

COMPENSATION BOARD DOCKET #03/08

FEBRUARY 19, 2003

304-03-08: 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> <p>At the January 21, 2003 meeting, the Compensation Board deferred action to February 19, 2003 pending action by federal government.</p>	\$30396.93	Approved a transfer of \$13,394.93 in accumulated turnover (\$8,576.77) and vacancy savings (\$4,818.16) to office expense, not in the base budget.

304-03-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SUSSEX COUNTY	SHERIFF	1/22/03 – AT THE START OF FISCAL YEAR FY03, OFFICER TRANSFERRED ANNUAL SALARY (\$20398) OF POSITION 33 TO TEMPORARY. OFFICER WOULD LIKE TO BE ABLE TO FILL THIS POSITION IN PERMANENT ON OR AFTER MARCH 1, 2003. OFFICER REQUESTS 4 MONTHS (MARCH – JUNE = \$6799.36) BE TRANSFERRED BACK TO PERMENANT FROM TEMP FOR THIS FISCAL YEAR.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.
PATRICK COUNTY	SHERIFF	1/29/03 – OFFICER REQUESTS \$2172 IN ADDITIONAL FUNDS TO MOVE AN EXPERIENCED COUNTY PERSON INTO COMP BD POSITION 11 AT \$25501. (VACANT - L7 @ \$23329) NOTE: NO TURNOVER AVAILABLE.	\$2172	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
AMHERST COUNTY	SHERIFF	2/10/03 – OFFICER REQUESTS TO TRANSFER \$2500.00 FROM NON-SPENDING REDUCTION VACANCY SAVINGS TO EQUIPMENT SO HE CAN PURCHASE A FAX MACHINE. NOTE: THIS VACANCY IS CREATED FROM A PERSON ON ACTIVE DUTY MILITARY.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

320-03-08: 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	COMMONWEALTH'S ATTORNEY	1-16-2003 Officer requests to transfer Turnover Funds @ \$700 to BASE Office Expense.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
FREDERICK COUNTY	COMMONWEALTH'S ATTORNEY	2-10-2003 Officer requests authorization, per Code Section 15.2-1632, to hire an Assistant Commonwealth Attorney on a part time basis, funded solely by Frederick County effective December 3, 2002.	-0-	Approved at no cost to the Compensation Board.

732-03-08: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-03-08: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

321-03-08: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GRAYSON COUNTY	CIRCUIT CLERK	COURT 2-12-2003 Officer requests to transfer Turnover Funds @ \$5,551 to BASE Temporary Funds.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
PETERSBURG CITY	CIRCUIT CLERK	COURT 2-12-2003 Officer requests exception to 60-day reimbursement policy. Officer hired an employee effective June 29, 2002 and neglected to enter a CB10 for pos. #9 DCI-G6 @ \$20,010. Officer requests to reduce Vacancy Savings in Spending Reduction and be reimbursed this salary retro to July 1 through November 28, 2002 @ \$8,337.50.	\$8,337.50	Based upon the information you provided and the criteria considered by the Compensation Board in reviewing exception requests, this request was not approved.

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 #03/07	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.	BUDGET HEARING—FY04	COMPENSATION BOARD	FY04 budget hearing will be held on Monday, April 14, 2003 in Verona, Virginia at the Augusta County Board of Supervisors meeting room.	N/A	Confirmation.
6.	FY04 BUDGET REDUCTIONS	CONSTITUTIONAL OFFICER ASSOCIATIONS	Treasurers, Commissioners of the Revenue and Commonwealth's Attorneys request that FY04 Compensation Board budget reductions be implemented as an across-the-board reduction. The Virginia Court Clerks' Association requests that all NPS funds be eliminated, and that an across-the-board reduction be adopted.	N/A	Board directed the staff to prepare a draft notification to Constitutional Officers asking that Constitutional Officers submit their budget reduction plans to the Compensation Board for their consideration in establishing FY04 approved budgets.

OTHER MATTERS

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7. BUDGET/REIMBURSEMENT CYCLE SHIFT	COMPENSATION BOARD	<p>On January 30, 2003 Compensation Board staff discussed with finance officers the shift of the budget year to cover the period of June through May, with reimbursements being made in the months of July through June, within the bounds of the fiscal year. They indicated that under this plan, they would continue to handle the reimbursements in the manner they are currently handling them, and that this shift would not require them to change their processes. They also indicated that they receive reimbursement payments from the Department of Social Services in the same manner. Compensation Board staff are in the process of trying to reach DSS to compare similarities between our budget/payment cycle and theirs.</p> <p>Based upon Compensation Board staff discussions with the finance officers and their acceptance of our proposed budget cycle shift, staff will plan to proceed with the necessary system changes and the addressing of certain policy issues in order to implement this change for FY04.</p>	N/A	Board agreed to maintain the existing budget cycle of July through June.

FOR YOUR INFORMATION

NEW BUSINESS:

LOCALITY

OFFICER

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TOTAL COST

COMPENSATION BOARD ACTION

NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #03/08
FEBRUARY 19, 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

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
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NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

320-03-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

732-03-08: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-03-08: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

321-03-08: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD COUNTY	CIRCUIT CLERK	COURT	2-13-2003 Officer requests additional ADVANCE Funds @ \$28,893 for personnel expenditures. This Office does write their own checks.	\$28,893	Not approved.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. TECHNOLOGY TRUST FUND COLLECTIONS § 17.1 – 279	CIRCUIT CLERKS	COURT <u>COLLECTIONS:</u> FY03 YTD collections total \$4,287,124.40. FY03 collections for a similar period of time totaled \$3,641,949.85. This represents a 17.7% increase in collections over last fiscal year. <u>EXPENDITURES:</u> Current YTD expenditures as of February 12, 2003, total \$2,109,297.87. This represents 23.4% of budgeted TTF funds. <u>PROJECTIONS:</u> Based on YTD projections, \$7,349,356 will be collected in FY03. This would represent an 11.6% increase over last fiscal year.	N/A	Noted.

FOR YOUR INFORMATION

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

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