

COMPENSATION BOARD DOCKET #10/07

January 20, 2010

EMPLOYEE RECOGNITION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
APPOMATTOX COUNTY	CIRCUIT COURT CLERK	<p>1-7-2010 Email from Janet Robertson, Clerk of the Circuit Court, regarding Lisa Carson:</p> <p>"Hi Robyn! I hope you had a wonderful Christmas and you are having a great New Year. I met you along with your staff at the new officer training held in Richmond in December.</p> <p>I met Lisa Carson at a training session about the TTF budget. I had recently received three bills from my vendor for equipment to be paid out of the TTF budget. I talked to LISA at the training about how to properly break down these bills according to the COIN system. When I returned to my office I faxed these bills to Lisa along with my approved TTF budget. She was able to break down these bills according to the approved budget in COIN. Just yesterday I requested my reimbursement in COIN, which was a breeze, thanks to Lisa. I'm not "user friendly" in COIN at this point, and her efforts in decoding the bills made my life simpler.</p> <p>I know with recent and future budget cuts, that everyone will have limits in services that they can provide. Many times you receive complaints rather than compliments. I wanted to take this opportunity to commend Lisa on a job Well done and for her time and efforts made in helping make my job easier. I'm new to this whole process and I appreciate all efforts made on my behalf to make my life easier."</p>	N/A	The Compensation Board wishes to thank the Clerk for her kind remarks.

307-10-07: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BLUE RIDGE REGIONAL JAIL	SUPERINTENDENT	<p>10-2-09 Superintendent requests funding for 2 replacement printers for the Livescan equipment for the Blue Ridge Regional Jail facilities located in Bedford and Campbell Counties.</p> <p>Superintendent has provided concurrence letters from the jail authority and the Virginia State Police.</p> <p>Staff notes that at its April 22, 2009 meeting, the Compensation Board did not approve FY10 requests for Livescan funding and provided that individual requests would be considered at regular monthly meetings</p> <p>The Compensation Board deferred action on this request at its December, 2009 meeting.</p>	\$3,423.42	The Compensation Board did not approve the request for additional funds.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
485	Blue Regional Jail	Printers	2	1,950	3,900	2	1,950	3,900	3,423.42
Total					3,900			3,900	3,423.42

WASHINGTON COUNTY	SHERIFF	<p>11-20-09 Sheriff requests to transfer \$10,000 from vacancy savings to office expenses.</p> <p>The Compensation Board deferred action on the request to transfer funds to office expenses at its December, 2009 meeting.</p>	\$0	Approved at no additional cost to the Compensation Board. This is a one-time transfer, not in the base budget.
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307-10-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALBEMARLE- CHARLOTTESVILLE REGIONAL JAIL	SUPERINTENDENT	11-24-09 Superintendent requests an appeal of the recommendation made by the Master Deputy Audit Committee on October 21, 2009 to remove the audited Master Jail Officer from the Master Jail Officer Program. The Master Deputy Audit Committee has granted this appeal and recommends that the position be audited again next year for compliance.	\$0	The Compensation Board concurred with the recommendation of the Master Deputy Audit committee to reinstate the referenced Master Jail Officer in the program and to ensure auditing again in the following year.
MONTGOMERY COUNTY	SHERIFF	1-6-10 Sheriff requests to transfer Vacancy Savings to Office Expenses.	\$0	Approved at no additional cost to the Compensation Board. 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
121	307	Montgomery County	01/06/10	Vacancy Savings	Office Expenses	\$2,922.39	\$2,922.39
		Totals				\$2,922.39	\$2,922.39

717-10-07: DIRECTORS OF FINANCE NONE.

772-10-07: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GILES COUNTY	COMMONWEALTH'S ATTORNEY	12-3-09 The following Officer requests to transfer Vacancy Savings to Office Expense. The Compensation Board deferred action on this request at its December, 2009 meeting.	\$0	Approved at no additional cost to the Compensation Board. This is a one-time transfer, not in the base budget.

FIPS	OFFICE	LOCALITY	Request Date	FROM POSITION	To Category	Amount Available	Amount Requested
071	772	Giles County	12/3/07	Vacancy Savings	Office Expense	\$34,038.75	\$10,000.00
		Totals					10,000.00

GRAYSON COUNTY	COMMONWEALTH'S ATTORNEY	11-24-2009 Officer requests to transfer Vacancy Savings at \$4,000 to Office Expense funds. The new state prison is scheduled to open in mid-2010 and officer anticipates the increased workload in General District Court will require a full-time assignment of one existing attorney to that court. Officer states the Compensation Board budgeted Office Expense funds are \$761 and the county portion is budgeted at \$4,764. He has been supplementing the office expenses from private resources because the County is suffering from a revenue shortfall due to the economic downturn and reduced tax collections. The Compensation Board deferred action on this request at its December, 2009 meeting.	\$0	Approved at no additional cost to the Compensation Board. This is a one-time transfer, not in the base budget.
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772-10-07: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LEE COUNTY	COMMONWEALTH'S ATTORNEY	11-10-09 Officer was previously approved to transfer \$34,038.75 from vacant pos. 00004 to Temporary Funds for FY10. Officer has made necessary adjustments for the Budget Reductions and requests to transfer \$14,000 from Temporary funds to Office Expense funds. Compensation Board deferred action on this item at its December, 2009 meeting.	\$0	Approved at no additional cost to the Compensation Board. This is a one-time transfer, not in the base budget
SEE BELOW	COMMONWEALTH'S ATTORNEY	11-4-09 The following Officer requests to transfer Vacancy Savings to Office Expense. Compensation Board deferred action on this item at its December, 2009 meeting.	\$0	Approved at no additional cost to the Compensation Board. This is a one-time transfer, not in the base budget

FIPS	OFFICE	LOCALITY	Request Date	FROM POSITION	To Category	Amount Available	Amount Requested
121	772	Montgomery County	11/04/07	Vacancy Savings	Office Expense	\$11,346.24	\$11,346.24

772-10-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUENA VISTA CITY	COMMONWEALTH'S ATTORNEY	<p>1-5-10 Officer requests emergency Temporary funds at \$2,400 to hire a part-time person while the Administrative Assistant employee is on maternity leave, beginning February 24, 2010. This employee represents the only position in the office other than the Commonwealth's Attorney and does have enough Sick and Annual Leave accrued to fully fund her salary during this time. This office does not have any budgeted Temporary or Office Expense Funds.</p> <p>Officer calculates the part-time salary at \$12.00 per hour, 25 hours per week for 8 weeks, equals \$2,400.</p>	\$2,400	Approved as an exception to policy, based upon the specific conditions stated by the officer.

771-10-07: COMMISSIONERS OF THE REVENUE NONE.

774-10-07: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AMHERST COUNTY	TREASURER	<p>01-19-10 Acting Officer requests additional Temporary Funding at \$19,457. This is equivalent to position # 00003 MDIV, budgeted at \$38,914 from January 1, 2010 to June 30, 2010. The election will be held on Nov. 3, 2010.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #00003 MDIV is not vacant during the period in which I am the Acting Treasurer; consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.

773-10-07: 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 COURT CLERK	<p>1-8-2010 The Circuit Court Clerk will retire effective February 28, 2010.</p> <p>On behalf of the Chief Deputy, who will become the Acting Circuit Court Clerk effective March 1, 2010, the Officer requests additional Temporary Funding at \$13,095.33. This is equivalent to position #00002 DCII at \$39,286 from March 1, 2010 to June 30, 2010. The special election will be held on November 2, 2010.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #00002 DCII is not vacant during the period in which the Chief Deputy is the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.
CRAIG COUNTY	CIRCUIT COURT CLERK	<p>1-11-2010 Acting Officer requests additional Temporary Funding at \$15,198.50. This is equivalent to position #00002 DCII at \$30,397 from January 1, 2010 to June 30, 2010. The special election will be held on November 2, 2010.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #00002 DCII is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.

OTHER MATTERS

NEW BUSINESS:

REGULAR DOCKET

	<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 #10/06.	N/A	Approved.
2.	MONTHLY ACTIVITY REPORT-LIDS AUDIT, JAIL COST REPORT REVIEWS & ANNUAL LIDS AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents monthly activity for Local Inmate Data Systems (LIDS), Jail Audits, Jail Cost Report Reviews & Annual LIDS Audit Status Report.	N/A	Noted.
3.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, February 17, 2010 at 11:00 a.m. and Wednesday March 24, 2010 at 11:00 a.m.	N/A	Approved.
4.	CUSTOMER SERVICE SURVEY REPORT	COMPENSATION BOARD	Staff presents 2009 Customer Service Survey Report.	N/A	Approved.

OTHER MATTERS

NEW BUSINESS:

REGULAR DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
5. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY10 year-to-date collections through December 2009, totaled \$4,115,698.50, which is a 8.06% increase compared to the same period in FY09.</p> <p>Expenditures: FY10 YTD expenditures through January 6, 2010, which represents the reimbursement for July through partial December, total \$3,184,844.26 which is 35.64% of budgeted funding.</p> <p>Projections:</p> <ol style="list-style-type: none"> 1. Based on current collections, FY10 TTF collections would be approximately \$8.23 million, an increase of 1.31% over FY09 collections. 2. Based on a projected reduction in recordings of an additional 10% over the remainder of FY10, collections for FY10 would be \$7.82 million, a decrease of 3.76% compared to FY09 collections. 3. The 2010 Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget includes FY10 projected collections of \$8.48 million. 	N/A	Noted.

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Public Body: Compensation Board
 Date: January 20, 2010
 Time: 11:00 a.m.
 Location: Compensation Board Conference Room
 Oliver Hill Building, 102 Governor Street
 Richmond, VA 23219
 Members: Frank Drew, Chairman (absent)
 Walt Kucharski (present)
 Janie Bowen (present)

CLOSED MEETING
COMPENSATION BOARD DOCKET #10/07
January 20, 2010

NO CLOSED MEETING

1) **MOTION FOR “CLOSED MEETING”** by _____. (_____ 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 _____: 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 _____: 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.