

# COMPENSATION BOARD DOCKET #10/08

## February 17, 2010

EMPLOYEE RECOGNITION  
NONE.

307-10-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE WILLIAM COUNTY	SHERIFF	<p>1-29-10 Officer requests the Compensation Board approve a course offered through the Public Agency Training Council as meeting the 8 hour requirement for Lawful Employment Training for participation in the Sheriffs Accreditation Career Development Program.</p> <p>The course that was offered through the Public Agency Training Council was held on September 14-18, 2009 and was 35 hours of training. The agenda items included Internal Affairs, Managing Citizen Complaints, and Employee Discipline.</p>	-0-	Approved as Requested
ARLINGTON COUNTY	SHERIFF	<p>1-27-10 Officer requests the Compensation Board approve a course offered through the Northern Virginia Criminal Justice Academy as meeting the 8 hour requirement for Lawful Employment Training for participation in the Sheriffs Accreditation Career Development Program.</p> <p>The course that was offered through the Northern Virginia Criminal Justice Academy was held on June 2-3, 2009 and was 16 hours of training. The agenda items included Employment Law, FOIA, Cultural Diversity, and Law Enforcement and Society.</p>	-0-	Approved as Requested

# 307-10-08: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AUGUSTA COUNTY	SHERIFF	<p>2-11-10 Officer requests the Compensation Board approve a course offered through the FBI National Academy as meeting the 8 hour requirement for Lawful Employment Training for participation in the Sheriffs Accreditation Career Development Program.</p> <p>The course that was offered through the FBI National Academy was held on December 11, 2009 and was 8 hours of training. The agenda items included Labor Law Issues for Law Enforcement Administrators.</p>	-0-	Approved as Requested
CULPEPER COUNTY	SHERIFF	<p>1-29-10 Officer requests the Compensation Board approve a course offered through the Rappahannock Regional Criminal Justice Academy as meeting the 8 hour requirement for Lawful Employment Training for participation in the Sheriffs Accreditation Career Development Program.</p> <p>The course that was offered through the Rappahannock Regional Criminal Justice Academy was held on August 17-18, 2009 and was 16 hours of training. The agenda items included Pre-Employment Interviewing and Background Investigation.</p>	-0-	Approved as Requested
HENRICO COUNTY	SHERIFF	<p>2-9-10 Officer requests to transfer funds from vacancy savings to temporary funds.</p>	-0-	Approved at no additional cost to the Compensation Board. This is a one-time, not in the base budget.

<b>FIPS</b>	<b>Office</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>To Category</b>	<b>Amount Available</b>	<b>Amount Requested</b>
087	307	Henrico County	02/09/10	Vacancy Savings	Temporary Funds	\$177,527.83	\$177,527.83
		<b>Totals</b>				<b>\$177,527.83</b>	<b>\$177,527.83</b>

## 307-10-08: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GLOUCESTER COUNTY	SHERIFF	1-20-10 Officer requests to transfer funds from 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.

<b>FIPS</b>	<b>Office</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>To Category</b>	<b>Amount Available</b>	<b>Amount Requested</b>
073	307	Gloucester County	01/20/10	Vacancy Savings	Office Expenses	\$38,526.20	\$31,603.00
<b>Totals</b>						<b>\$38,526.20</b>	<b>\$31,603.00</b>

SHERIFFS CRIME DATA REPORTING	SHERIFF	02-12-10 Staff presents information regarding Sheriffs' data reporting to the Virginia State Police for Calendar Year 2009. Chapter 781, Item 76, paragraph P. provides that the Compensation Board is authorized to withhold reimbursements due the locality for sheriff and jail expenses upon notification from the Superintendent of State Police that there is reason to believe that crime data reported is missing, incomplete or incorrect. Staff has contacted eight Sheriffs' offices overdue for reporting final calendar year 2009 data necessary for submission by VSP to the federal government and for creation of the annual Uniform Crime Report. Sheriffs have been notified of the potential for Board action to withhold reimbursements for offices not submitting data by March 15, 2010. Staff notes that the VSP deadline for completion of data reporting for each month is the 15th of the following month, such that year-end reporting through December was to be completed by January 15.	N/A	Status of late submissions noted. The Compensation Board instructed staff to provide an update at the next monthly meeting regarding the status of reporting of all delinquent reports by the March 15 deadline.
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717-10-08: DIRECTORS OF FINANCE  
NONE.

772-10-08: COMMONWEALTH'S ATTORNEYS  
NONE.

# 771-10-08: COMMISSIONERS OF THE REVENUE

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
See Below	COMMISSIONER OF THE REVENUE	2-11-10 Officers request Board approval to provide the following Weldon Cooper newly certified deputies to the Career Development Audit Committee for consideration to retain Master status and the salary increase associated with the program. The deputies were erroneously omitted from the FY10 Budget Request. The officer did not realize they were required to list "currently" certified deputies, as well as "newly" certified deputies in the FY09 Budget Request. The deputies were Weldon Cooper certified as of last year are not currently receiving the increase, but are applying for re-certification:	-0-	Compensation Board approved inclusion of the Officer's certification of the CDP for these deputy positions with all other program certifications for deputies as an exception to policy and based upon specific conditions stated by the Officer. Approval of pay raise associated with certification of CDP will be considered with all deputy certifications during the budget approval process prior to May 1, 2010.

<b>FIPS</b>	<b>Locality</b>	<b>Request Date</b>	<b>DEPUTY</b>	<b>POSITION</b>	<b>CLASS</b>
810	Virginia Beach City	02/04/08	Margaret Blynn	00005	DI
810	Virginia Beach City	02/04/08	Deanna Board	00010	DIII
810	Virginia Beach City	02/04/08	Elodias F Knight	00016	CDIII
810	Virginia Beach City	02/04/08	Timothy G Lee	00024	DIII

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SEE BELOW	COMMISSIONER OF THE REVENUE	02-11-2010 Officer requests Board approval to provide the following Weldon Cooper newly certified deputies to the Career Development Audit Committee for consideration to maintain the status associated with the program. These deputies were erroneously omitted from the FY10 Budget Request. COIN allowed them to certify their FY11 Budget Request prior to certifying Special Programs. These deputies are currently not receiving the increase, and are applying for certification:	-0-	Compensation Board approved inclusion of the Officer's certification of the CDP for these deputy positions with all other program certifications for deputies as an exception to policy and based upon specific conditions stated by the Officer. Approval of pay raise associated with certification of CDP will be considered with all deputy certifications during the budget approval process prior to May 1, 2010.

<b>FIPS</b>	<b>Locality</b>	<b>Request Date</b>	<b>DEPUTY</b>	<b>POSITION</b>	<b>CLASS</b>
053	Dinwiddie County	02/04/2010	Dorothy Rogers	00001	DIV
103	Lancaster County	02/09/2010	Elizabeth Cornwell	00001	DI
720	City of Norton	02/09/2010	Julia Newsome	00001	DII

## 771-10-08: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SEE BELOW	COMMISSIONER OF THE REVENUE	02-12-2010 Officer requests Board approval to provide the following Weldon Cooper newly certified deputies to the Career Development Audit Committee for consideration to maintain the status associated with the program. These deputies were erroneously omitted from the FY10 Budget Request. Weldon Cooper did not notify these officers of the Certification Status in time to certify their FY11 Budget Request. These deputies are currently not receiving the increase, and are applying for certification:	-0-	Compensation Board approved inclusion of the Officer's certification of the CDP for these deputy positions with all other program certifications for deputies as an exception to policy and based upon specific conditions stated by the Officer. Approval of pay raise associated with certification of CDP will be considered with all deputy certifications during the budget approval process prior to May 1, 2010.

<b>FIPS</b>	<b>Locality</b>	<b>Request Date</b>	<b>DEPUTY</b>	<b>POSITION</b>	<b>CLASS</b>
061	Fauquier County	02/04/2010	Donna Shipe	00001	DI
089	Henry County	02/09/2010	Neal Morris	00002	DIV
185	Tazewell County	02/08/2010	Ellen Rasnick	00001	DII
520	City of Bristol	02/05/2010	Lisa Hartman	00004	DI
540	City of Charlottesville	02/09/2010	Betty Graham	00008	CDI
540	City of Charlottesville	02/09/2010	Rebecca Morton	00002	DII
540	City of Charlottesville	02/09/2010	Lisa Newman	00005	DI
540	City of Charlottesville	02/09/2010	Servilla Kidd	00004	DI
600	City of Fairfax	02/04/2010	Linda Leightly	00002	DIV
683	City of Manassas	02/05/2010	Teresa Martin	00005	CT

## 774-10-08: TREASURERS

NONE.

## 773-10-08: CIRCUIT COURT CLERKS

NONE.

# 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 #10/05.	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 March 24, 2010 at 11:00 a.m. and Wednesday, April 21, 2010 at 11:00 a.m.	N/A	Approved.
4.	BUDGET HEARING	COMPENSATION BOARD	Compensation Board Budget Hearing is scheduled for April 15, 2010 at 11:00 a.m. at the Compensation Board offices.	N/A	Approved.
5.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents training status report	N/A	Noted.
6.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Registration will open Monday, March 15, 2010. The training is tentatively scheduled to be held at the Holiday Inn Koger South Conference Center, Richmond on April 22-23, 2010.	N/A	Noted.

# OTHER MATTERS

## NEW BUSINESS:

### REGULAR DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
6. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY10 year-to-date collections through January 2010, totaled \$4,703,304.92, which is a 7.39% increase compared to the same period in FY09.</p> <p>Expenditures: FY10 YTD expenditures through February 10, 2010, which represents the reimbursement for July through partial January, total \$3,911,711.64 which is 43.78%% of budgeted funding.</p> <p>Projections:</p> <ol style="list-style-type: none"> <li>1. Based on current collections, FY10 TTF collections would be approximately \$8.13 million, an increase of 0.10% over FY09 collections.</li> <li>2. Based on a projected reduction in recordings of an additional 10% over the remainder of FY10, collections for FY10 would be \$7.79 million, a decrease of 4.13% compared to FY09 collections.</li> <li>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.</li> </ol>	N/A	Noted.

FOR YOUR INFORMATION  
NONE.

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**CLOSED MEETING  
COMPENSATION BOARD DOCKET #10/08  
February 17, 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.**

# H A N D C A R R Y

## COMPENSATION BOARD DOCKET #10/08

### February 17, 2010

EMPLOYEE RECOGNITION  
NONE.

#### 307-10-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD COUNTY	SHERIFF	<p>2-16-10 Officer requests the Compensation Board amend the Budget Request submission for the Certification of Accreditation for Sheriffs due to an oversight.</p> <p>Officer states that the office is currently accredited with Virginia Law Enforcement Professional Standards Commission effective 1/2007-2/2011.</p> <p>Staff notes that the officer completed other information in the certification process but incorrectly completed the accreditation statement.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.
BRISTOL CITY	SHERIFF	<p>2-15-10 Officer requests the Compensation Board amend the Budget Request submission for the Certification of Accreditation for Sheriffs due to an oversight.</p> <p>Officer states that the office is currently accredited with Virginia Law Enforcement Professional Standards Commission effective 2/2007-2/2011.</p> <p>Staff notes that the officer completed other information in the certification process but incorrectly completed the final certification statement.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

## 307-10-08: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE CITY	SHERIFF	<p>2-12-10 Officer seeks approval that the Compensation Board will reimburse the City of Roanoke for expenses incurred in the defense of the Sheriff pursuant to §15.2-1606 of the <u>Code of Virginia</u>.</p> <p>The Sheriff is the defendant in the Roanoke City Circuit Court. A circuit court order appointing counsel, fixing compensation, and designating payment of fees and expenses has been entered pursuant to Code §15.2-1606. The City of Roanoke has paid the bill submitted by legal counsel.</p>	\$3,740	Approved in accordance with §15.2-1606, Code of Virginia.
NORFOLK CITY	SHERIFF	<p>2-16-10 Officer requests the Compensation Board approve a course offered through the Kaufman &amp; Canoles, P.C. as meeting the 8 hour requirement for Lawful Employment Training for participation in the Sheriffs Accreditation Career Development Program.</p> <p>The course that was offered through Kaufman &amp; Canoles, P.C. was held on November 5, 2009 and was 8 hours of training. The agenda items included Employment Law, Handling a Government Investigation, Effective Performance Reviews, and Avoiding Workplace Harassment.</p>	\$0	Approved as requested.

## 717-10-08: DIRECTORS OF FINANCE

NONE.

772-10-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
	COMMONWEALTH'S ATTORNEY	2-16-2010 Officer requests an exception to the \$500, 60-day reimbursement policy. The Substitute Prosecutor did not submit the CB22 forms to the Commonwealth's Attorney's office in a timely manner.	\$539	Approved as an exception to policy, based upon the specific conditions stated by the officer.

<u>Prosecutor</u>	<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>
Paul B. Ebert	09-18-2009 to 12-09-2009	Hunter C. Williams	\$539.00
		<u>Total</u>	\$539.00

771-10-08: COMMISSIONERS OF THE REVENUE  
NONE.

# 774-10-08: TREASURERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>												
CITY OF FRANKLIN	TREASURER	<p>2-10-2010 In March 2005, the City Council of Franklin elected to remove the duties of collection and deposit of local taxes and fees. The Compensation Board concurred with this request and adjusted the Treasurer's workload and salary.</p> <p>The Treasurer, in concurrence with the Franklin City Manager, requests to rescind the 2005 decision. The City of Franklin advises the Compensation Board that by action of City Council on February 8, 2010, the Treasurer will resume collection and deposit duties of local taxes and fees effective March 1, 2010.</p> <p>If approved this action will increase the budgeted salaries by \$14,586 but reduce the reimbursable salaries by \$16,371.65 annually, and reduce FY10 reimbursable funds by \$5,457.24.</p> <p>Staff presents staff salary data for impact analysis. Per item 75, paragraph A.1. 2009 Acts of Assembly, the Treasurer's salary effective Mar 1, 2010 will be 58,345. Additionally, the reimbursement rate will no longer be 100%, but will return to 50% of Treasurer's 1980 Salary, plus all increases since then. Additionally, Deputy salaries will no longer be reimbursed at 100%, but will return to 50% of the Approved Budgeted Salary.</p> <p>In the event that the above request is approved, Officer requests to transfer part-time funds in the amount of \$14,557 back to permanent salaries in order to fill the two vacant positions effective March 1, 2010. Officer was previously approved to transfer the salaries of the two vacant positions to part-time help for the entire fiscal year on the July 2009 docket</p> <table border="1"> <thead> <tr> <th>Position</th> <th>Budgeted</th> <th>Reimbursable</th> </tr> </thead> <tbody> <tr> <td>00002</td> <td>\$11,295</td> <td>\$ 7,278.50</td> </tr> <tr> <td>00003</td> <td><u>\$3,262</u></td> <td><u>\$ 1,631.00</u></td> </tr> <tr> <td>Total</td> <td>\$14,557</td> <td>\$ 8,909.50</td> </tr> </tbody> </table> <p>The above amounts are the equivalent of the salaries for the remaining months of FY2010.</p>	Position	Budgeted	Reimbursable	00002	\$11,295	\$ 7,278.50	00003	<u>\$3,262</u>	<u>\$ 1,631.00</u>	Total	\$14,557	\$ 8,909.50	<p>(\$-5457.24)</p> <p>\$0</p>	<ul style="list-style-type: none"> <li>Per Item 75, paragraph A.1., 2009 Acts of Assembly, the Compensation Board hereby sets the salary of the Franklin City Treasurer at \$58,345, effective March 1, 2010. No other changes to budgeted staff salaries or base budget amounts for temporary salaries or office expenses are made at this time.</li> <li>Effective March 1, 2010, the Compensation Board will reimburse the City for the salaries and expenses incurred by the Treasurer in accordance with the percentages specified in 15.2-1636.14 (b), <u>Code of Virginia</u> and Compensation Board policy, not to exceed the Compensation Board budgeted amounts and planned reimbursements for FY10.</li> <li>In conjunction with these changes affecting total reimbursable funds for FY10, the Compensation Board notes that the FY10 budget reduction amount does not change, but the reimbursable reduction amount will change from (\$7,714) to (\$6,750), resulting in a net FY10 savings to the Commonwealth of \$4,493.</li> <li>The Compensation Board will estimate the Treasurer's FY11 budget on March 26, 2010, and fix and determine the Treasurer's final FY11 budget on May 1, 2010.</li> </ul> <p>Approved as an exception to policy, based upon the specific conditions stated by the officer.</p>
Position	Budgeted	Reimbursable														
00002	\$11,295	\$ 7,278.50														
00003	<u>\$3,262</u>	<u>\$ 1,631.00</u>														
Total	\$14,557	\$ 8,909.50														

Pos Num	FY10 BUDGET SALARY-Currently	FY10 BUDGET SALARY- March 1, 2010	FY10 REIMB SALARY- Currently	FY10 REIMB SALARY-March 1, 2010	FY10 Monthly Reimb-Currently	FY10 Monthly Reimb- March 1, 2010	Budgeted Net Change	Annual Reimb Net Change	Monthly Net Change
00001	43,758.75	58,345.00	43,758.75	49,222.50	3,646.56	4,101.88	14,586	5463.75	455.31
00002	33,885.00	33,885.00	33,885.00	16,942.50	2,823.75	1,411.88	0	-16942.50	-1411.88
00003	9,786.00	9,786.00	9,786.00	4,893.00	815.50	407.75	0	-4893.00	-407.75
<b>Total</b>	<b>87,430</b>	<b>102,016</b>	<b>87,430</b>	<b>71,058</b>	<b>7,286</b>	<b>5,922</b>	<b>14,586</b>	<b>-16371.75</b>	<b>-1364.31</b>

773-10-08: CIRCUIT COURT CLERKS  
NONE.

FOR YOUR INFORMATION  
NONE.

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Public Body: Compensation Board  
Date: February 17, 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)