

COMPENSATION BOARD DOCKET #04/07

JANUARY 21, 2004

304-04-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRICO COUNTY	SHERIFF	10/9/03 – OFFICER REQUESTS OVERTIME FUNDING IN THE AMOUNT OF \$67449.48 DUE TO HURRICANE ISABEL. TURNOVER (AS OF 12/19/03) IS \$24673.00.	\$67,449.48	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2003, additional funding is not available this year. The Compensation Board suggests that the Sheriff contact FEMA.
TAZEWELL COUNTY	SHERIFF	10/31/03 – OFFICER REQUESTS BASE BUDGET TRANSFER FROM TURNOVER TO TEMPORARY IN THE AMOUNT OF \$6866.00. FY04 PRORATED AMOUNT IS \$4577.28 (NOV-JUNE).	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
BOTETOURT COUNTY	SHERIFF	12/17/03 – OFFICER REQUESTS TRANSFER OF VACANCY SAVINGS FROM POS. 19 TO TEMPORARY IN THE AMOUNT OF \$17255.20. THIS POSITION CANNOT BE FILLED PER THE REALLOCATION POLICY.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
ROANOKE COUNTY	SHERIFF	12/18/03 – OFFICER REQUESTS BASE BUDGET TRANSFER FROM TURNOVER TO TEMPORARY IN THE AMOUNT OF \$30437. FY04 PRORATED AMOUNT IS \$17754.94 (DEC – JUNE).	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
WYTHE COUNTY	SHERIFF	12/23/03 – OFFICER REQUESTS BASE BUDGET TRANSFER FROM TURNOVER TO TEMPORARY IN THE AMOUNT OF \$23542.00. FY04 PRORATED AMOUNT IS \$13732.88 (DEC – JUNE).	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

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CRAIG COUNTY	SHERIFF	12/29/03 – OFFICER REQUESTS BASE BUDGET TRANSFER FROM TURNOVER TO TEMPORARY IN THE AMOUNT OF \$18361. THE FY04 PRORATE IS \$9180.50 (JAN – JUNE).	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
RICHMOND COUNTY	SHERIFF	1/5/04 – OFFICER REQUESTS TO BE ABLE TO USE TURNOVER TO INCREASE SALARY FOR BELDEN (COMOPS AT \$19949) TO THE ENTRY LEVEL OF \$20398 WITHOUT A GRADE INCREASE. OFFICER HAS 5 YEARS EXPERIENCE AND IS BELOW THE ENTRY SALARY.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.
ALLEGHANY COUNTY	SHERIFF	1/6/04 – OFFICER REQUESTS BASE BUDGET TRANSFER FROM TURNOVER TO TEMPORARY IN THE AMOUNT OF \$10,000.00. THE FY04 PRORATED AMOUNT IS \$5000.00 (JAN – JUNE 2004).	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
DICKENSON COUNTY	SHERIFF	1/6/04 – OFFICER REQUESTS TO TRANSFER \$181 FROM HIS BASE TEMPORARY BUDGET TO HIS PERMANENT SALARIES IN ORDER TO RECLASSIFY ROBINSON (POS. 15) FROM A GC @ \$17072 TO AN SECI @ \$18661.00. HE WILL USE TURNOVER AS WELL.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.
ACCOMACK COUNTY	SHERIFF	1/8/04 – OFFICER REQUESTS AN ADDITIONAL \$4706 IN OFFICE/VEHICLE EXPENSES IN LIEU OF SALARY DUE POSITION #54 IN A PREVIOUS FISCAL YEAR. POSITION 54 DID NOT RECEIVE A REGRADE DUE ON 1-YEAR ANNIVERSARY. THE COUNTY HAS AGREED TO PAY THE PAST AMOUNT DUE OF \$4706 PROVIDED THE BOARD INCREASE OFFICE/VEHICLE EXPENSES BY A LIKE AMOUNT FOR THE CURRENT FISCAL YEAR ONLY. THE SALARY FOR THE CURRENT FISCAL YEAR (04) HAS BEEN CORRECTED.	\$4,706	Approved as an exception to policy, based upon the specific conditions stated by the officer.

304-04-07: SHERIFFS & REGIONAL JAILS

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NEWPORT NEWS CITY	SHERIFF	01/09/04 - OFFICER REQUESTS BASE BUDGET TRANSFER FROM TURNOVER TO TEMPORARY ALLOWANCE IN THE AMOUNT OF \$10,000. THE FY04 PRORATED AMOUNT IS \$5,833.31. (DEC THRU JUNE)	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
CAROLINE COUNTY	SHERIFF	1/12/04 - OFFICER REQUESTS TO TRANSFER ANNUAL SALARY (JULY 5, 2003 - JUNE 30, 2004) OF POSITION 1 (CS7 @ \$28499) TO VEHICLE EXPENSES FOR THIS FISCAL YEAR. HE IS UNABLE TO FILL THE POSITION DUE TO THE REALLOCATION POLICY. THE AMOUNT OF THE TRANSFER WILL BE \$27833.82.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

304-04-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA BEACH CITY	SHERIFF	01/12.04 – OFFICER REQUESTS THAT IN LIEU OF OVERTIME OR COMPENSATORY TIME, ASSOCIATED WITH MOHAMMED TRIAL, THAT REIMBURSEMENT FOR CERTAIN EQUIPMENT AND OFFICE E EXPENSE COSTS BE MADE. TOTAL REQUEST IS \$70,364.75, HOWEVER COMPENSATION BOARD IS PRECLUDED BY CHAPTER 1042 FROM REIMBURSING COSTS OF MAGNETOMETERS. REQUEST INCLUDES \$20,829.90 FOR MAGNETOMETERS AND \$368.00 FOR TROOPERS MEALS. COST EXCLUDING MEALS AND MAGNETOMETERS \$49,166.85	\$70,364.75	Deferred until February 18, 2004 meeting.

320-04-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MECKLENBURG COUNTY	COMMONWEALTH'S ATTORNEY	12-16-03 Officer requests to transfer the January salary of the ATTIV-G17 position @ \$4,328.75 to Temp Funds.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
MECKLENBURG COUNTY	COMMONWEALTH'S ATTORNEY	12-29-03 Officer requests to transfer the January salary of the JATTI-G13 position @ \$3,031 to Temp Funds.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
PRINCE WILLIAM COUNTY	COMMONWEALTH'S ATTORNEY	01-06-04 Officer requests funding for existing position #7, JATTI-G13 @ the minimum salary of \$39,022.	\$39,022	This position was established in FY98. The Commonwealth's Attorney has not requested funding for this position since it was established. On May 1, 2003 the Commonwealth's Attorney's approved budget did not include funding for this position. Funding is no longer available due to budget reductions and consequently this request cannot be approved.
RICHMOND CITY	COMMONWEALTH'S ATTORNEY	01-09-04 Officer requests an exception to the 60-day reimbursement policy. Officer states that Office Administrator was on extended leave and employee filling in was not aware of the 60-day policy.	\$1,775	Approved as an exception to policy, based upon the specific conditions stated by the officer.

Prosecutor	Expenses From - To	Defendant	Total
Nelson Fisher	09/02/03-09/02/03	Evelyn Thompson	\$162.50
Nelson Fisher	09/05/03-09/05/03	Nyasha Taylor	\$162.50
Nelson Fisher	09/08/03-09/08/03	Akeena Carter	\$250.00
Nelson Fisher	09/11/03-09/11/03	Akeena Carter	\$175.00
Nelson Fisher	09/12/03-09/12/03	Akeena Carter	\$300.00
Nelson Fisher	09/12/03-09/12/03	Akeena Carter	\$175.00
Nelson Fisher	09/13/03-09/13/03	Akeena Carter	\$137.50
Nelson Fisher	09/15/03-09/15/03	Sadao Richardson	\$150.00
Nelson Fisher	09/25/03-09/25/03	Seda Richardson	\$262.50
		Total	\$1,775.00

320-04-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HOPEWELL CITY	COMMONWEALTH'S ATTORNEY	01-13-04 Officer requests pursuant to Virginia Code Section 15.2-1633 to hire a part-time prosecutor. The duration period to be from 01/20/04 until 06/30/04 working 40 hours per two weeks @ a salary not to exceed \$1,800 per two week period. Officer wishes to uses the remaining annual salary from the JCPII plus the existing VS as well as anticipated VS from the vacant JSEC. Total funds used \$21,600	-0-	Approved at no additional cost to the Compensation Board.

734-04-07: COMMISSIONERS OF THE REVENUE

NONE.

732-04-07: TREASURERS

NONE.

321-04-07: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA BEACH CITY	CIRCUIT COURT CLERK	Virginia Beach Circuit Court Clerk has submitted a request to use approximately \$8,750 of their TTF funding to pay for a consulting firm to provide analysis of VITA compliance.	\$8,750	Not approved, as §17.1-279 has no provision for allowing this expenditure.
VIRGINIA BEACH CITY	CIRCUIT COURT CLERK	12-15-03 Officer request to transfer the balance of appropriated TTF equipment funds @ \$11,654.52 from equipment to services.	-0-	The Compensation Board approved your request to expend previously budgeted TTF funding on alternative TTF expenditures based on the criteria set out in §17.1-279, <u>Code of Virginia</u> .
DANVILLE CITY	CIRCUIT COURT CLERK	12-15-03 Officer requests to transfer an employee in a DCI, G6 @ a salary of \$20,460 to a DCI, G6 @ a salary of \$20,919.	-0-	Per the Compensation Board's Operating Manual, page 24, "The Compensation Board will not honor any request for state funding for a salary increase unless such request is tied to a request for a promotion, reclassification, or salary restoration". The Clerk has requested a salary increase based upon the employee's performance. Performance pay increases are provided by the General Assembly, and approval of this request would be contrary to the provisions of paragraph G, Item 63, Chapter 1042, 2003 Acts of Assembly. Consequently, this request was not approved per Compensation Board policy and state law.
AMELIA COUNTY	CIRCUIT COURT CLERK	12-19-03 Officer requests to transfer \$2,500 of appropriated TTF from services to equipment.	-0-	The Compensation Board approved your request to expend previously budgeted TTF funding on alternative TTF expenditures based on the criteria set out in §17.1-279, <u>Code of Virginia</u> .
FREDERICK COUNTY	CIRCUIT COURT CLERK	01-05-04 Officer requests to transfer \$10,000 of appropriated TTF from equipment to services.	-0-	The Compensation Board approved your request to expend previously budgeted TTF funding on alternative TTF expenditures based on the criteria set out in §17.1-279, <u>Code of Virginia</u> .

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 #04/06	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 the Training Status Report.	N/A	Noted.
5.	NOT FOLLOW-UP	COMPENSATION BOARD	Staff presents New Officer Training 2003 Summary.	N/A	Noted.
6.	BUDGET HEARINGS	ALL	Based on FY03 Customer Service Survey results, staff recommends two budget hearings be held this year. Proposed dates: 4/15/04 (Richmond) and 4/16/04 (Augusta County).	N/A	Approved.
7.	BUDGET PRIORITIES	COMPENSATION BOARD	Staff recommends FY05 budget priorities.	N/A	Approved.
8.	TREASURERS' CAREER DEVELOPMENT PROGRAM	COMPENSATION BOARD	Staff presents amended Career Development Program for Treasurers which incorporates all previous amendments into a new document.	N/A	Approved.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #04/07
JANUARY 21, 2004**

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

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 #04/07
JANUARY 21, 2004

304-04-07: SHERIFFS & REGIONAL JAILS
NONE.

320-04-07: COMMONWEALTH'S ATTORNEYS
NONE.

732-04-07: TREASURERS

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BEDFORD COUNTY	TREASURER	1-16-2004 Officer previously transferred annual Vacancy Savings, prorated @ \$3,503.50, from positions #5 and #9 to Temporary Funds on the August Docket. Officer requests to transfer these funds @ \$3,503.50 back into the salaries of vacant positions #5 and #9. Prorated funds @ \$3,503.50 are available.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
LYNCHBURG CITY	TREASURER	1-16-2004 Officer requests to transfer balance of annual vacant funds from pos.#3 @ \$1,005.50 to Temporary Funds.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
LYNCHBURG CITY	TREASURER	1-16-2004 Officer requests to use available Temporary and Vacancy Savings funds @ \$3,053.54 to purchase the following. Total Cost @ \$3,400.00. Stressed Cost @ \$3,053.54.	-0-	Compensation Board approved a one-time transfer of \$3,054 from vacancy funds and temporary funds to purchase 2 PC's, 2 printers and 1 fax machine. All PC's must meet minimum Compensation Board specifications to qualify for reimbursement.

<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
2	Personal Computer	1,350	2,700.00
2	Printers	200	400.00
1	Fax	300	300.00
<u>Total Cost</u>		1,850.00	3,400.00
<u>Stressed Cost</u>			3,053.54

734-04-07: COMMISSIONERS OF THE REVENUE NONE.

321-04-07: CIRCUIT COURT CLERKS

NEW BUSINESS:

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CHARLOTTE COUNTY	CIRCUIT COURT CLERK	01-13-04 Officer requests additional funding to establish a new DCI, G-6 position a @ an annual salary of \$20,872.	\$20,872	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2003, additional funding is not available this year.

OTHER MATTERS

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<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY04 YTD collections total \$4,554,363.12. FY03 Collections for a similar period of time totaled \$3,645,504.80. This represents a 24.93% increase in collections over last fiscal year.</p> <p>Expenditures: Current YTD expenditures as of December 31, 2003 total \$2,366,852.41.</p> <p>Projected: Based on YTD collections, \$10,626,847.28 will be collected in FY04. This would represent a 34.16% increase over last fiscal year.</p>	N/A	Noted.

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