

# COMPENSATION BOARD DOCKET #05/08

## FEBRUARY 16, 2005

### 304-05-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PAGE COUNTY	SHERIFF	1-26-05 Officer requests \$14,531.00 be transferred from base temporary to permanent salaries to give in-band adjustments. Prorated for FY05 is \$6,054.58.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies as amended December 15, 2004. This action will result in a permanent reduction in the officer's base temporary budget of \$14,531.
VIRGINIA BEACH CITY	SHERIFF	2-2-05 Officer requests \$1,000 which per §15.2-1711 is two thirds the cost for special defense council for a Jail Deputy for a case brought against him by an inmate which was heard and dismissed in Virginia Beach General District Court on December 16, 2004.	\$1,000	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
GREENE COUNTY	SHERIFF	2-9-05 Officer requests \$10,421.63 be transferred from perm salaries pos 10 to Temp Salaries. This position became vacant as of January 3, 2005 and will not be filled for the remainder of FY05.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
PRINCE EDWARD COUNTY	SHERIFF	2-9-05 Officer requests to transfer \$2,101 from base temporary to permanent salaries to give an in-band adjustment to position 00004.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004. This approval will result in a permanent reduction in the officer's base temporary budget of \$2,101.

# 320-05-08: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	COMMONWEALTH'S ATTORNEY	The following officers request to transfer Office Expense Funds to the categories listed.	-0-	Approved as an exception to policy as requests were due July 14, 2004.

FIPS	LOCALITY	Request Date	FROM	TO POSITION	AMOUNT	PRO-RATED
093	Isle of Wight	1/28/05	Office Expense	00005	2,817	1,407
570	Colonial Heights	2/16/05	Office Expense	Temporary	3,530	1,471
	TOTAL				6,347	2,878

COLONIAL HEIGHTS CITY	COMMONWEALTH'S ATTORNEY	1-28-05 Officer requests to revise sentencing events presented by the Virginia Crime Sentencing Commission due to reporting problems.	-0-	Approved as an exception to policy based upon the specific conditions stated by the Commonwealth's Attorney and the supporting documentation provided by the Supreme Court of Virginia.
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### Previous Years Submitted

Description	CY02	FY03	FY04
Felony Sentencing Events	47	91	Not yet reported

### Correction to Previous Years

Description	FY02	FY03	FY04
Felony Sentencing Events	144	136	180

# 320-05-08: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CUMBERLAND COUNTY	COMMONWEALTH'S ATTORNEY	2-16-05 Officer requests additional funding for equipment items approved in the January Docket.	\$822.74 (stressed cost)	Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06.

Approved in Jan Docket			
<i>Qty</i>	<i>Description</i>	<i>Unit Cost</i>	<i>Stressed Cost</i>
1	Printers	500	383.30
1	Scanner	300	229.98
1	Fax Machine	200	153.32
<i>Total Cost</i>		1,000.00	766.60
<b>Stressed Cost</b>			<b>587.68</b>

Requesting additional Funds			
<i>Qty</i>	<i>Description</i>	<i>Unit Cost</i>	<i>Stressed Cost</i>
1	Printers	1,000	766.60
1	Scanner	600	459.96
1	Fax Machine	800	613.28
<i>Total Cost</i>		2,400.00	1,839.84
<b>Stressed Cost</b>			<b>1,410.42</b>

# 320-05-08: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	COMMONWEALTH'S ATTORNEY	In response to the notification of funds re-appropriated by the Governor for equipment Commonwealth's Attorney's request reimbursement for equipment purchased or to be purchased in FY05.	\$96,570 (stressed cost)	Specific action noted below. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Board Action 2-16-05
001	Accomack	PC	2	1,538	3,076	2	1,200	2,400	1,927.92	Approved
001	Accomack	Printer	2	500	1,000	2	500	1,000	803.30	Approved
001	Accomack	Shredder	1	500	500	1	500	500	401.65	Approved
<b>001 Total</b>								3,900	3,132.87	
013	Arlington	Server	2	5,759	11,517	1	5,759	5,759	2,553.54	Approved
013	Arlington	Firewall & Switch	1	15,196	15,196	0	0	0	0.00	Not Approved
013	Arlington	Cabling	1	19,764	19,764	0	0	0	0.00	Not Approved
013	Arlington	PC	20	1,300	26,000	20	1,200	24,000	10,641.60	Approved
013	Arlington	Laptops	2	2,000	4,000	2	2,000	4,000	1,773.60	Approved
<b>013 Total</b>								33,759	14,968.74	
045	Craig	Printer	1	800	800	1	800	800	564.32	Approved
045	Craig	PC	1	1,200	1,200	1	1,200	1,200	846.48	Approved
045	Craig	Shredder	1	100	100	1	100	100	70.54	Approved
045	Craig	Calculator	1	75	75	1	75	75	52.91	Approved
<b>045 Total</b>								2,175	1,534.25	
049	Cumberland	PC	1	1,500	1,500	1	1,200	1,200	919.92	Approved
049	Cumberland	Projector	1	7,500	7,500	1	6,000	6,000	4,599.60	Approved
049	Cumberland	Typewriter	1	600	600	0	0	0	0.00	Not Approved
049	Cumberland	Mail Machine	1	700	700	1	700	700	536.62	Approved
<b>049 Total</b>								7,900	6,056.14	

320-05-08: COMMONWEALTH'S ATTORNEYS

**CONTINUED.**

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Board Action 2-16-05
053	Dinwiddie	VCIN Pkg.	1	6,172	6,172	1	3,548	3,548	2,528.30	Approved
<b>053 Total</b>								3,548	2,528.30	
057	Essex	Copier	1	3,985	3,985	1	3,985	3,985	2,732.91	Approved
<b>057 Total</b>								3,985	2,732.91	
069	Frederick	Laptops	1	2,250	2,250	1	2,200	2,200	1,417.24	Approved
069	Frederick	PC	3	1,400	4,200	3	1,200	3,600	2,319.12	Approved
069	Frederick	Printer	4	350	1,400	2	350	700	450.94	Approved
<b>069 Total</b>								6,500	4,187.30	
071	Giles	PC	2	2,000	4,000	2	1,200	2,400	1,766.40	Approved
071	Giles	Printer	1	2,000	2,000	1	1,500	1,500	1,104.00	Approved
<b>071 Total</b>								3,900	2,870.40	
075	Goochland	Projector	1	3,040	3,040	1	3,040	3,040	1,238.80	Approved
075	Goochland	Projector Screen	1	150	150	0	0	0	0.00	Not Approved
<b>075 Total</b>								3,040	1,238.80	
077	Grayson	Copier	1	4,000	4,000	1	4,000	4,000	3,067.60	Approved
077	Grayson	PC	1	1,200	1,200	1	1,200	1,200	920.28	Approved
077	Grayson	Printer	1	2,000	2,000	1	1,500	1,500	1,150.35	Approved
077	Grayson	Laptops	1	2,700	2,700	1	2,200	2,200	1,687.18	Approved
<b>077 Total</b>								8,900	6,825.41	
095	James City	Fax Machine	1	1,000	1,000	1	1,000	1,000	579.10	Approved
095	James City	PC	2	1,000	2,000	2	1,000	2,000	1,158.20	Approved
095	James City	Laptops	1	2,700	2,700	1	2,200	2,200	1,274.02	Approved
095	James City	Printer	1	1,500	1,500	1	1,500	1,500	1,011.00	Approved
<b>095 Total</b>								6,700	4,022.32	
115	Mathews	PC	1	1,500	1,500	1	1,200	1,200	808.80	Approved
<b>115 Total</b>								1,200	808.80	

320-05-08: COMMONWEALTH'S ATTORNEYS

**CONTINUED.**

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Board Action 2-16-05
133	Northumberland	PC	3	1,000	3,000	2	1,000	2,000	1,327.20	Approved
133	Northumberland	Copier	1	3,798	3,798	1	3,798	3,798	2,520.35	Approved
<b>133 Total</b>								5,798	3,847.55	
139	Page	PC	3	2,000	6,000	2	1,200	2,400	1,764.24	Approved
139	Page	Laptops	1	2,700	2,700	1	2,200	2,200	1,617.22	Approved
139	Page	Printer	1	300	300	1	300	300	220.53	Approved
139	Page	Shredder	2	100	200	1	100	100	73.51	Approved
<b>139 Total</b>								5,000	3,675.50	
195	Wise	Laptops	5	1,600	8,000	5	1,600	8,000	6,485.60	Approved
195	Wise	PC	3	1,200	3,600	2	1,200	2,400	1,945.68	Approved
195	Wise	Scanner	1	100	100	1	100	100	81.07	Approved
195	Wise	Shredder	5	40	200	1	40	40	32.43	Approved
195	Wise	Printer	2	215	430	2	215	430	348.60	Approved
195	Wise	Gig ram for PC's	3	150	450	3	150	450	364.82	Approved
<b>195 Total</b>								11,420	9,258.19	
550	Chesapeake	VCIN Pkg.	2	6,172	12,344	1	1,630	1,630	1,231.14	Approved
<b>550 Total</b>								1,630	1,231.14	
570	Colonial Heights	VCIN Pkg.	1	6,172	6,172	1	3,548	3,548	2,660.65	Approved
<b>570 Total</b>								3,548	2,660.65	
650	Hampton	VCIN Pkg.	1	6,172	6,172	1	1,630	1,630	1,444.51	Approved
<b>650 Total</b>								1,630	1,444.51	
710	Norfolk	Laptops	10	2,500	25,000	10	2,200	22,000	21,584.20	Approved
710	Norfolk	Printer	10	200	2,000	10	200	2,000	1,962.20	Approved
<b>710 Total</b>								24,000	23,546.40	
<b>Grand Total</b>								138,533	96,570.18	

# 734-05-08: COMMISSIONERS OF THE REVENUE

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	COMMISSIONER OF THE REVENUE	In response to the notification of funds reappropriated by the Governor for equipment, Commissioners of the Revenue request reimbursement for equipment purchased or to be purchased in FY05.	\$3,115 (stressed cost)	Specific action noted below. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06.

FIPS	LOCALITY	QTY	Description	Unit Requested Cost	Total Requested Cost	Per Policy Unit Cost	Total Cost Approved	State's Stressed Portion	Locality Approval Y/N	Comp Board Action
5	Alleghany	1	PC	1500	1500	1200	1200	323	N/A	approved
<b>5 Total</b>					<b>1500</b>		<b>1200</b>	<b>323</b>		
13	Arlington	1	Printer	576	576	576	576	141	N/A	approved
13	Arlington	1	Shredder	496	496	496	496	73	N/A	approved
13	Arlington	1	Printer	299	299	0	0	0	N/A	not approved
13	Arlington	1	Printer	1255	1255	1255	1255	185	N/A	approved
13	Arlington	1	Printer	421	421	0	0	0	N/A	not approved
13	Arlington	1	Printer	629	629	629	629	93	N/A	approved
13	Arlington	6	Printer	393	2358	393	2358	349	N/A	approved
13	Arlington	1	Fax Machine	968	968	968	968	143	N/A	approved
<b>13 Total</b>					<b>7002</b>		<b>6282</b>	<b>985</b>		
41	Chesterfield	3	PC's	2000	6000	1200	3600	532	N/A	approved
41	Chesterfield	1	Scanner	7320	7320	500	500	99	YES	approved
41	Chesterfield	7	Calculators	100	700	100	700	138	YES	approved
41	Chesterfield	3	Work Stations	5000	15000	0	0	0	N/A	not approved
<b>41 Total</b>					<b>29020</b>		<b>4800</b>	<b>769</b>		
71	Giles	2	PC's	1039	2078	1039	2078	410	YES	approved
<b>71 Total</b>					<b>2078</b>		<b>2078</b>	<b>410</b>		

734-05-08: COMMISSIONERS OF THE REVENUE

**CONTINUED.**

FIPS	LOCALITY	QTY	Description	Unit Requested Cost	Total Requested Cost	Per Policy Unit Cost	Total Cost Approved	State's Stressed Portion	Locality Approval Y/N	Comp Board Action
103	Lancaster	1	Copier	2526	2526	2526	2526	421	N/A	approved
103	Lancaster	1	Scanner	2643	2643	500	500	104	N/A	approved
<b>103 Total</b>					<b>5169</b>		<b>3026</b>	<b>525</b>		
157	Rappahannock	1	Copier	500	500	500	500	104	YES	approved
<b>157 Total</b>					<b>500</b>		<b>500</b>	<b>104</b>		
800	Suffolk	1	Env Folding Machine	2150	2150	0	0	0	N/A	not approved
800	Suffolk	1	Letter Opener	1200	1200	0	0	0	N/A	not approved
<b>800 Total</b>					<b>3350</b>		<b>0</b>	<b>0</b>		
<b>Grand Total</b>					<b>48619</b>		<b>17886</b>	<b>3115</b>		

# 732-05-08: TREASURERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GRAYSON COUNTY	TREASURER	2-2-05 Officer requests to transfer Turnover funds of \$2,747 to Temporary funds.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004.

# 732-05-08: TREASURERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FRANKLIN CITY	TREASURER	<p>1-31-05 Franklin City Manager advises the Compensation Board that by action of City Council January 24, 2005 that the Treasurer will no longer collect or deposit any local taxes or fees effective March 1, 2005, and that City Council has appointed Dinah Babb as Treasurer, effective March 1, 2005.</p> <p>Staff presents comparable staffing data for other 100% funded Treasurers offices (Richmond City, Lynchburg &amp; Galax) Per FY05 staffing standards (latest available) Franklin City is due a net of -0.74 positions after removal of workload data related to local duties. Per Item 69, paragraph A.2, 2004 Acts of Assembly, the Treasurer's salary effective March 1st, 2005 (the effective date of the realignment of duties approved by City Council) will be 75% of what is currently provided, or \$38,752. Additionally, per 15.2-1636.14(c), the reimbursement rate for salaries and expenses will increase to 100% on March 1st.</p>	-0-	<p>Per Item 69, paragraph A.2, 2004 Acts of Assembly, the Compensation Board (CB) hereby sets the salary of the Franklin City Treasurer at \$38,752, effective 3/1/05.</p> <p>Per 15.2-1636.14(c) Code of Va, the CB will reimburse the City for salaries and expenses incurred by the Treasurer in accordance w/ the Code of VA &amp; CB policy at 100%, effective 3/1/05, not to exceed the CB budgeted amounts and planned reimbursements for FY05.</p> <p>Per CB policy &amp; staffing standards, the Franklin City Treasurer's office is budgeted for a total of 2 permanent positions in addition to the Treasurer, \$0 in part-time, and \$0 in office expenses, effective 3/1/05.</p> <p>The CB will estimate the Treasurer's FY06 budget on 3/11/05, and fix &amp; determine the Treasurer's final FY06 budget 5/1/05.</p>

	FIPS	Locality Name	FY04 Population Group	Total Full Time	FTE Part time	Temporary Base	FTE Total	FTE Required	FTE Difference	Weighted	Need %	Request New
BEFORE	620	FRANKLIN	G	3	0.00	\$0	3.00	3.20	0.20	35,538	6.67%	1
AFTER	620	FRANKLIN	G	3	0.00	\$0	3.00	2.26	-0.74	9,329	-24.67%	1

640	GALAX	A	2	0.00	\$0	2.00	1.92	-0.08	0	-4.00%	0
680	LYNCHBURG	E	3	0.19	\$3,582	3.19	3.17	-0.02	34,672	-0.63%	1
760	RICHMOND CITY	C	3	0.00	\$0	3.00	2.28	-0.72	9,917	-24.00%	0

# 732-05-08: TREASURERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	TREASURER	In response to the notification of funds reappropriated by the Governor for equipment, Treasurers request reimbursement for equipment purchased or to be purchased in FY05.	\$15,081 (stressed cost)	Specific action noted below. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06.

FIPS	Locality	Qty	Description	Unit Requested Cost	Total Requested Cost	Per Policy Unit Cost	Total Cost Approved	State's Stressed Portion	Locality Approval Y/N	Comp Board Action
25	Brunswick	1	Printer	2000	2000	1500	1500	394	YES	approved
25	Brunswick	2	Calculators	100	200	100	200	53	YES	approved
25	Brunswick	1	Shredder	200	200	200	200	53	YES	approved
<b>25 Total</b>					<b>2400</b>		<b>1900</b>	<b>499</b>		
33	Caroline	5	PC's	901	4505	901	4505	1071	N/A	approved
<b>33 Total</b>					<b>4505</b>		<b>4505</b>	<b>1071</b>		
105	Lee	1	PC	1500	1500	1200	1200	318	YES	approved
105	Lee	2	Printers	425	850	425	850	225	YES	approved
105	Lee	1	Scanner	225	225	225	225	60	YES	approved
105	Lee	1	Scanner	225	225	0	0	0	YES	not approved
<b>105 Total</b>					<b>2800</b>		<b>2275</b>	<b>603</b>		
107	Loudon	8	Printer	372	2976	372	2976	298	N/A	approved
107	Loudon	1	Shredder	180	180	180	180	18	N/A	approved
107	Loudon	3	PC's	1127	3381	1127	3381	338	N/A	approved
<b>107 Total</b>					<b>6537</b>		<b>6537</b>	<b>654</b>		
169	Scott	4	Computers	1172	4688	1172	4688	1178	N/A	approved
<b>169 Total</b>					<b>4688</b>		<b>4688</b>	<b>1178</b>		

732-05-08: TREASURERS

**CONTINUED.**

FIPS	Locality	Qty	Description	Unit Requested Cost	Total Requested Cost	Per Policy Unit Cost	Total Cost Approved	State's Stressed Portion	Locality Approval Y/N	Comp Board Action
550	Chesapeake City	4	Printers	806	3224	806	3224	812	YES	approved
550	Chesapeake City	18	PC's	1275	22950	1200	21600	5438	YES	approved
550	Chesapeake City	5	Printers	4003	20015	2000	10000	2518	YES	approved
<b>550 Total</b>					<b>46189</b>		<b>34824</b>	<b>8768</b>		
580	Covington City	1	Copier	1205	1205	1205	1205	387	YES	approved
580	Covington City	1	Printers	198	198	198	198	64	YES	approved
580	Covington City	1	Printers	198	198	0	0	0	YES	not approved
<b>580 Total</b>					<b>1601</b>		<b>1403</b>	<b>451</b>		
800	Suffolk	4	PC's	2000	8000	1200	4800	1221	YES	approved
800	Suffolk	4	Printers	400	1600	400	1600	407	YES	approved
800	Suffolk	9	Calculators	100	900	100	900	229	YES	approved
<b>800 Total</b>					<b>10500</b>		<b>7300</b>	<b>1858</b>		
<b>Grand Total</b>					<b>79220</b>		<b>63432</b>	<b>15081</b>		

## 321-05-08: CIRCUIT COURT CLERKS

### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKBRIDGE COUNTY	CIRCUIT COURT CLERK	<p>12-29-04 Officer requests reimbursement, per APA, @ \$917.57 for payroll/expenses incurred in April, May and June 2003 but not reimbursed by the Compensation Board.</p> <p><b>AT THEIR JANUARY 26, 2005 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL INFORMATION FROM THE OFFICER.</b></p>	\$917.57	Compensation Board deferred action to the March 23, 2005 meeting.
ALEXANDRIA CITY	CIRCUIT COURT CLERK	<p>1-21-05 Officer requests an addition to the list of Vendors for TTF SERVICES for total of 3: SCV, Alexandria City, and Software Development Services Company-SDSC</p> <p><b>AT THEIR JANUARY 26, 2005 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL INFORMATION FROM THE OFFICER.</b></p> <p>1-29-05 Clarification of January 2005 docket request: Officer requests TTF Services purchase of replacement scanner for \$7,500 (New Vendor: Supreme Court) \$75,485.50 is remaining in FY05 TTF Services Budget.</p>	-0- (no additional appropriation needed)	Confirmation; Compensation Board action not required as Clerk has confirmed that he has a server contract with SCV.

## 321-05-08: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE EDWARD COUNTY	CIRCUIT COURT CLERK	1-6-05 Officer requests to confirm the transfer of Turnover Funds @ \$4,696 to Base Temporary Funds.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies as amended December 15, 2004.
SURRY COUNTY	CIRCUIT COURT CLERK	1-31-05 Officer requests to budget \$306.78 TTF funds previously requested for carryover for back scanning Services (Vendor: Logan Sys)	\$306.78	Compensation Board approved this request to budget carryover funds for the purpose stated.
HANOVER COUNTY	CIRCUIT COURT CLERK	2-4-05 Officer requests to move available TTF \$16,335.80 from Services to Equipment.	-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> .
LOUDOUN COUNTY	CIRCUIT COURT CLERK	2-10-05 Officer requests use of \$13,698.49 TTF funds from Services budget to be used for juror questionnaire automation services from the Supreme Court of Virginia. The Clerk certifies that secure remote access to land records has been available in Loudoun Co. since February 2004. The <u>Code of Virginia</u> §17.1-279 states that the clerk may apply to use allocation from TTF for automation and technology improvements in law, chancery and criminal divisions if the clerk has implemented his automation plan for land records that will accommodate secure remote access.	-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 #05/07	N/A	Approved.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents the 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 the Audit Status Report.	N/A	Noted.
5.	COMPENSATION BOARD FY06 BUDGET HEARING	COMPENSATION BOARD	Confirmation of upcoming Compensation Board FY06 Budget Hearing at 11:00 a.m. on April 8, 2005 in the Board of Supervisors Meeting Room at the Augusta County Government Center in Verona, Virginia.	N/A	Approved contingent upon staff confirming date with Augusta County.
6.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Compensation Board meetings: Wednesday, April 27, 2005 and Wednesday, May 25, 2005.	N/A	Approved.
7.	VIRGINIA SHERIFFS' INSTITUTE TRAINING DAY	EXECUTIVE DIRECTOR VSI	Staff presents draft letter, for Board approval, to John W. Jones, Executive Director, Virginia Sheriffs' Institute, providing funding for an additional day of training at the VSI Spring Conference. The training will be provided on a mutually agreeable topic between the Compensation Board and VSI.	Not to exceed \$15,000	Approved.

# OTHER MATTERS

## NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
8.	ASSESSMENTS OF MANDATES	COMPENSATION BOARD	Staff provides Quadrennial Assessments of Mandates per Executive Order 1-98.	N/A	Approved for transmittal to the Secretary of Administration.
9.	AMENDMENT TO THE DEPUTY TREASURERS' CAREER DEVELOPMENT PROGRAM	COMPENSATION BOARD	<p>Staff provides information regarding amendment to the Deputy Treasurers' Career Development Program for the Board's review:</p> <p>Although the original Career Development Program for Deputy Treasurers, when developed, included participation of deputies in Treasurers' offices and Finance Directors' offices, authority is not provided in the appropriation act to provide for the deputy program in the offices of finance directors. Finance Directors were split from Treasurers in the appropriation act into their own program, and authorizing language and funding for the deputy career development program for Treasurers was only included in the Treasurers' item, and not included in the Finance Directors' item.</p> <p>The Deputy Treasurers' Career Development Program should be amended to include a paragraph that the program is not currently available to deputies in Finance Director offices due to lack of authority.</p>	N/A	Approved amendment to note that funding is not authorized for deputies in Finance Directors' offices.

# OTHER MATTERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
10. PROPOSED FY06 MEETING SCHEDULE	COMPENSATION BOARD	Staff presents proposed FY06 meeting schedule. With the Board's concurrence, dates will be posted on Compensation Board website and submitted to Commonwealth Calendar.	N/A	Board will review their schedules and then confirm dates with staff.

<u>Day</u>	<u>Date</u>	<u>Purpose</u>
Wednesday	July 20, 2005	Regular Meeting
Wednesday	August 24, 2005	Regular Meeting
Wednesday	September 21, 2005	Regular Meeting
Wednesday	October 19, 2005	Regular Meeting
Wednesday	November 16, 2005	Regular Meeting
Wednesday	December 21, 2005	Regular Meeting
Tuesday	January 10, 2006	Special Meeting—Legislation
Wednesday	January 25, 2006	Regular Meeting
Wednesday	February 22, 2006	Regular Meeting
Wednesday	March 29, 2006	Regular Meeting
Friday	April 7, 2006	Budget Hearing—Augusta
Wednesday	April 26, 2006	Regular Meeting
Wednesday	May 24, 2006	Regular Meeting
Wednesday	June 21, 2006	Regular Meeting

# FOR YOUR INFORMATION

## NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	FALLS CHURCH CITY	SHERIFF	<p>1-27-05 Email of thank you to Kimberlee Goins, Senior Fiscal Technician, from Martha Dugger, Falls Church Sheriff's Office:</p> <p>"I want to thank you in writing for going way above and beyond what was necessary when I called seeking your help as I was TRYING to enter the budget in the COIN Program. I couldn't have done it without you and I feel quite sure no one else would have stayed on the line with me until it was completed. I thought by attending the COIN training in Fredericksburg I would have the skills I needed, but that was certainly not the case. Thank you again for your patience and kindness."</p>	N/A	Noted.
2.	LYNCHBURG CITY	SHERIFF	<p>1-31-05 Letter of thank you to Kimberlee Goins, Senior Fiscal Technician, from Major Donald Sloan, Lynchburg Sheriff's Office:</p> <p>"Captain Carter and I want to say a BIG thank you for all that you have done and are doing for Virginia City Sheriffs. We could not take care of our personnel without you..."</p>	N/A	Noted.

# FOR YOUR INFORMATION

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
3. CHARLOTTESVILLE CITY	SHERIFF	<p>2-7-05 Note of thank you to Kimberlee Goins, Senior Fiscal Technician, from Kara C. Davis, Executive Secretary, Charlottesville Sheriff's Office:</p> <p>"Your helpful and patient assistance was certainly appreciated while submitting the FY 2005-06 budget for our office. I was submitting the budget for the first time by myself (with interruptions in my office) and in the new COIN system; therefore, this meant double duty for you. So, your efforts deserve double the thanks! Again, thank you so much and I look forward to speaking and working with you when the need arises."</p>	N/A	Noted.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #05/08  
FEBRUARY 16, 2005**

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 #05/08 FEBRUARY 16, 2005

## 304-05-08: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DANVILLE CITY	SHERIFF	2-9-05 Officer requests \$2,833.00 which per §15.2-1711 is two thirds the cost for special defense council for the Sheriff's Office for an investigation against it by inmate allegations which was heard by a federal Grand Jury on June 23, 2004 and no charges have been brought.	\$2,833	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
LOUISA COUNTY	SHERIFF	2-14-05 Officer requests \$3,974.00 be transferred from base temporary to permanent salaries to provide an in-band adjustment for position 27.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies as amended December 15, 2004. This action will result in a permanent reduction in the officer's base temporary budget of \$3,974.

# 320-05-08: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	COMMONWEALTH'S ATTORNEY	In response to the notification of funds re-appropriated by the Governor for equipment Commonwealth's Attorneys request reimbursement for equipment purchased or to be purchased in FY05	\$26,873 (stressed cost)	Specific action noted below. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Board Action 2-16-05
021	Bland	PC	2	1,200	2,400	2	1,200	2,400	1,736.64	Approved
<b>021 Total</b>								2,400	1,736.64	
031	Campbell	Server	1	10,000	10,000	1	10,000	10,000	7,134.00	Approved
031	Campbell	PC	4	1,200	4,800	4	1,200	4,800	3,424.32	Approved
031	Campbell	Printer	4	500	2,000	3	500	1,500	1,070.10	Approved
<b>031 Total</b>								16,300	11,628.42	
061	Fauquier	Laptop	1	2,000	2,000	1	2,000	2,000	920.60	Approved
061	Fauquier	PC	3	1,500	4,500	3	1,200	3,600	1,657.08	Approved
061	Fauquier	Fax Machine	1	400	400	1	400	400	184.12	Approved
061	Fauquier	Shredder	2	172	344	1	172	172	79.17	Approved
<b>061 Total</b>								6,172	2,840.97	
071	Giles	Fax Machine	1	1,000	1,000	1	1,000	1,000	736.00	Approved
<b>071 Total</b>								1,000	736.00	

320-05-08: COMMONWEALTH'S ATTORNEYS

**CONTINUED.**

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Board Action 2-16-05
089	Henry	PC	3	1,500	4,500	2	1,200	2,400	1,875.12	Approved
089	Henry	Printer	4	350	1,400	3	350	1,050	820.37	Approved
089	Henry	Fax Machine	1	1,000	1,000	1	1,000	1,000	781.30	Approved
089	Henry	Shredder	1	2,000	2,000	1	700	700	546.91	Approved
089	Henry	Laptop	1	2,500	2,500	1	2,200	2,200	1,718.86	Approved
089	Henry	Bookcases	2	245	490	0	0	0	0.00	Not Approved
089	Henry	Optical Mouse	1	40	40	0	0	0	0.00	Not Approved
<b>089 Total</b>								7,350	5,742.56	
750	Radford	Laptop	1	799	799	1	799	799	662.77	Approved
<b>750 Total</b>								799	662.77	
775	Salem	Fax Machine	1	370	370	1	370	370	298.48	Approved
775	Salem	Copier	1	4,000	4,000	1	4,000	4,000	3,226.80	Approved
<b>775 Total</b>								4,370	3,525.28	
<b>Grand Total</b>								38,391	26,872.64	

# 732-05-08: TREASURERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RUSSELL COUNTY	TREASURER	2-11-05 Officer requests to transfer turnover in the amount of \$7, 218 to Temporary Funds.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004.
LISTED BELOW	TREASURER	In response to the notification of funds reappropriated by the Governor for equipment, Treasurers request reimbursement for equipment purchased or to be purchased in FY05	\$2,248 (stressed cost)	Specific action noted below. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06.

FIPS	Locality	Qty	Description	Unit Requested Cost	Total Requested Cost	Per Policy Unit Cost	Total Cost Approved	Stressed Cost	State's Stressed Portion	Locality Approval Y/N	Comp Board Action
197	Wythe	4	Monitors	339	1356	0	0	0	0	N/A	not approved
197	Wythe	2	Monitors	339	678	300	600	423	141	N/A	approved
<b>197 Total</b>					2034		600		141		
760	Richmond City	1	Computer	4200	4200	1200	1200	1049	1049	N/A	approved
760	Richmond City	1	Printer	800	800	800	800	699	699	N/A	approved
<b>760 Total</b>					5000		2000		1749		
<b>Grand Total</b>					7034		2600		2248		

# 734-05-08: COMMISSIONERS OF THE REVENUE

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	COMMISSIONER OF THE REVENUE	In response to the notification of funds reappropriated by the Governor for equipment, Commissioners of the Revenue request reimbursement for equipment purchased or to be purchased in FY05	\$1,141 (stressed cost)	Specific action noted below. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06.

FIPS	LOCALITY	QTY	Description	Unit Requested Cost	Total Requested Cost	Per Policy Unit Cost	Total Cost Approved	Stressed Cost	State's Stressed Portion	Locality Approval Y/N	Comp Board Action
105	Lee	3	PC's	1500	4500	1200	3600	2865	955	YES	approved
105	Lee	1	Shredder	1600	1600	700	700	557	186	YES	approved
<b>105 Total</b>					6100		4300		1141		
<b>Grand Total</b>					6100		4300		1141		

## 321-05-08: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
YORK COUNTY	CIRCUIT COURT CLERK	2-11-05 Officer requests \$925.00 in TTF FY05 moved from SERVICES Budget of \$56,686.04 to EQUIPMENT Budget for purchase of 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> .
ISLE OF WIGHT COUNTY	CIRCUIT COURT CLERK	2-11-05 Officer requests \$4,000 in TTF FY05 moved from EQUIPMENT Budget of \$21,853 to SERVICES Budget for purchase of conversion of digital data of land records. (Vendor – ACS)	-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  
NONE.

FOR YOUR INFORMATION  
NONE.

waddell\Docket\Feb05MINUTES