

# COMPENSATION BOARD DOCKET #08/07

## January 16, 2008

EMPLOYEE RECOGNITION  
NONE.

### 307-08-07: 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	The following localities are requesting Base Budget Fund transfers for Personnel Changes. Salary increases are within Compensation Board guidelines. The officers are requesting that the salary increases be made effective January 1 and February 1, 2008.	-0-	The Compensation Board approved a transfer of \$12,220 (Bath County) and \$21,534 (Brunswick County) from base temporary to effect the salary action(s) requested by the officer(s) in accordance with the Compensation Board's pay and classification policy. This action(s) will result in a reduction in the officer(s) temporary budget in the current as well as subsequent fiscal years.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Prorated Amount
017	307	Bath County	01/03/08	Temporary	Position #00016	\$13,065	\$703	\$352
017	307	Bath County	01/03/08	Temporary	Position #00010	\$12,362	\$4,840	\$2,420
017	307	Bath County	01/03/08	Temporary	Position #00010	\$7,522	\$5,565	\$2,319
017	307	Bath County	01/03/08	Temporary	Position #00018	\$1,957	\$1,112	\$556
025	307	Brunswick County	01/07/08	Temporary	Position #00004	\$34,683	\$4,031	\$2,016
025	307	Brunswick County	01/07/08	Temporary	Position #00010	\$30,652	\$3,373	\$1,687
025	307	Brunswick County	01/07/08	Temporary	Position #00017	\$27,279	\$3,687	\$1,844
025	307	Brunswick County	01/07/08	Temporary	Position #00033	\$23,592	\$3,687	\$1,844
025	307	Brunswick County	01/07/08	Temporary	Position #00034	\$19,905	\$3,086	\$1,543
025	307	Brunswick County	01/07/08	Temporary	Position #00038	\$16,819	\$3,670	\$1,835
<b>Totals</b>							<b>\$33,754</b>	<b>\$16,413</b>

# 307-08-07: 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	The following locality is requesting One Time Fund Transfers from Active Duty Vacancy Savings to Temporary funds.	-0-	Approved per the Compensation Board's FY08 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	307	Henrico County	01/08/08	Active Duty Vacancy Savings	Temporary	\$23,186.32	\$23,186.32
		<b>Totals</b>				<b>\$23,186.32</b>	<b>\$23,186.32</b>

DANVILLE CITY	SHERIFF	01-10-08 Officer is requesting an exception to the turnover restriction to fund an internal salary adjustment that was promised to an employee by the Sheriff prior to the restrictions for use of turnover funds were put in place by the Compensation Board at the Board meeting on 09-19-07.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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In July Major Ball was promoted to LT Colonel and was promised an internal salary adjustment at the time that turnover funds would become available upon the retirement of Major Horne. Horne, position #00003, CS11@ \$44,336 will retire effective January 31, 2008. Upon entering the new hire, turnover will be generated to fund an internal salary adjustment effective 02/01/2008 for Major Ball.

Officer anticipates turnover available will exceed amount requested for this action.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Prorated Amount
590	307	Danville	01/10/08	Turnover Funds	Position #00022	\$5,417	\$5,417	\$2,257
		<b>Totals</b>					<b>\$5,417</b>	<b>\$2,257</b>

### 307-08-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKBRIDE REGIONAL JAIL	SUPERINTENDENT	01-10-08 Officer is requesting an exception to policy for a base budget transfer from turnover to temporary funds. The officer requested and was approved for emergency temporary funding of \$8500 for FY08 on the July docket. At that time, the officer had already transferred office expense funds to fund a temporary employee covering for an injured deputy on extended medical leave, and needed the emergency funds to fund the position through December, at which time officer planned to use turnover funds from a 12/31/07 retirement to fund the position for the remainder of the absence of the injured deputy. With the subsequent enactment of turnover restrictions, officer will not have sufficient funding to fulfill his plan approved by the Compensation Board in July.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Prorated Amount
445	307	Rockbridge Regional Jail	01/10/08	Turnover Funds Position # 00024	Temporary Funds	\$3,321	\$3,321	\$1,661
		Totals					\$3,321	\$1,661

### 717-08-07: DIRECTORS OF FINANCE

NONE.

## 771-08-07: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ARLINGTON COUNTY	COMMISSIONER OF THE REVENUE	12-27-07 Officer requests an exception to 90-Day Vacancy Policy for position 00025, vacated on 12/01/07. Officer requests to transfer Miller from pos. 00028 to position 00025, leaving position 00028 vacant for 90 days. Officer requests this be effective 12/02/07.	\$597.51	Approved as an exception to policy, based upon the specific conditions stated by the officer. The Compensation Board delegated to the Executive Secretary the authority to approve filling of vacant positions in offices of Treasurers, Commissioners of the Revenue, Finance Directors and Circuit Court Clerks, prior to the end of the 90-day vacancy period through promotion, transfer or demotion actions of another position within the office, with the resulting vacated position to be held vacant for the duration of the 90-day period.
NOTTOWAY COUNTY	COMMISSIONER OF THE REVENUE	12-28-07 Officer requests exception to 90-Day Vacancy Rule for position 00003, budgeted at \$16,494, vacated on 12/31/07. This position represents 50% of the officer's staff, and to hold position 00003 vacant would leave the officer with only one deputy.	\$4,123.50	Approved as an exception to policy, based upon the specific conditions stated by the officer.
WASHINGTON COUNTY	COMMISSIONER OF THE REVENUE	01-02-08 Pursuant to Compensation Board action of November 14, 2007 with respect to filling chief deputy position vacated by election of incumbent to the position of the constitutional officer, officer currently has an exception to the 90-Day Vacancy Policy to fill position 00008. Officer requests to hold position 00008 vacant for 90 days and fill another vacant position (00003) instead.	\$1,799.50	Approved as an exception to policy, based upon the specific conditions stated by the officer.
AMHERST COUNTY	COMMISSIONER OF THE REVENUE	01-03-08 Officer requests exception to 90-Day Vacancy Rule for position 00002, budgeted at \$16,267, vacated on December 31, 2007. The officer requests approval to hire for position 00002 effective February 1, 2008.	\$2,711	The Compensation Board did not approve this request. As noted by the Compensation Board at their meeting of October 3, 2007, a 90-Day vacancy policy is in effect for FY08 as a part of the Governor's FY08 Budget Reduction Plan.

## 772-08-07: 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	COMMONWEALTH'S ATTORNEY	01-09-08 Officer requests to transfer annual salary from vacant position #8 @ 45,385 and position #9 @ 23,723 to Temporary Funds. Positions have been vacant the entire fiscal year and will remain vacant.	-0-	Approved per the Compensation Board's FY08 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office	Locality	Request Date	FROM POSITION #	CLASS	To Category	Amount Requested
820	772	Waynesboro	01/09/08	00008	ATTI	Temporary	\$45,385
820	772	Waynesboro	01/09/08	00009	SECI	Temporary	\$23,723
		<b>Totals</b>					<b>\$69,108</b>

# 773-08-07: CIRCUIT COURT CLERKS

## OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SMYTH COUNTY	CIRCUIT COURT CLERK	<p>Staff presents summary of internal control finding and corrective action plan regarding action taken to correct a repeat finding for the Smyth County Circuit Court Clerk.</p> <p>Based upon a review of documentation of actions taken and assertion by the Clerk, under penalty of perjury, to having taken such actions, staff recommends reinstatement of salary increase effective December 1, 2007.</p> <p><b><u>DECEMBER 19, 2007 DOCKET ITEM:</u></b> IN REVIEWING THE MOST RECENT AUDIT REPORT BY THE AUDITOR OF PUBLIC ACCOUNTS FOR THE CLERK IN THE COUNTY OF SMYTH, STAFF MADE THE FOLLOWING CONCLUSIONS: SMYTH COUNTY CLERK WARREN HAS A REPEAT FINDING FROM THE PRIOR AUDIT IN THE AREA OF PROPERLY ASSESSING AND RECORDING OF CRIMINAL FEES. ALTHOUGH THIS IS A REPEATED FINDING FROM A PRIOR AUDIT, IT IS NOT A FINDING UPON WHICH THE COMPENSATION BOARD ORIGINALLY WITHHELD THE DECEMBER, 2006 SALARY INCREASE. IN ACCORDANCE WITH ACTION TAKEN BY THE COMPENSATION BOARD IN FY07 TO ADDRESS REPEATED INTERNAL CONTROL FINDINGS, STAFF RECOMMENDS PROVIDING CLERK WARREN THE OPPORTUNITY TO ATTEST TO CORRECTIVE ACTION TAKEN TO THIS FINDING.</p> <p><b><u>DECEMBER 19, 2007 COMPENSATION BOARD ACTION:</u></b> THE COMPENSATION BOARD REQUESTS THAT THE SMYTH COUNTY CLERK PROVIDE PROOF OF CORRECTIVE ACTION TAKEN TO THE REPEATED AUDIT FINDING IN THE AREA OF PROPERLY ASSESSING AND RECORDING OF CRIMINAL FEES REPORTED IN THE MOST RECENT REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS, AND PROVIDE SUCH DOCUMENTATION ALONG WITH ATTESTATION UNDER PENALTY OF PERJURY TO SUCH ACTION HAVING BEEN TAKEN. UNTIL SUCH TIME AS THIS INFORMATION IS PROVIDED FOR CONSIDERATION BY THE BOARD AT A REGULARLY SCHEDULED MEETING, THE COMPENSATION BOARD WILL DEFER DECISION ON THE APPROVAL OF A 4% SALARY INCREASE EFFECTIVE DECEMBER 1, 2007.</p> <p>BOARD MEMBER WALTER J. KUCHARSKI ABSTAINED FROM VOTING ON THIS MATTER.</p>	N/A	<p>The Compensation Board instructed that these minutes reflect the Board's finding that the Smyth County Clerk did in fact have a repeat audit finding as the basis for originally withholding the December 1, 2007 salary increase.</p> <p>The Compensation Board approved reinstatement of the salary increase for the Smyth County Clerk effective December 1, 2007. Approval is based upon documentation and attestation by the Clerk, under penalty of perjury, to having taken corrective action to the repeat finding noted in the most recent APA audit report.</p> <p>The Compensation Board noted that should the next APA audit report show that this repeat internal control finding has not been corrected, that the next salary increase for the Smyth County Circuit Court Clerk will be withheld until such time as a subsequent regularly scheduled APA audit determines that such finding has been corrected, and salary increases will be reinstated on a day-forward basis only.</p> <p>Walter J. Kucharski, Compensation Board Member and Auditor of Public Accounts, abstained from voting in any manner in regard to this docket item.</p>

# 773-08-07: CIRCUIT COURT CLERKS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCKINGHAM COUNTY	CIRCUIT COURT CLERK	<p>01-07-08 Officer requests reconsideration of his November 5 request for an exception to the 90-day hiring delay to fill the Chief Deputy position #2 effective January 1, 2008.</p> <p>Officer states, of his three Comp Board funded positions; Chief Deputy position #2, retired effective 12-31-07, position # 3 is on family leave with ample annual leave and sick time to fund her salary and position #4 salary was reduced due FY04 budget reduction and the annual vacant funds have been transferred to Temporary funds for this current fiscal year.</p>	\$10,849.25	Approved as an exception to policy, based upon the specific conditions stated by the officer.
LEE COUNTY	CIRCUIT COURT CLERK	<p>01-09-08 Officer requests an exception to the Vacancy Savings reduction policy.</p> <p>Officer requests to transfer Vacancy Savings accrued July 1-September 30 prior to the budget reduction that went into effect October into Temporary Funds. Officer has had 1 vacant position the entire year and would like to hire someone part-time for 1276 hours @ an hourly rate of \$6.50.</p>	\$8,292.32	The Compensation Board did not approve this request. As indicated by the Compensation Board at its September 19, 2007 meeting and confirmed at its October 3, 2007 meeting, the use of vacancy savings will not be allowed for the remainder of FY08 for Circuit Court Clerks, Treasurers, Directors of Finance or Commissioners of the Revenue, as part of the Governor's FY08 Budget Reduction Plan.

# 774-08-07: TREASURERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALLEGHANY COUNTY	TREASURER	12-18-07 Officer requests exception to 90-Day Vacancy Rule for pos. 00005, budgeted at \$20,550, vacated on December 31, 2007. Officer was short staffed during September due to an employee in position 00006 on maternity leave, who then left the office permanently in October, after which the officer was forced to hold position 00006 vacant for 90 days. Officer cites this as well as the new dog tag database as specific reasons for the exception.	\$5,137.50	The Compensation Board did not approve this request. As noted by the Compensation Board at their meeting of October 3, 2007, a 90-Day vacancy policy is in effect for FY08 as a part of the Governor's FY08 Budget Reduction Plan.
GILES COUNTY	TREASURER	12-26-07 Officer requests exception to 90-Day Vacancy Rule for position 00005, budgeted at \$19,856, vacated on December 31, 2007. The deputy in position 00005 accepted a position in the Commissioner of the Revenue's office. Officer cites additional work in the office due to the new dog tag law as a specific reason for the exception.	\$4,964	The Compensation Board did not approve this request. As noted by the Compensation Board at their meeting of October 3, 2007, a 90-Day vacancy policy is in effect for FY08 as a part of the Governor's FY08 Budget Reduction Plan.
FLUVANNA COUNTY	TREASURER	01-03-08 Officer requests to transfer funds from pos. 00002, vacated on 10/30/07, and position 00008, allocated to the office on 07/01/07 and vacant the entire fiscal year, to the following categories for FY08. Pursuant to the 90-Day Vacancy Policy the amount available listed below for position 00002 is less 90 days of salary.	-0-	The Compensation Board did not approve this request. Requests to transfer the salary of a position to be held vacant for a full fiscal year were due no later than July. As noted by the Compensation Board at their meeting of October 3, 2007, vacancy savings cannot be used for the remainder of FY08 as a part of the Governor's FY08 Budget Reduction Plan.

FIPS	Locality Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
065	774	Fluvanna	1/3/2008	Position 00002	Office Expenses	\$4,660.00	\$4,660.00
065	774	Fluvanna	1/3/2008	Position 00008	Temporary Funds	\$19,856.00	\$19,856.00
		<b>Totals</b>				<b>\$24,516.00</b>	<b>\$24,516.00</b>

# 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 #08/06.	N/A	Approved.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents Training Status Report.	N/A	Noted.
3.	MONTHLY ACTIVITY REPORT - LIDS JAIL AUDITS & JAIL COST REPORT REVIEWS	COMPENSATION BOARD	Staff presents monthly activity report for Local Inmate Data System (LIDS) Jail Audits and Jail Cost Report Reviews.	N/A	Noted.
4.	ANNUAL LIDS AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents annual LIDS audit status report.	N/A	Noted.
5.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, February 20, 2008 at 11:00 a.m. and Wednesday, March 26, 2008 at 11:00 a.m.	N/A	Noted.
6.	FY09 COMPENSATION BOARD BUDGET HEARING	COMPENSATION BOARD	Staff requests that the Board confirm the date/time/location of the FY09 Compensation Board budget hearing. The budget hearing was tentatively scheduled for Thursday, April 10, 2008 at 11:00 a.m. in Hanover County or Augusta County.	N/A	The Compensation Board confirmed that the FY09 budget hearing will be held at the Augusta County Board of Supervisors meeting room in Verona, Virginia on Thursday, April 10, 2008 at 11:00 a.m.

# OTHER MATTERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
7. FY08 TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY08 year-to-date collections total \$4,589,980.63, which is a 17.26% decrease compared to the same period in FY07.</p> <p>Expenditures:</p> <ol style="list-style-type: none"> <li>Based on current collections, FY08 TTF collections would be approximately \$9.2 million, a decrease of 16.19% over FY07 collections.</li> <li>Based on a projected reduction in recordings of an additional 10% over the remainder of FY08, collections for FY08 would be \$8.7 million, a decrease of 20.38% over FY07 collections.</li> <li>The 2008 Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget includes FY08 projected collections of \$9,857,396 and estimated collections of \$9,009,037 for FY09-14.</li> </ol> <p>Expenditures: FY08 YTD expenditures through January 10, 2008, which represents the reimbursement for July through partial payment of December, total \$3,742,930.50 which is 25.8% of budgeted funding.</p>	N/A	Noted.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #08/07  
January 16, 2008**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. ( \_\_\_\_\_ seconded the motion).**

- Under the provisions of Section 2.2-3711.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 officers, appointees or employees.
- Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

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.

**MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business exempt from the Act was discussed. ( \_\_\_\_\_ seconded the motion.)**

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Janie E. Bowen, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**AND**

**MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. ( \_\_\_\_\_ seconded the motion.)**

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Janie E. Bowen, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**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 #08/07

### January 16, 2008

#### EMPLOYEE RECOGNITION

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKINGHAM REGIONAL JAIL	SGT. R. BRUCE FOLKS	<p>01-11-08 Email to Robyn M. de Socio, Executive Secretary, from Sgt. R. Bruce Folks, Rockingham Regional Jail, regarding Anne M. Wilmoth, Chief Information Officer:</p> <p>"Dear Ms. de Socio, I would like to take just a minute to let you know how much help Anne Wilmoth has been in helping us supply the numbers that have been requested over the past 6 months to a year. She has helped me on numerous occasions with reports that I either could not run or if I were to run would have taken me days to run and compile. I was asked by the Sheriff and Commonwealth Attorney today to come up with the number of inmates released to state hospitals over the last 10 years. If I would have had to run these reports today it would have taken my entire day. Luckily I have worked with Anne for years and know her capabilities and willingness to help so I shot her an email to see if she could help me once again and with in about 15 minutes I had the numbers to give the Sheriff. I frequently remind Sheriff Farley that with out Anne several of his past requests probably would not have happened. Please pass on to her how much we appreciate everything that she does for us. Sincerely, Sgt. R. Bruce Folks, Rockingham Regional Jail."</p> <p>01-11-08 Robyn M. de Socio responded:</p> <p>"Sergeant Folks – Thank you so much for your kind thoughts and remarks. Anne is a very valuable asset to our staff, and I know it is always meaningful to me and to our staff to receive such positive feedback and gracious comments. I will be sure to pass your comments on to the Compensation Board and to Anne. Thanks again. Robyn."</p>	N/A	The Compensation Board wishes to thank Sergeant Folks for his kind remarks.

## 307-08-07: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORFOLK CITY	SHERIFF	01-15-08 The officer is requesting an exception to the 60-day reimbursement policy for additional allowances. The expenses incurred for 9 physicals at \$100 each totals \$900 and were for July and August 2007.	\$900	Approved as an exception to policy, based upon the specific conditions stated by the officer.

## 717-08-07: DIRECTORS OF FINANCE NONE.

## 771-08-07: COMMISSIONERS OF THE REVENUE NONE.

## 772-08-07: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAROLINE COUNTY	COMMONWEALTH'S ATTORNEY	<p>01-14-08 Newly Elected Constitutional Officer requests an exception to the procedure of election of part-time Commonwealth's Attorneys to convert to full-time.</p> <p>Officer states he understands the conversion procedure policy, but since he has only just taken office, January 1, 2008, and his predecessor did not request the conversion, even though the workload of this office has consistently been the greatest percent of need of part-time offices, he requests that the Board consider concurrence for his office to convert to full-time status, so that he can seek funding for conversion through the legislative process.</p> <p>Officer has submitted the form electing to convert to full-time along with the requested expense projections and requests the Board to consider this request to be effective FY09, subject to funding by the General Assembly.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer. Approval of an effective date of conversion of July 1, 2008 is subject to appropriation by the General Assembly and ranking of the office in accordance with Section 15.2-1629 of the <u>Code of Virginia</u> .

## 773-08-07: 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 COURT CLERK	01-08-08 Officer requests additional TTF \$4 funding in the amount of \$38,089 from total available balance of \$272,201. Funds for social security redaction and equipment are requested. The vendor for redaction services is the Supreme Court of Virginia and the total image count is 2,940,706 (deeds, wills, and financing statements) @ 2 cents per image (estimated) for a total cost of \$58,814. The Clerk previously requested \$22,000 from FY08 \$4 funds in August 2007. The Clerk now requests remainder of redaction funding needed, \$36,814. Redaction request is for back-file OCR software only. The Clerk's staff will provide the manual review of flagged images. Also requested is \$500 for equipment: a PC replacement and \$775 for RMS Server Upgrade (2 disk drives).	\$38,089	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> .
GLOUCESTER COUNTY	CIRCUIT COURT CLERK	01-15-08 Officer requests an exception to the 90-day hiring delay to fill position #5. This position was vacated December 21, 2007. Officer states that of her 5 Compensation Board funded positions 3 are currently vacant which does not allow enough staff to be present in Court and maintain the responsibilities in the office. Staff notes that of 3 vacant positions, 2 are currently eligible to be filled. Remaining vacant position was vacated December 21, 2007.	\$7,083.50	The Compensation Board did not approve this request. As noted by the Compensation Board at their meeting of October 3, 2007, a 90-Day vacancy policy is in effect for FY08 as a part of the Governor's FY08 Budget Reduction Plan.

## 774-08-07: TREASURERS

NONE.

## OTHER MATTERS

NONE.

## FOR YOUR INFORMATION

NONE.

Public Body: Compensation Board  
 Date: January 16, 2008  
 Time: 12:00 p.m.  
 Location: Compensation Board Conference Room  
 Oliver Hill Building, 102 Governor Street  
 Richmond, VA 23219  
 Members: Frank Drew, Chairman (present)  
 Walter J. Kucharski, ExOfficio Member (present)  
 Janie E. Bowen, ExOfficio Member (present)