

COMPENSATION BOARD DOCKET #03/07 JANUARY 21, 2003

304-03-07: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SPOTSYLVANIA COUNTY	SHERIFF	<p>11/19/02 – OFFICER REQUESTS \$30396.93 IN OVERTIME FUNDING FOR WORK PERFORMED IN THE SNIPER INVESTIGATION. OFFICER HAS \$12273.00 IN TURNOVER AND \$2536.15 IN SPENDING REDUCTION VACANCY SAVINGS. THE BOARD MAY WISH TO UTILIZE THESE FUNDS IN LIEU OF ADDITIONAL FUNDING.</p> <p>Action by Board on December 17, 2002: Per information from the Department of Criminal Justice Services (DCJS), it appears that federal funds may become available for these costs. As federal funds would cover all overtime costs and the Compensation Board may only reimburse costs based upon Compensation Board salaries and positions, the Compensation Board believes it would be advantageous to the Sheriff to await further action by the federal government; and deferred action on this request.</p>	\$30396.93	Deferred to February 19, 2003 meeting pending action by federal government.

304-03-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ESSEX COUNTY	SHERIFF	1/8/03 – OFFICER REQUESTS EXCEPTION TO THE 30 DAY RULE, AS HE WISHES TO HIRE BACK ARSANE SERAFIN (PREVIOUSLY CS8 @ \$26074) AFTER 36 DAYS AT HIS PREVIOUS SALARY. IF AN EXCEPTION CANNOT BE MADE, THE OFFICER WOULD LIKE TO HIRE HIM BACK AS A CS7 @ \$26074, WITH NO INCREASE AFTER 1 YEAR, USING \$2220 TRANSFERRED FROM HIS TEMPORARY BASE BUDGET.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer, at no additional cost to the Compensation Board; part-time will be reduced by \$2,220. Salary to be set at \$26,074 as a CS-7 with no increase upon regrade to CS-8.
BLUE RIDGE REG JAIL	ADMINISTRATOR	1/13/03 – ADMINISTRATOR REPORTS THAT BLUE RIDGE REG. JAIL AUTHORITY HAS 4 SITES REQUIRED TO SUBMIT LIDS DATA, AND REQUESTS THAT THREE PREC (PARTIALLY-FUNDED) POSITIONS BE RECLASSIFIED TO LIDS TECHNICIAN, GRADE 9 STATUS AS FUNDS FROM TURNOVER BECOME AVAILABLE.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer, at no additional cost to the Compensation Board.

320-03-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

732-03-07: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-03-07: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

321-03-07: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SPOTSYLVANIA COUNTY	CIRCUIT CLERK	COURT 1-3-2003 Officer requests to transfer Turnover Funds @ \$434 to BASE Temporary Funds.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

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 #03/06	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.	ELECTRONIC MEETINGS	COMPENSATION BOARD	Per Bruce W. Haynes' conversation with Lisa Wallmyer, FOIA Advisory Council, §2.2-3708 <u>Code of Virginia</u> , sets out the requirements for an electronic meeting. Essentially, a quorum must be physically present at one site. The other remote site(s) must be accessible to the public; the public must be able to hear the entire proceedings, and the meeting site(s) must be advertised at least 30 days in advance. No more than 25% of meetings held per year may be electronic. Per email of January 10, 2003, the Chairman has no interest in electronic meetings.	N/A	Noted. The Compensation Board will not be holding electronic meetings.
6.	NOT FOLLOW-UP	COMPENSATION BOARD	Staff presents New Officer Training 2002 Summary.	N/A	Noted.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
7. BUDGET POLICIES	COMPENSATION BOARD	Staff presents draft budget allocation policies to be used in developing and prioritizing budget allocations for Constitutional Officers for FY04.	N/A	Approved.

FOR YOUR INFORMATION

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #03/07
JANUARY 21, 2003**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (_____ 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 .

2) **Chairman Frank Drew: 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,**

Frank Drew, Chairman	Yes _____	No _____
Walter J. Kucharski, Member	Yes _____	No _____
Kenneth W. Thorson, Member	Yes _____	No _____

AND

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

Frank Drew, Chairman	Yes _____	No _____
Walter J. Kucharski, Member	Yes _____	No _____
Kenneth W. Thorson, 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 #03/07 JANUARY 21, 2003

304-03-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NEWPORT NEWS CITY	SHERIFF	12/11/02 – OFFICER REQUESTS BASE BUDGET TRANSFER OF \$10488 (ANNUAL) FROM TURNOVER TO TEMPORARY FUNDS. THE PRORATED AMOUNT FOR FY03 IS \$6992.00.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
ALBEMARLE COUNTY	SHERIFF	1/6/03 – OFFICER WISHES TO HIRE A VERY EXPERIENCED DEPUTY AND PAY FOR IT OUT OF TEMPORARY EXPENSE. HE WISHES TO TRANSFER \$ 1786 (NO PRORATE NECESSARY) OF HIS TURNOVER AND \$1243 FROM OFFICE EXPENSE BASE BUDGET TO TEMPORARY BASE BUDGET	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

320-03-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PETERSBURG CITY	COMMONWEALTHS ATTORNEY	1-16-2003 Officer has Turnover Funds \$2,032. Officer requests to transfer \$1,000 to BASE Office Expense and \$1,032 to Base Temporary Funds.	-0-	Approved a transfer of \$1,000 in turnover funds to base office expense and a transfer of \$1,032 in turnover funds to base part-time.
WASHINGTON COUNTY	COMMONWEALTHS ATTORNEY	1-10-2003 Officer requests to transfer Turnover Funds @ \$9,056 to Base Temporary Funds.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
		Officer requests exception to policy, to transfer the Vacancy Savings @ \$8,309.33 from this position to Office Expense Funds.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

732-03-07: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-03-07: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

321-03-07: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TECHNOLOGY TRUST FUND	CIRCUIT CLERKS	COURT	<p>January 20, 2003 memo to Compensation Board Members regarding the Technology Trust Fund.</p> <p>Requests to DPB for an additional allocation of TTF funds for Clerks' offices in Northumberland, Powhatan, Prince Edward and Spotsylvania. DPB has informed the Compensation Board that while they have no problem with funding these additional requests, all TTF balances have been allocated. They suggested that the Compensation Board use \$1 funds from current year collections. Compensation Board has a sufficient appropriation, and as of January 1, 2003, a cash balance of \$1,303,616 in \$1 money. The 4 requests total \$133,861. With the Board's concurrence, the Compensation Board will use \$1 TTF money for these requests as an exception to policy.</p>	\$133,861 (\$1 TTF)	Approved.
DANVILLE CITY	CIRCUIT CLERK	COURT	<p>1-21-2003 Officer requests rank due for Position #00002 Accountant @ \$38,153 to ACD @ \$41,705. Officer had ranked position and used turnover funds for promotions within the office. The ranked position was established when the Officer went on a scaled pay system and the same employee has been in this position since Sept 1975. This office was never given additional funding for rank due.</p>	\$3552	Not approved.

321-03-07: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SCOTT COUNTY	CIRCUIT CLERK	COURT 1-10-2003 Officer requests to correct workload measures for Number of Passports as follows:	-0-	Approved.

CURRENT with Error

Category	CY99	CY00	CY01	CY02
Number of Passports	0	0	4	33

CORRECTION

Category	CY99	CY00	CY01	CY02
Number of Passports	0	4	33	47

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	BUDGET CYCLE	COMPENSATION BOARD	January 17, 2003 memo to Compensation Board Members regarding changes to SNIP and reimbursement processing schedules to provide for an annual budget that will cover the months of June through May, with reimbursements in the months of July through June for Board discussion and concurrence.	N/A	Compensation Board asked staff to discuss FY04 budget allocations with a representative group of local budget officers/finance directors.
2.	FY04 BUDGET REDUCTIONS	COMPENSATION BOARD	January 20, 2003 memo to Compensation Board Members regarding FY04 Budget Reductions for discussion.	N/A	Approved.

FOR YOUR INFORMATION

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

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