

COMPENSATION BOARD DOCKET #04/08 FEBRUARY 18, 2004

304-04-08: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA BEACH CITY	SHERIFF	<p>1/12/04 – OFFICER REQUESTS THAT IN LIEU OF OVERTIME OR COMPENSATORY TIME, ASSOCIATED WITH MOHAMMED TRIAL, THAT REIMBURSEMENT FOR CERTAIN EQUIPMENT AND OFFICE 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.</p> <p>AT THEIR JANUARY 21, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS ITEM UNTIL FEBRUARY 18, 2004.</p>	\$70,364.75	Deferred to the March 26, 2004 meeting.

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CHESAPEAKE CITY	SHERIFF	1/16/04 – OFFICER REQUESTS ADDITIONAL FUNDING FOR COMPENSATORY HRS 3055.5 \$28,416.00 AND OVERTIME TIME HOURS 1029.99 \$18,0666.74 FOR SECURITY PROVIDED DURING TRIAL OF LEE BOYD MALVO.	\$46,482.74	Deferred to the March 26, 2004 meeting.
PAGE COUNTY	SHERIFF	1/23/04 – OFFICER REQUESTS \$7,000 IN ADDITIONAL EQUIPMENT FUNDING TO REPLACE A SERVER THAT IS BEYOND REPAIR AND COULD “CRASH” AT ANY TIME. STRESS FACTOR IS 77.04%. STRESSED AMOUNT IS \$5,392.80.	\$5,392.80	Compensation Board authorized purchase of server, to be reimbursed at \$5,393, from current FY04 equipment budget.

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VIRGINIA BEACH CITY	SHERIFF	<p>1/23/04 – OFFICER REQUESTS IMMEDIATE FUNDING FOR 50 ADDITIONAL EC7 POSITIONS IN ADDITION TO THE 83 C7 POSITIONS RECOMMENDED BY DOC TO STAFF THE NEW ADDITION WHEN IT COMES ON LINE IN OCTOBER 2004. SHERIFF PROVIDES THAT GIVEN THE COMPENSATION BOARD'S FORMULA FOR DETERMINING EC7 POSITIONS (5:1 ON OVERCROWDING) AND USING AN ADP OF 1,200 WITH AN OPERATING CAPACITY OF 590, THE VIRGINIA BEACH SHERIFF'S OFFICE SHOULD BE ALLOCATED 122 EC7 POSITIONS. THIS EQUATES TO A DEFICIT OF 95 EC7 POSITIONS AS 27 EC7 POSITIONS ARE CURRENTLY FUNDED. SHERIFF DOES NOT TAKE INTO CONSIDERATION NOR MENTION THE STAFFING STANDARD ON OPERATING CAPACITY (590) OF 3:1 WHICH EQUATES TO A NEED FOR 197 PERMANENT CORRECTIONAL OFFICERS. SHERIFF'S OFFICE HAS 222 PERMANENT CORRECTIONAL OFFICERS THEREFORE EXCEEDS THE 3:1 STANDARD BY 25 PERMANENT POSITIONS.</p> <p>THE DOC STAFFING STUDY OF THE VIRGINIA BEACH CITY JAIL, DATED JANUARY 9, 2004, RECOMMENDS THAT PRIOR TO OPENING OF THE JAIL ADDITION, 15 EC7 POSITIONS BE PROVIDED AND THAT THEY BE INCORPORATED IN THE 83 PERMANENT POSITIONS RECOMMENDED FOR STAFFING THE NEW ADDITION WHEN IT COMES ON LINE. THE SHERIFF DID NOT ADDRESS THE FINDINGS OF THE STUDY THAT NOTED 34 POSITIONS, ALLOCATED BY THE BOARD AS CORRECTIONAL OFFICERS, WERE BEING UTILIZED OUTSIDE THE JAIL. THE STUDY MADE NO RECOMMENDATIONS FOR THEIR REASSIGNMENT.</p>	\$3,534,892	The Compensation Board approved, in accordance with the Virginia Department of Corrections staffing study of the Virginia Beach City Jail, dated January 9, 2004, 15 emergency correctional officer positions. These positions are approved effective March 1, 2004 at a starting salary of \$23,854. Upon completion of the 312-bed jail addition and upon funding of permanent positions by the General Assembly, the 15 approved emergency positions will become permanent positions and be incorporated in the 83 security positions recommended by the Department of Corrections to staff the new addition.

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VIRGINIA BEACH CITY	SHERIFF	(CONTINUED) EIGHTY-THREE NEW POSITIONS WERE REQUESTED AND ARE INCLUDED IN THE GOVERNOR'S FY05 AND FY06 BUDGET AT A COST OF \$1,487,410 YEAR 1 AND \$2,369,459 YEAR 2. ANNUAL COST OF PROVIDING 50 EC7 POSITIONS AS REQUESTED IS \$1,328,906. ANNUAL COST OF PROVIDING 15 EC7 POSITIONS WOULD BE \$398,672.		
HENRY COUNTY	SHERIFF	1/27/04 - OFFICER REQUESTS THAT COMPENSTATION BOARD MOVE TO PROVIDE FUNDING IMMEDIATELY FOR RADIO SYSTEM THAT COULD EXCEED \$10,000,000. FY05 BUDGET REQUEST IS FOR A NEW RADIO STATION AT \$1,000,000.	\$10,000,000 (FY04)	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.
BUCKINGHAM COUNTY	SHERIFF	1/29/04 - OFFICER REQUESTS \$18,043 IN TURNOVER BE TRANSFERRED TO THE TEMPORARY BASE BUDGET. FY04 PRORATE IS \$7,517.92 (FEB. - JUNE).	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
CLARKE/FAUQUIER/ FREDERICK/WINCHESTER REGIONAL JAIL	SUPERINTENDENT	2/04/04 _ OFFICER REQUESTS 10 ADDITIONAL PERMANENT C7 POSITIONS DUE TO CONTINUED RISE IN JAIL COUNT. DOC STAFFING ANALYSIS 4/03 RECOMMENDED AN ADDITIONAL 13 SECURITY POSITIONS AND 2 PROGRAM POSITIONS. FACILITY IS DUE AN ADDITIONAL 11 POSITIONS ON OPERATING CAPACITY AND AN ADDITIONAL 24 POSITIONS ON OVERCROWDING BASED ON THE JANUARY-DECEMBER 2003 ADP.	\$238,540	Approved as an exception to policy, based upon the specific conditions stated by the officer effective March 1, 2004 at an FY04 cost of \$79,513.

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ESSEX COUNTY	SHERIFF	2/5/04 – OFFICER REQUESTS \$10,000.00 IN ADDITIONAL PART TIME FUNDING FOR FY04, DUE TO RECENT EVENTS SUCH AS HURRICANE ISABEL, THE SNOW STORM, AND LOSING A VERY EXPERIENCED COMMUNICATIONS OFFICER AND A DEPUTY. THE OFFICER HAD TO USE PART TIME FUNDING TO COVER THE 2 RESIGNATIONS UNTIL THOSE POSITIONS COULD BE FILLED.	\$10,000	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 Board however does note that \$3,185 in turnover is available for transfer to part-time. The Board also suggests the Sheriff contact the County Administrator to determine if funds are available for Isabel related costs.
GREENE COUNTY	SHERIFF	2/5/04 – OFFICER REQUESTS TO TRANSFER \$674 FROM TEMPORARY INTO BASE PERMANENT FUNDING FOR A RECLASS ON POSITION 00004 (CURRENTLY SECI @ \$29120 TO SECI \$30446). THEY WILL BE USING TURNOVER TO MAKE UP THE REST OF IT (\$1326).	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
ALLEGHANY COUNTY	SHERIFF	2/13/04 – OFFICER REQUEST TRANSFER OF TURNOVER IN THE AMOUNT OF \$7500.00 (ANNUAL AMOUNT) TO BASE TEMPORARY BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$3125.00 (FEB-JUNE)	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

320-04-08: COMMONWEALTH'S ATTORNEYS
NONE.

734-04-08: COMMISSIONERS OF THE REVENUE
NONE.

732-04-08: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MONTGOMERY COUNTY	TREASURER	2-6-04 Officer requests to transfer Vacancy Savings @ \$22,817.74 to Office Expenses.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

321-04-08: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BRISTOL CITY	CIRCUIT COURT CLERK	1-28-04 Officer requests to transfer the balance of turnover funds @ \$1,075 to base part-time funds.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
NEWPORT NEWS CITY	CIRCUIT COURT CLERK	2-05-04 Officer requests an additional \$10,444.78 in TTF to upgrade their imaging system. Laser Fiche imaging system is shared with city departments, real estate assessors, city attorneys and treasurer, and the City upgraded their version. The clerk's office has been advised by the IT department that their present version is outdated and the other departments are unable to print images from the Clerk's system, and likewise they can't print images from the new version. The IT department has advised them that factory support for the older laser fiche product will be discontinued in the near future.	\$10,448.78	All TTF funds have been allocated for FY04. As no additional funds are available, this request cannot be approved.
KING GEORGE COUNTY	CIRCUIT COURT CLERK	2-11-04 Officer request to move \$3,500 from TTF services to TTF equipment to purchase a scanner.	-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 #04/07	N/A	Approved.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents the Training Status Report.	N/A	Noted.
3.	EQUIPMENT FUNDING	COMPENSATION BOARD	In order to reduce the number of non-policy or funding matters on the docket, the Compensation Board may wish to delegate authority to staff to allow Constitutional Officers to shift approved office equipment funding from one type of equipment to another type. The equipment must meet Board minimum specifications, be otherwise eligible and the request for the substitution must be in writing from the officer.	N/A	Not approved. Policy continues to require Constitutional Officers wishing to purchase any equipment other than what was specifically approved by the Compensation Board to submit an e-docket request to purchase any other equipment.
4.	MINIMUM CRITERIA FOR CAREER PROSECUTOR PROGRAMS IN COMMONWEALTH'S ATTORNEYS' OFFICES	COMPENSATION BOARD	Staff presents Minimum Criteria for Career Prosecutor Programs in Commonwealth's Attorneys' Offices. This document cleans up strike throughs and previous amendments – no policy changes are recommended.	N/A	Approved.

OTHER MATTERS

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5. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY04 YTD collections total \$5,153,845.19. FY03 Collections for a similar period of time totaled \$4,287,124.40. This represents a 20.22% increase in collections over last fiscal year.</p> <p>Expenditures: Current YTD expenditures as of February 11, 2004, total \$1,842,319, which is 37.73% of current budgeted funds.</p> <p>Projected: Based on YTD collections, \$8,835,163.18 will be collected in FY04. This would represent an 11.54% increase over last fiscal year.</p>	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #04/08
FEBRUARY 18, 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
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 FEBRUARY 18, 2004**

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RICHMOND COUNTY	SHERIFF	2/17/04 – Officer requests 1 PC and printer and 1 fax machine to replace worn out units (\$1,920). Stress factor is 76.41%. Stressed cost is \$1,467.	\$1,467	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
SHENANDOAH COUNTY	SHERIFF	2/17/04 – Officer requests transfer of balance of funds in position #2 to part-time. Officer does not intend to fill position for remainder of year.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

**320-04-08: COMMONWEALTH'S ATTORNEYS
 NONE.**

**732-04-08: TREASURERS
 NONE.**

734-04-08: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

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PORTSMOUTH CITY	COMMISSIONER OF THE REVENUE	1-26-04 Officer requests correction to the previous 2 years workload measures as follows: Officer has concurrence of the Audit Committee.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

Previous Years Submitted

Line	Description	CY01	CY02
4	Pers Property Assessment	146,937	171,138
5	Accts (Machinery/Tool/Pers Prop)	6,800	3,717
7	Tax Relief Applications	6,724	3,673
10	Excise Taxes/Business Assessed	1,866	1,558
11	State Tax Returns Processed	37,953	45,831
13	Tax Assessments Adjusted	91,862	158,702
16	Public Service Corp. Assessed	12	17

Correction to Previous Years

Line	Description	CY01	CY02
4	Pers Property Assessment	87,558	122,840
5	Accts (Machinery/Tool/Pers Prop)	6,253	6,523
7	Tax Relief Applications	89	73
10	Excise Taxes/Business Assessed	1,866	1,823
11	State Tax Returns Processed	37,953	22,593
13	Tax Assessments Adjusted	63,148	83,480
16	Public Service Corp. Assessed	12	71

321-04-08: CIRCUIT COURT CLERKS
NONE.

OTHER MATTERS

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1.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
2.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
3.	EQUIPMENT FUNDING	COMPENSATION BOARD	The Compensation Board may wish to consider providing LiveScan/PC's/VCIN equipment for Sheriffs/ Commonwealth's Attorneys if funding becomes available.	N/A	Approved as submitted with the following additional conditions: <ul style="list-style-type: none"> • PC's, VCIN units and fax machines for Commonwealth's Attorneys' offices that have made a request in the FY05 budget. • LiveScan replacement units only, PC's, VCIN units and fax machines for Sheriffs' offices that have made a request in the FY05 budget. • Must meet minimum Compensation Board criteria. • Must be compatible with locality network.

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