	

320-01-00: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DANVILLE CITY	COMMONWEALTHS ATTORNEY	1-4-2002 Officer requests exception to Compensation Board Demotion Policy. Under current policy, demotion from ATTII to ATTI would result in a 4-step salary reduction; upon appointment as a Career Prosecutor, the incumbent would receive an 8-step salary increase, for a net increase of 4 steps. If approved, the exception would result in the incumbent receiving an 8-step increase over his current salary.	N/A	Exception not approved.

732-02-00: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF LYNCHBURG	TREASURER	1/3 Officer requests \$250.00 of office expenses used for training expenses. Locality is 100% state funded.	\$00.00	Not approved as this office does not collect nor disburse local taxes or revenue.

734-02-00: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF GALAX	COMMISSIONER OF THE REVENUE	<p>1/9 Officer requests a transfer of \$2000 from Temporary Salaries to Office Equipment due to an emergency replacement of copier which is necessary for the operations of the office.</p> <p>Office is ranked 34, is in need 16.74%.</p> <p>Copier Cost \$2000, Stressed Amount \$1791.40, Actual Compensation Board Reimbursement \$597.13</p> <p>Locality Fiscal Stress 89.57%</p>	\$00.00	Approved as an exception to policy; but not in the base budget.
COUNTY OF WISE	COMMISSIONER OF THE REVENUE	<p>1/16 For purposes of the Compensation Board position allocation policy, the acting Commissioner wishes to determine if upon her appointment as acting Commissioner does her position, as chief deputy, become vacant.</p>	\$00.00	Based upon the Compensation Board's Position Reallocation Policy, and the Compensation Board's understanding of § 24.2-226 & 228 <u>Code of Virginia</u> , the Compensation Board is of the opinion that the Compensation Board reimbursed position occupied by an incumbent appointed as an Acting Constitutional Officer under the provisions of § 24.2-226 & 228 is not considered vacant. As such, the position may not be "filled" by promotion or transfer and no salary funds shall be available for transfer.

321-06-00: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NEWPORT NEWS CITY	CIRCUIT CLERK	COURT 12/11/01 – Officer requests an additional \$20,039 of their \$2 Technology Trust Fund money to purchase additional TTF equipment.	\$20,039 (NGF)	The Compensation Board approved your request for use of the law and chancery portion of your TTF funding based on the criteria set out in §17.1-279, E. (iii), <u>Code of Virginia</u> .
FLOYD COUNTY	CIRCUIT CLERK	COURT 1-2-2002 Officer requests exception to the Spending Reduction Policy. Officer requests to transfer Temporary Funds @ \$3,654.56 to Office Expense for indexing, copy rental, microfilming and postage expenses through the end of FY02.	-0-	Based upon the information you provided and the criteria considered by the Compensation Board in reviewing exception requests, your request was not approved.
HANOVER COUNTY	CIRCUIT CLERK	COURT 1/3/02 – Officer requests to spend \$2,000 of their budgeted TTF funding to hire a temporary employee(s) to check that the pages of approximately 500 deed books are in the proper order before they can be imaged for their record retrieval system. In October, the Clerk requested that all of his TTF funding be budgeted for services and equipment provided by their vendor, AmCad, and had not anticipated this expense.	\$ 0	The Compensation Board approved your request to expend previously budgeted TTF funding on alternative TTF expenditures based on the criteria set out in §17.279, <u>Code of Virginia</u> .
YORK COUNTY	CIRCUIT CLERK	COURT 1-7-2002 Officer requests additional Temporary Funds @ \$5,500 for indexing 15,000 Chancery and Common Law Order Books from 1999. Officer calculates \$8.50 per hour for 650 hours + \$5,525. Officer is ranked 7, is due 3.75 FTE and is in 31.17%.	\$5,525	The Compensation Board did not approve your request. As noted in the Compensation Board's May 1 letter, additional funding is not available this year.
SOUTHAMPTON COUNTY	CIRCUIT CLERK	COURT 1-9-02 Officer has Delegation of Classification Authority. Officer is reclassifying 1 position @ \$1,704 total cost. Officer requests to transfer Office Expense Funds @ \$1,704 to fund this reclass. Officer has –0- Turnover Funds.	-0-	The Compensation Board approved your request to transfer currently budgeted office funds of \$1,704 to reallocate position #00007, GOC to DCI consistent with the Compensation Board's Delegation of Classification Authority policy. As a result of this approval, your <u>base</u> budget has been reduced by \$1,704.

321-06-00: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HANOVER COUNTY	CIRCUIT CLERK	COURT	<p>1-10-2002 Officer requests to hire an employee currently working for the General District Court, current salary @ \$25,616.</p> <p>Officer requests to hire this employee in pos. # 11 DCII—G6 @ \$28,568 (step 13). Position is budgeted @ \$23,909 (step 1). Cost to increase @ \$4,659.</p> <p>Officer has Turnover Funds@ \$2,661.</p>	\$1,998	The Compensation Board approved a budget increase of \$1,998 consistent with its policy to set the state contribution toward the salary of a new employee not previously employed in a Compensation Board reimbursed position at not more than 9.3% greater than the most recent salary or the entry step of the grade based upon the employee's previous job experience which is directly and recently related to the vacant position.
HAMPTON CITY	CIRCUIT CLERK	COURT	<p>1-11-2002 Officer requests to hire an employee currently working for the District Attorney's office, Santa Clara County, CA, current salary @ \$23,000.</p> <p>Officer requests to hire this employee in pos. # 18 DCII—G6 @ \$23,909 (step 9). Position is budgeted @ \$20,010 (step 1). Cost to increase @ \$3,899.</p> <p>Officer has —0-Turnover Funds.</p>	\$3,899	The Compensation Board approved a budget increase of \$3,899 consistent with its policy to set the state contribution toward the salary of a new employee not previously employed in a Compensation Board reimbursed position at not more than 9.3% greater than the most recent salary or the entry step of the grade based upon the employee's previous job experience which is directly and recently related to the vacant position.
FLUVANNA COUNTY	CIRCUIT CLERK	COURT	<p>1/15/02 – Officer requests to have the remaining \$61,389 of \$2 Technology Trust Fund money budgeted for the purpose of automating the indexes for wills and estates.</p>	\$61,389 (NGF)	The Compensation Board approved your request for use of the equipment and services portion of your TTF funding based on the criteria set out in §17.1-279, B., <u>Code of Virginia</u> .

321-06-00: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GLOUCESTER COUNTY	CIRCUIT CLERK	<p>COURT</p> <p>1-15-02 Officer does not have Delegation of Classification Authority.</p> <p>Officer requests to reclassify position #3 DCI-G6 @ \$20,460 to BKKR-G7 @ \$21871. Cost to reclass @ \$1,411. Effective <u>November 1, 2001</u>..</p> <p>Officer requests to transfer Office Expense Funds @ \$1,411 to fund this reclass.</p> <p>Officer has -0- Turnover Funds.</p>	-0-	The Compensation Board approved a transfer of \$1,411 from base office expense funds to effect the classification(s) requested by the Clerk. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's office expense budget in the current as well as subsequent fiscal years.
NEWPORT NEWS CITY	CIRCUIT CLERK	<p>COURT</p> <p>1-16-2002 Officer requests to increase the salaries for the following employees to bring them in line with the Newport News payroll.</p> <p>Officer has Turnover Funds @ \$29,545.</p> <p>NOTE: The Compensation Board does not reimburse the City of Newport News for payroll expenditures.</p>	\$12,862	Approved based upon the concurrence of the City of Newport News and conformity with the city pay plan.

321-06-00: CIRCUIT COURT CLERKS

NEW BUSINESS:

LOCALITY OFFICER REQUEST TOTAL COST COMPENSATION BOARD ACTION

NEWPORT NEWS CITY CIRCUIT COURT Continued from previous page.
CLERK

Pos.	Class	Grade	Current Salary	Requested Salary	Cost to Increase
24	DCIV	11	\$31,229	\$32,649	\$1,420
11	CDCII	16	\$49,828	\$55,694	\$5,866
16	DCII	8	\$25,561	\$26,723	\$1,162
18	DCI	6	\$20,010	\$22,364	\$2,354
21	DCI	6	\$20,010	\$22,364	\$2,354
19	DCII	8	\$23,909	\$24,997	\$1,088
12	DCI	6	\$20,010	\$22,364	\$2,354
5	CDCI	14	\$54,469	\$56,947	\$2,478
15	DCIV	11	\$31,229	\$32,649	\$1,420
25	DCIII	9	\$26,136	\$27,940	\$1,804
9	DCIV	11	\$31,229	\$32,649	\$1,420
3	DCIII	9	\$26,136	\$29,210	\$3,074
10	DCII	8	\$23,909	\$24,997	\$1,088
7	DCIII	9	\$27,940	\$29,210	\$1,270
26	DCIV	11	\$31,229	\$32,649	\$1,420
17	DCIII	9	\$29,210	\$31,229	\$2,019
22	DCI	6	\$20,010	\$22,364	\$2,354
14	DCIV	11	\$38,153	\$39,890	\$1,737
13	DCII	8	\$26,723	\$27,940	\$1,217
23	GOC	5	\$18,306	\$20,460	\$2,154
20	DCI	6	\$20,010	\$22,364	\$2,354
<i>Total Cost</i>					\$42,407

OTHER MATTERS

OLD BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	TTF INCENTIVE PAYMENT PLAN	COMPENSATION BOARD	Staff presents guidelines for Incentive Payment Plan based on Land Records User Group suggestions. (AT THE DECEMBER 18, 2001 MEETING, THE BOARD DEFERRED ACTION ON THIS ITEM UNTIL THEIR JANUARY 22, 2002 MEETING.	N/A	Deferred until after the General Assembly session.
2.	CURRENT STATUS OF PER DIEM FUNDING, FY02	COMPENSATION BOARD	Staff presents status report. (ACTION DEFERRED BY THE BOARD AT THE NOVEMBER 27 AND DECEMBER 18, 2001 MEETINGS.)	N/A	Board approved to pay 3 rd quarter per diems.

OTHER MATTERS

NEW BUSINESS:

	<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 #02/06.	N/A	Approved.
2.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
3.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
4.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Training Status Report.	N/A	Noted.
5.	2002 MANDATE ASSESSMENTS	COMPENSATION BOARD	Staff presents 2002 Mandate Assessments.	N/A	Approved.
6.	CAREER DEVELOPMENT PLAN	TREASURERS' ASSOCIATION OF VIRGINIA	The Treasurers' Association's Executive Board met on November 27, 2001. One of the topics discussed was the changes to the Career Development plan recommended by the Compensation Board.	N/A	Approved staff recommendations.
7.	NEW OFFICER TRAINING	COMPENSATION BOARD	Staff presents New Officer Training 2001 Report.	N/A	Noted.
8.	BUDGET POLICIES	COMPENSATION BOARD	Staff presents draft budget allocation policies to be used in developing and prioritizing budget allocations for constitutional officers for FY03.	N/A	Approved.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
9.	VSI SPRING CONFERENCE	VIRGINIA SHERIFFS' INSTITUTE	January 17, 2002 – Virginia Sheriffs' Institute requests Compensation Board participation in the VSI Spring Conference.	\$14,964.27	Deferred until after the General Assembly session.
10.	APPEALS STATUS	COMPENSATION BOARD	Closed Meeting.	N/A	Closed Meeting.

FOR YOUR INFORMATION

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	STAFFORD COUNTY	CIRCUIT COURT CLERK	December 21, 2001 letter from Thomas Moncure, stating he will be resigning as Clerk of Court effective January 11, 2002.	N/A	Noted.
2.	PAGE COUNTY	SHERIFF	December 29, 2001 letter to Governor Elect Warner from Sheriff Presgraves urging reconsideration of Master Deputy funding in Governor Gilmore's proposed budget.	N/A	Noted.
3.	PRINCE WILLIAM COUNTY	SHERIFF	January 9, 2002 letter thanking James W. Matthews for meeting with the team from MGT Consultants who are conducting the staffing evaluation of his agency.	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #02/07
JANUARY 22, 2002**

No closed meeting on January 22, 2002.

1) **MOTION FOR “CLOSED MEETING” by Chairman June Funkhouser. (_____ seconded the motion).**

- Under the provisions of Section 2.1-344.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 ricers, appointees or employees.
- Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning the **Danville Clerk, Surry Clerk and Hopewell Sheriff.**

2) **Mrs. Funkhouser: I move to return to open session. (_____ seconded the motion).**

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. The members must certify that they discussed: **only public business exempt from the Act,**

June R. Funkhouser, Chairman	Yes _____	No _____
Walter J. Kucharski, Member	Yes _____	No _____
Danny M. Payne, Member	Yes _____	No _____

AND

only public business matters identified in the motion to convene the closed meeting.

June R. Funkhouser, Chairman	Yes _____	No _____
Walter J. Kucharski, Member	Yes _____	No _____
Danny M. Payne, Member	Yes _____	No _____

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.

H A N D C A R R Y COMPENSATION BOARD DOCKET #02/07 JANUARY 22, 2002

304-05-00: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHARLOTTE COUNTY	SHERIFF	1/16/02 – OFFICER REQUESTS TRANSFER OF VACANCY SAVINGS TO TEMPORARY FOR POS 13 (VACANT 10/1/01 C7 @ \$30467) AND POS 15 (VACANT 12/1/01 C7 @ \$23329) JANUARY 23 RD UNTIL MARCH 22 ND . OP = 17 WITH ADP OF 55, UNABLE TO COVER 24/7 IN ACCORANCE WITH DOC POLICY. TOTAL TRANSFER = \$8966.02	\$8966.02	Approved as an exception to policy; based upon the overcrowded conditions in the jail.
FRED/CLRK/WIN/REG JAIL	SUPERINTENDENT	01/1702 – OFFICER REQUESTS TRANSFER OF \$112,754.00 FROM VACANCY SAVINGS TO TEMPORARY ALLOWANCE.	-0-	The Compensation Board did not approve your transfer request. Please refer to our letters of May 1 and September 25, 2001 for additional information.

320-01-00: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

732-02-00: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-02-00: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF BRISTOL	COMMISSIONER OF THE REVENUE	<p>1/17 Officer requests to reclassify position #00002, presently DI @ \$19,961 step 5 to DII @ \$21,818, step 5. Effective January 1, 2002.</p> <p>Officer requests \$1857.00 transferred from Temporary Salaries to Permanent Salaries to fund this base budget request.</p> <p>Based on current staffing standards office is in excess -.35 FTE.</p> <p>Office has -0- turnover available.</p> <p>Officer does not have Delegation of Classification Authority.</p>	\$00.00	The Compensation Board approved a transfer of \$1,857 from base temporary salaries to effect the classification(s) requested by the Commissioner of the Revenue. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's temporary salaries budget in the current as well as subsequent fiscal years.

321-06-00: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RAPPAHANNOCK COUNTY	CIRCUIT CLERK	COURT	<p>1-17-2002 Officer requests exception to the salary increase policy.</p> <p>Officer requests to increase the salary of pos. #3 BKKR—G7 @ \$23,383 (step 4) to BKKR-G7 @ \$30,541. Cost to increase @ \$30,541.</p> <p>Officer states this employee has been offered employment elsewhere. Officer would like to obtain a higher salary in order to keep this employee.</p> <p>Officer has –0–Turnover Funds.</p>	\$7,158	Board deferred pending additional information regarding budget reductions. (Motion to defer action made by Walter Kucharski; motion seconded by Danny Payne. Motion to defer action carried unanimously by the Board).

321-06-00: CIRCUIT COURT CLERKS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

OTHER MATTERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

FOR YOUR INFORMATION

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

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