

COMPENSATION BOARD DOCKET #06/07

JANUARY 25, 2006

EMPLOYEE RECOGNITION
NONE.

304-06-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GILES COUNTY	SHERIFF	12-30-05 Officer requests to transfer \$3,119 from base temporary to permanent salaries to increase position 00032 through internal salary adjustment. This is an increase of 10% of the current salary and is in accordance with Compensation Board policy.	-0-	The Compensation Board approved a transfer of \$3,119 from base temporary to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.
LISTED BELOW	SHERIFF/ SUPERINTENDENT	The following localities are requesting funding for LiveScan/LiveScan upgrades:	\$59,206.55	Approved per the Compensation Board's FY06 Budget Priorities and Policies; contingent upon the Sheriff's compliance with Compensation Board policies regarding LiveScan purchases. Any amounts approved will be reimbursed at the stressed cost amount. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2006 payroll reimbursement request will not be available for expenditure in June 2006 or in FY07.

FIPS	Locality	Qty	Cost	FY06 Stress Factor	Stressed Cost
029	Buckingham Co.	1	\$12,910	76.61%	\$9,890.35
071	Giles Co.	1	\$12,910	74.80%	\$9,656.68
085	Hanover Co.	1	\$12,910	50.91%	\$6,572.48
113	Madison Co.	1	\$12,910	64.25%	\$8,294.68
730	Petersburg City	2	\$25,820	96.02%	\$24,792.36
Totals		5	\$64,550		\$59,206.55

304-06-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY OFFICER REQUEST TOTAL COST COMPENSATION BOARD ACTION

LISTED BELOW

SHERIFF/
SUPERINTENDENT

The following localities are requesting PCs:

\$152,158.51

Approved per the Compensation Board's FY06 Budget Priorities and Policies. Any amounts approved will be reimbursed at the stressed cost. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2006 payroll reimbursement request will not be available for expenditure in June 2006 or in FY07.

FIPS	Locality	PC's Available	PC's Requested	Laptop PC's Requested	PC Cost (\$1200 or less)	Laptop Cost (\$2200 or less)	Stress Factor	Stressed Cost
191	Washington Co.	14	2	12	\$2,400.00	\$26,400.00	71.36%	\$20,551.68
425	Central VA RJ	14	5	1	\$5,026.70	\$1,779.64	66.06%	\$4,496.27
570	Colonial Heights	3	3	0	\$3,600.00	\$0.00	74.69%	\$2,688.84
680	Lynchburg	3	3	0	\$3,600.00	\$0.00	91.45%	\$3,292.20
730	Petersburg	21	18	3	\$18,000.00	\$5,100.00	96.02%	\$22,180.62
760	Richmond	89	80	9	\$92,000.00	\$16,200.00	91.45%	\$98,948.90
	TOTALS	144	111	25	\$124,626.70	\$49,479.64		\$152,158.51

320-06-07: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SCOTT COUNTY	COMMONWEALTH'S ATTORNEY	<p>9-15-05 Officer requests exception to Compensation Board policy for calculating staffing standards.</p> <p>AT THEIR OCTOBER 19, 2005 MEETING, THE COMPENSATION BOARD DEFERRED THIS REQUEST TO THE NOVEMBER 30TH MEETING PENDING STAFF REVIEW.</p> <p><u>COMPENSATION BOARD ACTION ON NOVEMBER 30, 2005:</u> THE COMPENSATION BOARD APPROVED AS AN EXCEPTION TO POLICY A REQUEST FROM THE COLONIAL HEIGHTS COMMONWEALTH'S ATTORNEY BASED UPON HIS REPRESENTATIONS THAT THE CIRCUIT COURT CLERK OF COLONIAL HEIGHTS DID NOT SUBMIT SENTENCING GUIDELINES FORMS TO THE SENTENCING COMMISSION AS PREPARED BY THE COLONIAL HEIGHTS COMMONWEALTH'S ATTORNEY OR PROBATION AND PAROLE OFFICES. THE COMMONWEALTH'S ATTORNEY FILED A MANDAMUS AND A FOIA REQUEST SEEKING THIS INFORMATION.</p> <p>IS IT YOUR POSITION THAT THE SCOTT COUNTY CIRCUIT COURT CLERK HAS NOT SUBMITTED THE FORMS FOR THE COURT ORDERS YOU SENT US, OR THAT THE FORMS WERE NOT PREPARED?</p> <p>COMPENSATION BOARD DEFERRED ACTION ON THIS MATTER PENDING RESPONSE FROM THE COMMONWEALTH'S ATTORNEY.</p> <p>AT THEIR DECEMBER 21, 2005 MEETING, THE COMPENSATION BOARD DEFERRED ACTION PENDING RECEIPT OF REQUESTED INFORMATION. THIS MATTER WILL BE REMOVED FROM THE DOCKET IF THE COMMONWEALTH'S ATTORNEY DOES NOT RESPOND BY JANUARY 18, 2006.</p>	N/A	The Compensation Board approves this one-time exception to policy based upon the specific situation and conditions stated by the Commonwealth's Attorney. Revised data will be used to calculate staffing needs of Scott County. Receipt of any position, however, is contingent upon appropriation by the General Assembly and rank order of need across all Commonwealth's Attorneys Offices, as determined by staffing standards.

320-06-07: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CONTINUED. SCOTT COUNTY	COMMONWEALTH'S ATTORNEY	<p>On December 22, 2005, officer responded in a letter stating that the forms were prepared by the Commonwealth's Attorney's Office or by the probation office in Scott County; further, officer asserts that the Circuit Court in Scott County requires the sentencing information to be considered before the sentencing order is completed.</p> <p>Staff has reviewed felony court orders submitted by the officer and has reconciled this information with the latest data available from the Virginia Criminal Sentencing Commission. By applying the revised data to FY06 staffing standards (average of FY02-04 Felony Defendants + Felony Sentencing Events), officer would be due 1 Assistant Commonwealth's Attorney position. FY05 data will be applied for the FY07 budget process (FY03-05 averages).</p>	N/A	

320-06-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>		<u>OFFICER</u>	<u>REQUEST</u>					<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WESTMORELAND COUNTY		COMMONWEALTH'S ATTORNEY	01-18-06 Officer requests to transfer Turnover Funds to the categories listed.					-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies.
FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT	Transfer Approved in Base	Pro Rated in Base		
193	Westmoreland	12/8/05	Turnover	Base Temp	10,247	10,247	5,124		
	TOTAL				10,247	10,247	5,124		

734-06-07: COMMISSIONERS OF THE REVENUE NONE.

732-06-07: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>		<u>OFFICER</u>	<u>REQUEST</u>					<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY TREASURER CAREER DEVELOPMENT PROGRAM		TREASURERS	Staff requests to amend <u>Certification of Deputy Treasurer Career Development Plan</u> as follows; Chairperson of CDP Committee concurs: M. I hereby certify that the following Compensation Board funded Deputy Treasurers are duly sworn by the Clerk of the Circuit Court and meet or exceed the criteria set forth in C, D, and E above and a 9.3% salary increase is requested:					N/A	Approved as requested.
WISE COUNTY		TREASURER	01-10-06 Officer requests reimbursement for personal vehicle mileage @ 108 miles incurred attending COIN training on July 13, 2005. This request exceeds the 60-day Reimbursement Policy.					\$35.10	Approved as an exception to policy, based upon the specific conditions stated by the officer.

321-06-07: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	CIRCUIT COURT CLERK	12-22-05 Officer requests additional \$25,959 from TTF for an EQUIPMENT purchase (scanner, printer and microfilm reader) out of a possible \$28,946 available in TTF.	\$25,959	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> .
CULPEPER COUNTY	CIRCUIT COURT CLERK	01-18-06 Officer requests additional \$1,500 from TTF for an EQUIPMENT purchase (printer and software) out of a possible \$32,958 available in TTF.	\$1,500	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> .

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 #06/06	N/A	Approved.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents Training Status Report.	N/A	Noted.
3.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
4.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents Audit Status Report.	N/A	Noted.
5.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, February 22, 2006 and Wednesday, March 29, 2006.	N/A	Approved.
6.	FY07 BUDGET HEARING	COMPENSATION BOARD	With Compensation Board concurrence, FY07 budget hearing will be held at the Augusta County Board of Supervisors meeting room in Verona, Virginia on Friday, April 7, 2006 at 11:00 a.m.	N/A	Approved.
7.	BUDGET PRIORITIES	COMPENSATION BOARD	Staff presents recommended FY07 budget priorities.	N/A	Approved.
8.	FY05 GENERAL FUND CARRYOVER BALANCES	COMPENSATION BOARD	Staff presents for discussion draft memos (to be emailed) to Constitutional Officers regarding approved FY05 general fund carryover balances.	N/A	Approved.
9.	COMMISSIONER OF THE REVENUE STAFFING STANDARDS	COMPENSATION BOARD	Staff presents recommended changes to weights and formula for Commissioner of the Revenue staffing standards.	N/A	Approved as interim; Board requests final changes in August 2006.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
10.	TREASURER STAFFING STANDARDS	COMPENSATION BOARD	Staff presents recommended changes to weights and formula for Treasurer staffing standards.	N/A	Approved as interim; Board requests final changes in August 2006.
11.	TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY06 year to date collections total \$6,640,930, an 8.25% increase over the same period in FY05.</p> <p>Projections:</p> <ol style="list-style-type: none"> 1. Based on current collections, FY06 TTF collections would be approximately \$13.3 million, an increase of 7.04% over FY05 collections. 2. The 2006 Session Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget was based on a 5-year average recordings based on collections, or \$11,681,660 annually for FY06 – FY12. 3. Based on a projected reduction in recordings of 10% over the remainder of FY06, collections for FY06 would be \$12.6, an increase of 1.71% over FY05 collections. <p>Expenditures: FY06 YTD expenditures through the November payroll reimbursement total \$2,601,123, which is 22.65% of budgeted funding. December reimbursement will be made in late January.</p>	N/A	Noted.

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #06/07
JANUARY 25, 2006**

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 #06/07 JANUARY 25, 2006

EMPLOYEE RECOGNITION
NONE.

304-06-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	SHERIFF/ SUPERINTENDENT	The following localities are requesting PCs:	\$259,490.84	Approved per the Compensation Board's FY06 Budget Priorities and Policies. Any amounts approved will be reimbursed at the stressed cost. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2006 payroll reimbursement request will not be available for expenditure in June 2006 or in FY07.

FIPS	Locality	PC's Available	PC's Requested	Laptop PC's Requested	PC Cost (\$1200 or less)	Laptop Cost (\$2200 or less)	Stress Factor	Stressed Cost
445	Rockbridge RJ	10	9	1	\$10,800.00	\$2,200.00	84.81%	\$11,025.30
510	Alexandria	35	30	5	\$36,000.00	\$11,000.00	47.45%	\$22,301.50
700	Newport News	1	0	1	\$0.00	\$1,990.00	91.78%	\$1,826.42
710	Norfolk	99	79	20	\$94,800.00	\$44,000.00	100.00%	\$138,800.00
810	Virginia Beach	82	67	15	\$80,400.00	\$33,000.00	75.43%	\$85,537.62
	TOTALS	227	185	42	\$222,000.00	\$92,190.00		\$259,490.84

WESTERN TIDEWATER REGIONAL JAIL	SUPERINTENDENT	01-20-06 Officer requests to transfer to Temporary Personnel the remaining salaries for the 4 vacant CK A positions with a salary each of \$24,517 for a total of \$98,608 (prorated amount each is \$10,215.42 per month for a total of \$40,861.68 for 5 months).	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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304-06-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKBRIDGE REGIONAL JAIL	SUPERINTENDENT	01-24-06 Officer requests to transfer \$5,210 from base office expense to permanent salaries to increase position 00020 by \$1,091 and position 00038 by \$3,119 through internal salary adjustment. This is an increase of 10% or less of the current salary.	-0-	The Compensation Board approved a transfer of \$5,210 from base office expense to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's office expense budget in the current as well as subsequent fiscal years.

320-06-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FLOYD COUNTY	COMMONWEALTH'S ATTORNEY	01-20-2005 On the April 2005 Docket, The Board approved additional Temporary Funds @ \$80,637.44 for FY06, due to the Officer being deployed on Active Duty. The Supreme Court of Virginia has appointed an Acting Officer, effective May 10, 2005. Officer requests to be paid for the 11 days she actually worked in this office between May and November @ \$4,262.29. Acting Officer requests to return to the State the unexpended balance of approved additional Temporary Funds @ \$43,802.94.	-0-	The Compensation Board does not believe it appropriate to remove the funding from the Commonwealth's Attorney's budget that would be the source of funds for the Commonwealth's Attorney's salary as the Acting Commonwealth's Attorney from May 11, 2005 to November 10, 2005. As the Commonwealth's Attorney has only requested payment for 11 days at \$4,262.29 that is the amount the county will be reimbursed.
STAFFORD COUNTY	COMMONWEALTH'S ATTORNEY	1-23-2006 Officer request funding @ \$11,740 Total Cost, Stressed Cost @ \$6,795.11 to fund equipment purchases as follows:	\$11,740 (Total Cost) \$6,795.11 (Stressed Cost)	Approved per the Compensation Board's FY06 Budget Priorities and Policies. Any amounts approved will be reimbursed at the stressed cost. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2006 payroll reimbursement request will not be available for expenditure in June 2006 or in FY07.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
179	Stafford	PC	7	1,200	8,400	7	8,400	8,400	4,861.92
179	Stafford	Laptop	1	2,200	2,200	1	2,200	2,200	1,273.36
179	Stafford	Printer	1	440	440	1	440	440	254.67
179	Stafford	DVD	1	450	450	0	0	0	0.00
179	Stafford	Shredder	1	700	700	1	700	700	405.16
Total								11,740	6,795.11
Grand Total								11,740	6,795.11

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA BEACH CITY	COMMONWEALTH'S ATTORNEY	01-23-06 Officer requests to transfer Office Expense Funds into Permanent Salaries to fund Internal Salary Adjustments. Salaries requested are within 10% of current salaries.	-0-	The Compensation Board approved a transfer of \$3,697 from base office expense to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's office expense budget in the current as well as subsequent fiscal years.

FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT	PRO-RATED
810	Va Beach	1/23/06	Office Expense	Perm Sal.	3,697	3,697
TOTAL					3,697	3,697

734-06-07: COMMISSIONERS OF THE REVENUE

NONE.

732-06-07: TREASURERS

NONE.

321-06-07: CIRCUIT COURT CLERKS

NONE.

OTHER MATTERS

NONE.

FOR YOUR INFORMATION

NONE.

h\waddell\Docket\Jan06MINUTES