

proCOMPENSATION BOARD DOCKET #07/09

March 28, 2007

EMPLOYEE RECOGNITION

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|---------------------------|---|-------------------|---|
| GILES COUNTY | CHIEF DEPUTY TREASURER | <p>03-07-07 Email from Angie Higginbotham, Chief Deputy Treasurer, Giles County, regarding NiKeta' (Nikki) Outlaw, Training Coordinator:</p> <p>"Niketa - I do not know who you report to but I would like for you to forward this message to them. I really enjoyed the class. You were especially friendly and made sure everyone got what they needed. Other classes I have attended, you saw the person hosting the class upon registration but they disappeared following the registration. You made sure you introduced yourself to people during breaks and made the class a friendly and fun experience. During lunch, you came around and asked for comments and made sure everyone got what they needed. From my point of view, you did an excellent job in Roanoke. Keep up the good work! Thanks again for all of your reminders and updates via e-mail before the class also."</p> | N/A | The Compensation Board wishes to thank Ms. Higginbotham for her kind remarks. |

304-07-09: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|----------------------------|---|-------------------|---|
| LISTED BELOW | SHERIFF/ SUPERINTENDENT | In response to the notification of funds reappropriated by the Governor for equipment, Sheriffs and Superintendents are requesting reimbursement for part-time/temporary personnel and office expenses. | \$3,086,280 | Requests for additional funds are not approved by the Compensation Board. Limited funds were reappropriated and are insufficient to consider remaining requests for one-time expenses to offset locality funding. |

**AT THEIR FEBRUARY 21, 2007 MEETING, THE
COMPENSATION BOARD DEFERRED ACTION PENDING
ADDITIONAL STAFF REVIEW OF REQUESTS AND
REVIEW OF PROGRAM CARRYOVER FUNDS AVAILABLE.**

| FIPS | LOCALITY | REQUEST DATE | CATEGORY | AMOUNT REQUESTED | CB AVAILABLE BALANCE AS OF 12/31/06 | REASON FOR REQUEST |
|------|-----------------|--------------|----------------|------------------|-------------------------------------|--|
| 003 | Albemarle | 02/06/07 | Temporary | \$22,790 | \$27,032.00 | Officer is requesting temporary funds to be used reduce locality funding of a part-time deputy who provides safety and security to courtrooms and courthouses located in the City of Charlottesville. |
| 009 | Amherst | 01/28/07 | Office Expense | \$10,000 | \$0.00 | Officer is requesting office expense funding to provide assistance to the office in fueling cars to continue prisoner transports and law enforcement patrols. This will alleviate the deficit caused by rising fuel costs and increasing patrol responsibilities. |
| 015 | Augusta | 01/17/07 | Office Expense | \$60,000 | \$0.00 | Officer is requesting office expense funding to purchase two new vehicles and equip them. The locality cut the budget request for this office by four vehicles which does not adequately cover all their manpower. |
| 019 | Bedford | 02/09/07 | Temporary | \$23,000 | \$13,907.50 | Officer is requesting part-time funding to assist with office workload and reduce locality paid expenses. |
| 021 | Bland | 01/24/07 | Office Expense | \$10,000 | \$0.00 | Officer is requesting office expense funding to reduce locality paid expenses. |
| 041 | Chesterfield | 01/03/07 | Temporary | \$51,832 | \$2,474.25 | Officer is requesting temporary funds to offset locality paid salaries for temporary employees in the amount of \$51,832. |
| 067 | Franklin County | 02/12/07 | Office Expense | \$5,000 | \$0.00 | Officer is requesting office expense funds for police supplies to purchase a K9 specializing in narcotic detection for their patrol division. |
| 093 | Isle of Wight | 01/24/07 | Office Expense | \$50,000 | \$0.00 | Officer is requesting office expense funds to reduce locality paid expenses for law enforcement services. |
| 095 | James City | 02/12/07 | Office Expense | \$26,282 | \$0.00 | Officer is requesting \$20,454 for vehicle expense, \$4,828 for side arms and \$1,000 for AED/CPR training aids. |
| 095 | James City | 02/12/07 | Temporary | \$10,747 | \$16,056.39 | Officer is requesting temporary funds to reduce locality paid expenses. |
| 105 | Lee | 01/29/07 | Office Expense | \$10,000 | \$0.00 | Officer is requesting office expense funds to be used for repair and maintenance of cruisers that have well over 100,000 miles on them and are in need of repair. |
| 105 | Lee | 01/29/07 | Temporary | \$12,480 | \$43,056.50 | Officer is requesting temporary funds for part-time deputy positions to take juvenile and mental transports to state facilities. |
| 115 | Matthews | 01/17/07 | Temporary | \$5,000 | \$1,169.00 | Officer is requesting temporary funds to reduce locality paid expenses. This funding would allow for part-time staff to cover court operations to keep overtime expense to a minimum. |
| 121 | Montgomery | 01/24/07 | Office Expense | \$26,300 | \$99,637.24 | Officer is requesting the office expense funds to reduce locality expenses for gasoline for their patrol vehicles. This office is also requesting an additional \$16,300 to purchase a vehicle which will be used in the administration of their home electronic monitoring program. This vehicle would be used for transports to participant residences to install the monitoring equipment and for required checks on all participants that are employed and/or on house arrest. |
| 135 | Nottoway | 01/29/07 | Office Expense | \$18,000 | \$0.00 | Officer is requesting office expense funds to be used for vehicle maintenance as well as general office supplies. |
| 137 | Orange | 02/12/07 | Temporary | \$8,000 | \$3,826.28 | Officer is requesting temporary funds to be used to secure part-time funds for an investigator, a triad coordinator and a crime analyst in this office. |

304-07-09: SHERIFFS & REGIONAL JAILS

Continued.

| FIPS | LOCALITY | REQUEST DATE | CATEGORY | AMOUNT REQUESTED | CB AVAILABLE BALANCE AS OF 12/31/06 | REASON FOR REQUEST |
|------|----------------------|--------------|----------------|------------------|-------------------------------------|--|
| 141 | Patrick | 01/17/07 | Office Expense | \$65,026 | \$0.00 | Officer is requesting office expense funds to purchase a one ton utility van for transporting inmates. They are requesting \$5,825 for security upgrades to jail facility doors and cameras. They are also requesting \$40,612 to fund the county's portion of a regional criminal justice records system improvement project. |
| 145 | Powhatan | 02/05/07 | Office Expense | \$15,000 | \$0.00 | Officer is requesting the office expense funds to reduce locality paid expenses for several patrol vehicles that have been replaced as well as general office expenses. |
| 147 | Prince Edward | 01/25/07 | Office Expense | \$4,600 | \$0.00 | Officer is requesting office expense funds to reduce locality paid expenses. This money would cover the costs of the following items: \$2,000 to replace a transmission that has gone out on one of their vehicles, \$1,800 for 2 new light bars for new vehicles, and \$800 for 2 new sirens. |
| 149 | Prince George | 02/13/07 | Temporary | \$16,597 | \$6,550.69 | Officer is requesting temporary funds to assist the office in providing inmate transports, providing security in the lockup area, working in the courtroom, and assisting in various security functions. |
| 149 | Prince George | 02/13/07 | Office Expense | \$2,500 | \$0.00 | Officer is requesting office expense funds to reduce locality paid expenses. |
| 153 | Prince William | 01/19/07 | Office Expense | \$5,000 | \$0.00 | Officer is requesting office expense funds to reduce locality paid expenses. |
| 169 | Scott | 01/30/07 | Office Expense | \$35,000 | \$0.00 | Officer is requesting office expense funds to be used for repair and maintenance of county vehicles as well as general office supplies. This is to help offset the \$67,193.65 of locality paid expenses incurred July 1, 2006. |
| 171 | Shenandoah | 02/09/07 | Office Expense | \$7,294 | \$0.00 | Officer is requesting office expense funds in the amount of \$4,883 for vehicle expense to reduce locality expenses in handling inmate transports and \$2,411 for office expenses. |
| 195 | Wise | 01/26/07 | Office Expense | \$5,824 | \$0.00 | Officer is requesting office expense funds in the amount of \$4,424 to replace the engine on a patrol cruiser and \$1,400 to replace a cruiser hood and push bar. |
| 197 | Wythe | 02/01/07 | Office Expense | \$50,000 | \$0.00 | Officer is requesting the office expense funds to operate vehicles used to provide safety in this jurisdiction covering 500 square miles. |
| 197 | Wythe | 02/01/07 | Temporary | \$10,000 | \$18,946.70 | Officer is requesting temporary funds to assist with the increased number of transports and manpower required for metal detectors being manned while all 3 courts are in session at 3 different buildings. |
| 199 | York | 01/11/07 | Office Expense | \$891,650 | \$0.00 | Officer is requesting office expense funds in the amount of \$11,750 for police supplies, and \$871,400 for vehicle maintenance expense to reduce locality paid expenses. |
| 410 | Northwestern RJ | 01/25/07 | Office Expense | \$26,000 | \$0.00 | Superintendent is requesting the FY06 Carryover Balances be used to cover expenses for postage, phone costs, vehicle repairs, printing and other supplies. |
| 430 | Piedmont RJ | 01/04/07 | Office Expense | \$5,000 | \$0.00 | Superintendent is requesting the FY06 Carryforward Balances to offset the expense of ever increasing inmate transports. CY2005 inmate transports totaled 3,860; inmate transports entered for CY2006 workload indicators totaled 3,305. |
| 455 | Western Tidewater RJ | 01/17/07 | Office Expense | \$45,552 | \$0.00 | Superintendent is requesting the FY06 Carryover Balances to be used to offset locality paid funds for 2 vehicles purchased to use for inmate transportation. Western Tidewater Regional Jail does not have a base budget for Office and Vehicle expense. |
| 475 | Hampton Roads RJ | 02/12/07 | Office Expense | \$792,000 | \$0.00 | Superintendent is requesting the FY06 Carryover Balances be used to offset medical expenses paid for out of compliance inmates. |
| 480 | New River Valley RJ | 01/18/07 | Office Expense | \$17,000 | \$0.00 | Superintendent is requesting the FY06 Carryover Balances be used to offset costs for disposable office supplies and vehicle expenses realized from increased workload and inmate transports. |
| 480 | New River Valley RJ | 01/18/07 | Temporary | \$15,937 | \$100.50 | Superintendent is requesting the FY06 Carryforward Balances to provide funding for additional part time supervisor for kitchen and fund a salary increase of dentist (having to see more inmates/patients). |
| 491 | Southside RJ | 01/26/07 | Office Expense | \$35,000 | \$0.00 | The Superintendent is requesting the FY06 Carryforward balances be used to offset locality cost to purchase additional inmate security transport vehicle due to increase in jail population and age of existing equipment. |
| 550 | Chesapeake | 01/23/07 | Temporary | \$50,000 | \$89,798.97 | Officer is requesting the FY06 Carryforward Balances be used to offset locality paid salaries needed to cover payment of deputies/support staff to cover stations due to vacations, training, sick leave, etc. |
| 570 | Colonial Heights | 01/24/07 | Office Expense | \$24,000 | \$0.00 | Officer is requesting the FY06 Carryover Balances be used to purchase a replacement inmate transport vehicle to replace a 12 year old vehicle with 140,000 miles. |

304-07-09: SHERIFFS & REGIONAL JAILS

Continued.

| FIPS | LOCALITY | REQUEST DATE | CATEGORY | AMOUNT REQUESTED | CB AVAILABLE BALANCE AS OF 12/31/06 | REASON FOR REQUEST |
|------|------------------|--------------|----------------|--------------------|-------------------------------------|--|
| 570 | Colonial Heights | 01/24/07 | Temporary | \$60,781 | \$27,832.04 | Officer is requesting the FY06 Carryforward Balances to offset locality paid salaries for two locally funded positions. |
| 590 | Danville | 01/16/07 | Temporary | \$20,000 | \$12,728.81 | Officer is requesting the FY06 Carryforward Balances be used to alleviate extra security staffing needs at James F. Ingram Justice Center. The current remaining balance of \$16,058 in temporary personnel will be depleted by March of 2007 based on current levels. |
| 690 | Martinsville | 02/16/07 | Office Expense | \$10,000 | \$0.00 | Officer is requesting the FY06 Carryforward Balances be used to offset locality paid office and vehicle expenses incurred to date. |
| 730 | Petersburg | 01/29/07 | Office Expense | \$36,700 | \$74,306.15 | Officer is requesting the FY06 Carryforward Balances to purchase inmate transport vehicles as well as funds to convert them to inmate transport vans. |
| 760 | Richmond City | 02/12/07 | Office Expense | \$95,506 | \$9,999.00 | Officer is requesting the FY06 Carryforward Balance be used to offset locality paid office and vehicle expenses incurred to date. |
| 760 | Richmond City | 02/12/07 | Temporary | \$339,897 | \$162,979.00 | Officer is requesting the FY06 Carryforward Balance be used to offset 13 locality paid Court Security Deputies. This figure is based on a 40 hr. week and includes 10.81% in fringe. |
| 820 | Waynesboro | 01/05/07 | Office Expense | \$16,077 | \$2,435.38 | Officer is requesting the FY06 Carryover Balances to be used to offset locality paid expenses for a totaled vehicle. Insurance proceeds paid \$6,286 and the remainder has placed an unplanned expense on the FY07 local Fleet Maintenance Fund for the Sheriffs Office. |
| 840 | Winchester | 01/16/07 | Temporary | \$15,000 | \$12,840.60 | Officer is requesting the FY06 Carryforward Balances be used in addition to their remaining temporary personnel funds of \$14,940 to help offset locality paid part-time staff that we need to provide adequate security for our courts. |
| | | | TOTAL | \$3,086,280 | | |

DANVILLE CITY

SHERIFF

01-25-07 Due to an increase in temporary hours projected, Officer requests and exception to the vacancy savings policy to transfer \$23,908.00 in vacancy savings held to officer's temporary personnel budget.

-0-

Not approved per the Compensation Board's FY07 Budget Priorities and Policies. Sheriff's office vacancy savings are not available for transfer to other budget categories in FY07.

Based on the projected increase in hours, the current remaining balance in temporary personnel of \$9,370.28 will not carry the department to the end of the current fiscal year.

AT THEIR FEBRUARY 21, 2007 MEETING, THE COMPENSATION BOARD DEFERRED ACTION PENDING ADDITIONAL STAFF REVIEW OF REQUESTS AND REVIEW OF PROGRAM CARRYOVER FUNDS AVAILABLE.

304-07-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|----------------|--|-------------------|---|
| CARROLL COUNTY | SHERIFF | 02-26-07 In response to the notification of funds reappropriated by the Governor for equipment, Sheriffs and Superintendents are requesting reimbursement for part-time/temporary personnel and office expenses. | \$20,000 | Requests for additional funds are not approved by the Compensation Board. Limited funds were reappropriated and are insufficient to consider remaining requests for one-time expenses to offset locality funding. |

This office stated that they had submitted a request on 1-31-07 which was not received by the Compensation Board.

| FIPS | LOCALITY | REQUEST DATE | CATEGORY | AMOUNT REQUESTED | CB AVAILABLE BALANCE AS OF 12/31/06 | REASON FOR REQUEST |
|------|----------------|--------------|----------------|------------------|-------------------------------------|--|
| 035 | Carroll County | 02/26/07 | Office Expense | \$20,000 | \$0.00 | Officer is requesting office expense funds to help offset additional expenses incurred by the locality due to increase in gasoline prices. |
| | | | TOTAL | \$20,000 | | |

| | | | | |
|-----------------|---------|--|-----------------------------------|---------------------|
| FLUVANNA COUNTY | SHERIFF | 02-27-07 Staff requests confirmation of the Compensation Board for increasing the budgeted salary of position #00008 COMOP from \$20,870 to \$22,811. In December 2005, due to a system error during COIN conversion, the position did not receive a December 1 salary increase, which resulted in the salary falling below the pay band minimum. Upon request by the officer, the budgeted salary has been increased to bring this position up to the pay band minimum. | \$1,941 annual; \$809 prorated | Confirmation noted. |
|-----------------|---------|--|-----------------------------------|---------------------|

The salary was adjusted effective 2-1-07 for an annual budget salary increase of \$1,941, and a prorated amount for this fiscal year of \$809.

| | | | | |
|----------------|---------|--|---------------------------------|---------------------|
| HALIFAX COUNTY | SHERIFF | 02-27-07 Staff requests confirmation of the Compensation Board for increasing the budgeted salary of position #00025 COMOP from \$21,850 to \$22,811. In December 2005, the position did not receive a December 1 salary increase, which resulted in the salary falling below the pay band minimum. Upon request by the officer, the budgeted salary has been increased to bring this position up to the pay band minimum. | \$961 annual; \$400 prorated | Confirmation noted. |
|----------------|---------|--|---------------------------------|---------------------|

The salary was adjusted effective 2-1-07 for an annual budget salary increase of \$961, and a prorated amount for this fiscal year of \$400.

304-07-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| | | | | |
|-----------------|----------------------------|---|-------------------|--|
| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
| LISTED BELOW | SHERIFF/ SUPERINTENDENT | The following localities are requesting Base Budget Fund transfers. | -0- | Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a base budget transfer. |

| FIPS | OFFICE | LOCALITY NAME | REQUEST DATE | FROM CATEGORY | TO CATEGORY | AMOUNT AVAILABLE | AMOUNT REQUESTED | PRORATED AMOUNT |
|---------------|--------|---------------------------------|--------------|---------------|----------------|------------------|------------------|-----------------|
| 121 | 304 | Montgomery County | 03/19/07 | Turnover | Office Expense | \$12,692.00 | \$12,692.00 | \$4,230.67 |
| 175 | 304 | Southampton County | 03/12/07 | Turnover | Office Expense | \$24,766.00 | \$24,766.00 | \$8,255.33 |
| 455 | 304 | Western Tidewater Regional Jail | 03/09/07 | Turnover | Temporary | \$24,782.28 | \$24,782.28 | \$8,260.76 |
| 510 | 304 | Alexandria City | 02/07/07 | Turnover | Office Expense | \$6,017.04 | \$6,017.00 | \$2,005.67 |
| 550 | 304 | Chesapeake City | 03/19/07 | Turnover | Temporary | \$8,939.16 | \$8,939.16 | \$2,979.72 |
| 770 | 304 | Roanoke City | 02/28/07 | Turnover | Office Expense | \$260.04 | \$260.00 | \$86.67 |
| TOTALS | | | | | | | \$77,456 | \$25,819 |

| | | | | |
|---------------|---------|--|-----|---|
| AMELIA COUNTY | SHERIFF | The following localities are requesting Base Budget Fund transfers for Personnel Changes. Salary increases are within Compensation Board guidelines. The office is requesting that this salary increase be effective 2-1-07. | -0- | The Compensation Board approved a transfer of \$2,584 from base temporary to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years. |
|---------------|---------|--|-----|---|

Personnel Changes

| FIPS | OFFICE | LOCALITY NAME | REQUEST DATE | FROM CATEGORY | TO CATEGORY | AMOUNT AVAILABLE | AMOUNT REQUESTED | PRORATED AMOUNT |
|---------------|--------|---------------|--------------|----------------|-----------------|------------------|-------------------|-------------------|
| 007 | 304 | Amelia County | 03/02/07 | Base Temporary | Position #00002 | \$28,745.00 | \$2,584.00 | \$1,077.00 |
| TOTALS | | | | | | | \$2,584.00 | \$1,077.00 |

| | | | | |
|-------------------|---------|--|-----|---|
| GLOUCESTER COUNTY | SHERIFF | The following office is requesting a One Time Fund Transfer. | -0- | Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. |
|-------------------|---------|--|-----|---|

One-time Transfers

| FIPS | OFFICE | LOCALITY NAME | REQUEST DATE | FROM CATEGORY | TO CATEGORY | AMOUNT AVAILABLE | AMOUNT REQUESTED | |
|---------------|--------|-------------------|--------------|---------------------|----------------|------------------|--------------------|-------------------|
| 073 | 304 | Gloucester County | 03/09/07 | Temporary Personnel | Office Expense | \$10,139.00 | \$6,600.00 | |
| TOTALS | | | | | | | \$10,139.00 | \$6,600.00 |

304-07-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---|-----------------------------|--|-------------------|---|
| NORTHWESTERN REGIONAL ADULT DETENTION CENTER | ASSISTANT SUPERINTENDENT | <p>03-21-07 The Assistant Superintendent wishes to inform the Compensation Board that the expansion to Northwestern Regional Adult Detention Center will be open and accepting inmates on May 1, 2007. Assistant Superintendent wishes to request funding for the fifteen (15) corrections positions allocated for the opening of this expansion.</p> <p>The Assistant Superintendent wishes to notify the Compensation Board that he would like to request reimbursement for employees hired and on site beginning March 15, 2007.</p> <p>This facility was originally planned for completion in July 2007. During construction the planned opening date moved ahead of schedule and staffing for the expansion was originally budgeted based upon an opening date of March 1, 2007. The Governor's Budget, submitted December 15, 2006, contained a funding reduction in FY07 and one month in FY08 based upon a delay in construction and a revised opening date of July 1, and this reduction remained unchanged during the 2007 General Assembly session. However, upon further research, it appears this date was changed based upon the original planning date, and not due to delays in construction. Had this error not occurred, the jail would have been able to request 45-day early funding based upon their budgeted date of March 1 and intake of inmates effective May 1.</p> <p>Compensation Board staff recommends the one-time approval of additional temporary funds in the amount of \$ 120,315.30 for March 15 through June 30, 2007, with funding to come from amounts reappropriated from FY06 balances in the current year.</p> | \$120,315 | Compensation Board approves one-time funding in temporary funds in the amount of \$120,315 as an exception to policy based upon the unique conditions specified by the officer. Funding and permanent positions for staffing of the new facility in FY08 will be considered as a part of the Compensation Board's annual budget allocation approval process by May 1. |

304-07-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| | | | | |
|-----------------|----------------------------|---|--|--|
| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
| LISTED BELOW | SHERIFF/ SUPERINTENDENT | In response to the notification of funds reappropriated by the Governor for equipment, Sheriffs and Superintendents are requesting reimbursement for equipment purchased or to be purchased in FY07 totaling \$50,058 (\$31,943.23 stressed). | \$50,058 Total Cost \$31,943.23 Stressed Cost | Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed cost. Because this is a one-time approval; not in the base budget, any amounts not requested for reimbursement on or before the May 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08. |

| FIPS | LOCALITY | EQUIPMENT REQUESTED | REQ. QTY. | UNIT REQUESTED COST | TOTAL REQUESTED COST | PER POLICY QUANTITY | PER POLICY UNIT COST | TOTAL COST APPROVED | STRESSED COST | BOARD ACTION 3-28-07 |
|------|------------------------|-------------------------------|-----------|---------------------|----------------------|---------------------|----------------------|---------------------|--------------------|----------------------|
| 111 | Lunenburg County | Laptop PC | 1 | \$1,903 | \$1,903 | 1 | \$1,903 | \$1,903 | \$1,463.98 | Approved |
| 111 | Lunenburg County | Laptop PC | 1 | \$1,810 | \$1,810 | 1 | \$1,810 | \$1,810 | \$1,392.43 | Approved |
| 111 | Lunenburg County | Desktop PC | 3 | \$1,200 | \$3,600 | 3 | \$1,200 | \$3,600 | \$2,769.48 | Approved |
| 179 | Stafford County | Laptop PC | 1 | \$3,290 | \$3,290 | 1 | \$2,200 | \$2,200 | \$1,120.24 | Approved |
| 179 | Stafford County | Laptop PC | 1 | \$2,206 | \$2,206 | 1 | \$2,200 | \$2,200 | \$1,120.24 | Approved |
| 179 | Stafford County | Laptop PC | 6 | \$1,568 | \$9,408 | 6 | \$1,568 | \$9,408 | \$4,790.55 | Approved |
| 179 | Stafford County | Printer | 1 | \$1,096 | \$1,096 | 1 | \$1,096 | \$1,096 | \$558.08 | Approved |
| 179 | Stafford County | Printer | 1 | \$1,096 | \$1,096 | 1 | \$1,096 | \$1,096 | \$558.08 | Approved |
| 179 | Stafford County | Shredder | 1 | \$1,795 | \$1,795 | 1 | \$700 | \$700 | \$356.44 | Approved |
| 179 | Stafford County | Mobile Radios | 5 | \$691 | \$3,455 | 0 | \$0 | \$0 | \$0.00 | Not Approved |
| 179 | Stafford County | Mobile Radios | 10 | \$691 | \$6,910 | 0 | \$0 | \$0 | \$0.00 | Not Approved |
| 460 | Pamunkey Regional Jail | Desktop PC | 8 | \$1,475 | \$11,800 | 8 | \$1,200 | \$9,600 | \$6,313.92 | Approved |
| 460 | Pamunkey Regional Jail | Desktop PC | 2 | \$1,475 | \$2,950 | 2 | \$1,200 | \$2,400 | \$1,578.48 | Approved |
| 460 | Pamunkey Regional Jail | Laptop PC | 1 | \$2,500 | \$2,500 | 1 | \$2,200 | \$2,200 | \$1,446.94 | Approved |
| 460 | Pamunkey Regional Jail | External Hard Drive | 1 | \$45 | \$45 | 1 | \$45 | \$45 | \$29.60 | Approved |
| 460 | Pamunkey Regional Jail | Flat Screen Monitor | 8 | \$350 | \$2,800 | 8 | \$300 | \$2,400 | \$1,578.48 | Approved |
| 460 | Pamunkey Regional Jail | Flat Screen Monitor | 2 | \$350 | \$700 | 2 | \$300 | \$600 | \$394.62 | Approved |
| 460 | Pamunkey Regional Jail | B&W Laser Printer | 4 | \$950 | \$3,800 | 4 | \$950 | \$3,800 | \$2,499.26 | Approved |
| 460 | Pamunkey Regional Jail | Color Laser Printer | 1 | \$2,500 | \$2,500 | 1 | \$1,500 | \$1,500 | \$986.55 | Approved |
| 530 | Buena Vista City | All in One Printer/Fax/Copier | 1 | \$500 | \$500 | 1 | \$500 | \$500 | \$416.95 | Approved |
| 670 | Hopewell City | Printer | 2 | \$1,700 | \$3,400 | 2 | \$1,500 | \$3,000 | \$2,568.90 | Approved |
| | | GRAND TOTALS | | \$29,191 | \$67,564 | | \$23,468 | \$50,058 | \$31,943.23 | |

320-07-09: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|------------------|-------------------------|--|-------------------|---|
| DICKENSON COUNTY | COMMONWEALTH'S ATTORNEY | <p>03-14-07 Compensation Board received the Felony Defendant workload data for all offices from the Supreme Court of Virginia. The Felony Defendant workload data remains unchanged from the current 2004, 2005 and 2006 submissions. No additional information has been received from the officer or Supreme Court regarding the data for this office.</p> <p>AT THEIR FEBRUARY 21, 2007 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THE COMMONWEALTH'S ATTORNEY'S REQUEST TO UPDATE FELONY DEFENDANTS DATA (CY04, 05, 06) PENDING RECEIPT OF FURTHER DOCUMENTATION PROVIDED BY COMMONWEALTH'S ATTORNEY INDICATING CONCURRENCE OF SUPREME COURT OF VIRGINIA WITH NECESSARY UPDATES.</p> | -0- | Request to change felony defendants workload data not approved, as no concurrence has been received from the Supreme Court regarding necessary corrections to data. |

CURRENT

| FIPS | LOCALITY | Category | 2004 | 2005 | 2006 | Wkld Avg |
|------|-----------|-------------------|------|------|------|----------|
| 051 | Dickenson | Felony Defendants | 125 | 60 | 94 | 93 |

CORRECTION

| Category | 2004 | 2005 | 2006 | Wkld Avg |
|-------------------|------|------|------|----------|
| Felony Defendants | 283 | 201 | 202 | 229 |

320-07-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> | | | | | | | | | | | | |
|--|-------------------------|--|-------------------|--|------------|--------------------|-----------|-------|--------------------|-----------------|---|----------|--------------|--|--|-----------------|
| PRINCE WILLIAM COUNTY | COMMONWEALTH'S ATTORNEY | 02-28-07 Substitute Prosecutor requests an exception to the \$300 reimbursement policy. Expenses were incurred in one trip; and request for reimbursement submitted in a timely manner in accordance with Compensation Board policy. | \$398.18 | Approved as an exception to policy, based upon the specific conditions stated by the officer. | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>PROSECUTOR</th> <th>EXPENSES FROM - TO</th> <th>DEFENDANT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Samuel D. Flournoy</td> <td>2-5-07 / 2-7-07</td> <td>Joseph Michael Unmussig Kenneth Wayne Seay</td> <td>\$398.18</td> </tr> <tr> <td colspan="3">TOTAL</td> <td>\$398.18</td> </tr> </tbody> </table> | | | | | PROSECUTOR | EXPENSES FROM - TO | DEFENDANT | TOTAL | Samuel D. Flournoy | 2-5-07 / 2-7-07 | Joseph Michael Unmussig Kenneth Wayne Seay | \$398.18 | TOTAL | | | \$398.18 |
| PROSECUTOR | EXPENSES FROM - TO | DEFENDANT | TOTAL | | | | | | | | | | | | | |
| Samuel D. Flournoy | 2-5-07 / 2-7-07 | Joseph Michael Unmussig Kenneth Wayne Seay | \$398.18 | | | | | | | | | | | | | |
| TOTAL | | | \$398.18 | | | | | | | | | | | | | |
| FAIRFAX COUNTY | COMMONWEALTH'S ATTORNEY | 02-28-07 Officer requests to transfer the base salaries of vacant position 38, PA @ \$22,811, and position 41, SEC @ \$22,811, to position 28 JATTI currently budgeted @ \$0 to become a budgeted salary @ \$45,623. | -0- | Approved at no additional cost to the Compensation Board. | | | | | | | | | | | | |
| | | Officer also requests to transfer the base salaries of vacant position 39, PA @ \$22,811, and position 42, SEC @ \$22,811, to position 32 JATTI currently budgeted @ \$0 to become a budgeted salary @ \$45,623. | -0- | | | | | | | | | | | | | |
| LISTED BELOW | COMMONWEALTH'S ATTORNEY | Officers request to transfer Vacancy Savings to fund the purchase of the following. Officers do have available Vacancy Savings to fund purchases. | -0- | Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed cost. Because this is a one-time approval; not in the base budget, any amounts not requested for reimbursement on or before the May 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08. | | | | | | | | | | | | |

| FIPS | EFFECTIVE DATE | LOCALITY | EQUIPMENT REQUESTED | REQUESTED QTY | UNIT REQUESTED COST | TOTAL REQUESTED COST | PER POLICY QTY | PER POLICY UNIT COST | TOTAL COST APPROVED | STRESSED COST | BOARD ACTION 3-28-07 |
|--------------------|----------------|--------------------|---------------------|---------------|---------------------|----------------------|----------------|----------------------|---------------------|------------------|----------------------|
| 117 | 3/1/2007 | Mecklenburg County | PC | 2 | 4,190 | 8,381 | 2 | 1,200.00 | 2,400 | 1,742.16 | Approved |
| 117 | 3/1/2007 | Mecklenburg County | Printers | 2 | 800 | 1,600 | 2 | 800.00 | 1,600 | 1,161.44 | Approved |
| 117 | 3/1/2007 | Mecklenburg County | Laptops | 2 | 2,700 | 5,400 | 2 | 2,200.00 | 4,400 | 3,193.96 | Approved |
| 117 | 3/1/2007 | Mecklenburg County | Monitor | 2 | 300 | 600 | 2 | 300.00 | 600 | 435.54 | Approved |
| 117 | 3/1/2007 | Mecklenburg County | Jump Drive | 7 | 50 | 350 | 7 | 50.00 | 350 | 254.07 | Approved |
| 117 | 3/1/2007 | Mecklenburg County | Router | 1 | 500 | 500 | 1 | 500.00 | 500 | 362.95 | Approved |
| 117 | 3/1/2007 | Mecklenburg County | Server | 1 | 5,000 | 5,000 | 1 | 5,000.00 | 5,000 | 3,629.50 | Approved |
| 117 | 3/1/2007 | Mecklenburg County | Calculator | 7 | 100 | 700 | 1 | 100.00 | 100 | 72.59 | Approved |
| 117 | 3/1/2007 | Mecklenburg County | Copier | 1 | 5,000 | 5,000 | 1 | 5,000.00 | 5,000 | 3,629.50 | Approved |
| 117 Total | | | | | | | | | 19,950 | 14,481.71 | |
| 710 | 3/1/2007 | Norfolk City | Laptops | 22 | 1,948 | 42,864 | 22 | 1,948.36 | 42,864 | 40,009.18 | Approved |
| 710 | 3/1/2007 | Norfolk City | Printers | 12 | 136 | 1,634 | 12 | 136.17 | 1,634 | 1,525.21 | Approved |
| 710 | 3/1/2007 | Norfolk City | Jump Drive 1 gig | 10 | 49 | 490 | 10 | 49.00 | 490 | 457.37 | Approved |
| 710 | 3/1/2007 | Norfolk City | Monitor | 29 | 410 | 11,890 | 0 | 0.00 | 0 | 0.00 | Not Approved |
| 710 Total | | | | | | | | | 44,988 | 41,991.76 | |
| Grand Total | | | | | | | | | 64,938 | 56,473.47 | |

320-07-09: 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 | Officers request to transfer Vacancy Savings to Temporary and Office Expense Funds. | -0- | Approved per the Compensation Board's FY07 Budget Priorities and Policies. 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 |
|--------------|--------|---------------------|--------------|-----------------|----------------|------------------|------------------|
| 177 | 320 | Spotsylvania County | 03/13/07 | Vacancy Savings | Temporary | \$43,498.57 | 20,000.00 |
| 177 | 320 | Spotsylvania County | 03/13/07 | Vacancy Savings | Office Expense | \$43,498.57 | 23,000.00 |
| 680 | 320 | Lynchburg City | 03/20/07 | Vacancy Savings | Office Expense | \$32,373.28 | 20,000.00 |
| 710 | 320 | Norfolk City | 03/22/07 | Vacancy Savings | Temporary | \$73,357.91 | 31,366.15 |
| TOTAL | | | | | | | 94,366.15 |

| | | | | |
|--------------|-------------------------|---|-----------------------------|--|
| 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 FY07. | \$7,177 Total Cost | Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed cost. Because this is a one-time approval; not in the base budget, any amounts not requested for reimbursement on or before the May 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08. |
| | | | \$4,915.94 Stressed Cost | |

| FIPS | EFFECTIVE DATE | LOCALITY | EQUIPMENT REQUESTED | REQUESTED QTY | UNIT REQUESTED COST | TOTAL REQUESTED COST | PER POLICY QTY | PER POLICY UNIT COST | TOTAL COST APPROVED | UNIT STRESSED COST | STRESSED COST | BOARD ACTION 3-28-07 |
|--------------------|----------------|----------------|---------------------|---------------|---------------------|----------------------|----------------|----------------------|---------------------|--------------------|-----------------|----------------------|
| 113 | 3/1/2007 | Madison County | PC | 1 | 927 | 927 | 1 | 927.00 | 927 | 575.48 | 575.48 | Approved |
| 113 | 3/1/2007 | Madison County | Laptops | 1 | 1,650 | 1,650 | 1 | 1,650.00 | 1,650 | 1,024.32 | 1,024.32 | Approved |
| 113 Total | | | | | | | | | 2,577 | | 1,599.80 | |
| 800 | 3/1/2007 | Suffolk City | Laptops | 2 | 2,100 | 4,200 | 1 | 2,100.00 | 2,100 | 1,513.89 | 1,513.89 | Approved |
| 800 | 3/1/2007 | Suffolk City | PC | 4 | 1,500 | 6,000 | 0 | 0.00 | 0 | 0.00 | 0.00 | Not Approved |
| 800 | 3/1/2007 | Suffolk City | Printers | 1 | 1,550 | 1,550 | 1 | 1,500.00 | 1,500 | 1,081.35 | 1,081.35 | Approved |
| 800 | 3/1/2007 | Suffolk City | All in One | 1 | 1,000 | 1,000 | 1 | 1,000.00 | 1,000 | 720.90 | 720.90 | Approved |
| 800 | 3/1/2007 | Suffolk City | Fax | 1 | 1,000 | 1,000 | 0 | 0.00 | 0 | 0.00 | 0.00 | Not Approved |
| 800 | 3/1/2007 | Suffolk City | Digital Camera | 1 | 300 | 300 | 0 | 0.00 | 0 | 0.00 | 0.00 | Not Approved |
| 800 | 3/1/2007 | Suffolk City | Projector | 1 | 2,500 | 2,500 | 0 | 0.00 | 0 | 0.00 | 0.00 | Not Approved |
| 800 Total | | | | | | | | | 4,600 | | 3,316.14 | |
| GRAND TOTAL | | | | | | | | | 7,177 | | 4,915.94 | |

321-07-09: CIRCUIT COURT CLERKS

OLD BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>DISCUSSION</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---|----------------------|--|-------------------|--|
| GREENSVILLE COUNTY POWHATAN COUNTY SMYTH COUNTY WASHINGTON COUNTY CITY OF PETERSBURG CITY OF SALEM | CIRCUIT COURT CLERKS | <p>Staff presents summary of internal control findings, corrective action plans, and further documentation regarding action taken to correct repeat findings for these six clerks as submitted through their attorney.</p> <p>Based upon a review of documentation of actions taken and assertions by Clerks, under penalty of perjury, to having taken such actions, staff recommends reinstatement of salary increases. For Greenville, Powhatan, Smyth, Washington, and City of Salem, staff recommends reinstatement effective December 1, 2006. For City of Petersburg, staff recommends reinstatement effective February 1, 2007, based upon one repeat finding noted in the report of the APA dated January 22, 2007.</p> | N/A | <p>Compensation Board instructed that these minutes reflect the Board's finding that these six Clerks did in fact have repeat audit findings as the basis for originally withholding the December 1, 2006 salary increase.</p> <p>The Compensation Board approved reinstatement of the salary increases for the following Clerks effective December 1, 2006: Greenville, Powhatan, Smyth, Washington, and City of Salem; and for the City of Petersburg Clerk effective February 1, 2007. Approval is based upon documentation and attestation by each Clerk, under penalty of perjury, to having taken correction action to the repeat findings noted in their respective audit reports.</p> <p>Compensation Board notes for each Clerk that should the next APA audit report show that any of the repeated internal control findings have not been corrected, that the next salary increase will be withheld until such time as a subsequent regularly scheduled APA audit determines all such findings have been corrected, and salary increases will be reinstated on a day-forward basis only.</p> <p>Walter J. Kucharski, Compensation Board Member and Auditor of Public Accounts, abstained from voting in any matter in regard to this docket item.</p> |

321-07-09: CIRCUIT COURT CLERKS

Continued.

GREENSVILLE COUNTY
POWHATAN COUNTY
SMYTH COUNTY
WASHINGTON COUNTY
CITY OF PETERSBURG
CITY OF SALEM

GILES COUNTY
BUCHANAN COUNTY

CIRCUIT COURT CLERKS

Previous Compensation Board Action:

Discussion by the Compensation Board at their February 21, 2007 meeting: In response to the Compensation Board's request of January 15, 2007 to these 8 Circuit Court Clerks, staff presents supporting documentation provided by the Clerks in Buchanan County and Giles County as proof of corrective action taken to all repeat audit finding(s) reported by the Auditor of Public Accounts in the September 28, 2006 Statewide Report on Virginia Circuit Courts. Staff did not receive responses from the remaining 6 offices by the docket deadline.

Action taken by the Compensation Board at their February 21, 2007 meeting: The Compensation Board reconsidered its action taken to withhold the December 1, 2006 salary increase for the Giles County Clerk and approves 4% salary increase retroactive to December 1, 2006. The Compensation Board did not reconsider its action taken to withhold the December 1, 2006 salary increase for the Buchanan County Clerk as the officer did not provide any documentation as proof of corrective action taken. The Compensation Board deferred action on the remaining 6 Circuit Court Clerks until their March 28, 2007 meeting in order to review documentation provided to them just minutes prior to the start of today's meeting. (This information was delivered to the Attorney General's Office and not to the Compensation Board as requested.) Walter J. Kucharski, Compensation Board Member and Auditor of Public Accounts, abstained from voting in any matter in regard to this docket item.

Discussion by the Compensation Board at their January 9, 2007 meeting: The Compensation Board revisited the issue of the December 1, 2006 salary increase withheld from these 8 officers due to repeat audit findings.

Action taken by the Compensation Board at their January 9, 2007 meeting: The Compensation Board requested that the 8 Circuit Court Clerks in Buchanan County, Giles County, Greensville County, Powhatan County, Smyth County, Washington County, City of Petersburg, and City of Salem from which the December 1 salary increase was withheld be requested to provide proof of corrective action taken to all repeat audit finding(s) reported by the Auditor of Public Accounts in the September 28, 2006 Statewide Report on Virginia Circuit Courts and in the October 12, 2006 Report on the Salem Circuit Court Clerk. Upon receipt of such documentation, the Compensation Board will reconsider its previous action to withhold the December 1 salary increases at its February 21, 2007 Board meeting.

Item considered by the Compensation Board at their November 15, 2006 meeting: "Per the Auditor of Public Accounts' Report of September 28, 2006, 7 Clerks (Counties of Buchanan, Giles, Greensville, Powhatan, Smyth and Washington and the City of Petersburg) had repeat findings and per the provisions Item 66 (I) of Chapter 951 of the 2005 Acts of Assembly and Item 64 (I) of Chapter 3, 2006 Acts of Assembly are not eligible for the December 1, 2006 increase. In addition to the 7 Clerks named in the report, by letter of October 12, 2006, the Auditor of Public accounts reports that the Salem City Clerk had repeat findings. Therefore, 8 Clerks are not eligible for the December 1, 2006 4% salary increase."

Action taken by the Compensation Board at their November 15, 2006 meeting: "In accordance with the provisions of Chapter 3, Item 64, paragraph I, the salaries of the Circuit Court Clerks in the Counties of Buchanan, Giles, Greensville, Powhatan, Smyth and Washington and the Cities of Petersburg and Salem will remain unchanged as of December 1, 2006. Board Member Walter J. Kucharski abstained from the vote."

321-07-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-------------------------|---------------------|---|-------------------|---|
| CITY OF CHARLOTTESVILLE | CIRCUIT COURT CLERK | <p>Based upon a statement signed by the Clerk on June 22, 2006, certifying that his office was, at that time, providing secure remote access (SRA) to land records in this office, the Compensation Board acted to allow the Clerk to carry forward \$21,600 of \$1 TTF for budgeting in FY07. Such funds would not have been carried forward had the Clerk not been providing SRA at that time.</p> <p>On August 29, 2006, during the FY07 TTF budget period, the Clerk again certified to providing secure remote access to land records in his office. The Clerk requested budgeting of all funds available to his office from the \$4 TTF fund and the \$21,600 in carried forward \$1 TTF; on September 20, 2006, the Compensation Board approved this request.</p> <p>In December 2006, the Compensation Board established priorities for the allocation to Clerks' offices of FY07 remaining \$1 TTF, and determined that requests to allocate funds for redaction of social security numbers from land records would only be considered for Clerks' offices that are currently providing secure remote access to land records. On January 30, 2007, the Clerk again certified to providing secure remote access to land records in this office, and requested funding for redaction services. On February 21, 2007, the Compensation Board acted to allocate \$30,680 in \$1 TTF for redaction services for this office.</p> <p>On March 15, 2007, in a telephone conversation with Lisa Carson of the Compensation Board staff, the Clerk indicated that he is not currently providing secure remote access to land records in his office, nor was he providing such access in July or August 2006.</p> <p>In light of this, Compensation Board Executive Secretary recommends that the Board revoke approval of budgeted funds in the amount of \$52,280 from the Clerk's available funds for FY07.</p> | -0- | Compensation Board revokes prior approval of \$52,280 in \$1 TTF based upon the Clerk's statement that he is not currently and has not provided secure remote access to land records in his office. |

321-07-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|--------------------|---------------------|--|-------------------|--|
| CHESAPEAKE CITY | CIRCUIT COURT CLERK | <p>02-01-07 Officer requests to enter into an agreement pursuant to section 17.1-290 of the Virginia Code, which authorizes the City of Chesapeake and the Clerk's office to enter into a contract for the City's pro rata part of the expenses of the Clerk's office in lieu of fees and commissions prescribed by law to be collected by the Clerk for services performed for the City effective July 1, 2007- June 30, 2008.</p> <p>Officer agrees to provide all available services of her office to the City and the City agrees to pay the Clerk an annual amount of \$15,000. The agreement will automatically renew from year-to-year with same terms unless either party gives the other party 60 days written notice prior to the expiration date of the agreement. However, the contract will not be renewed beyond June 20, 2012, without approval from the Compensation Board.</p> <p>This agreement replaces a similar agreement that was approved and in place for FY03 through FY07.</p> | -0- | Approved. |
| HOPEWELL CITY | CIRCUIT COURT CLERK | 03-12-07 Officer requests use of FY07 TTF \$4 monies previously carried over during the TTF budget period in August 2006. Officer requests \$2,500 out of a possible \$15,030 in \$4 Services to replace five PCs (vendor, Supreme Court). | \$2,500 | The Compensation Board approved your request for use of the equipment and services portion of your TTF funding based on the criteria set out in §17.1-279, B., <u>Code of Virginia</u> . |
| NORTHAMPTON COUNTY | CIRCUIT COURT CLERK | 03-15-07 Officer requests approval of TTF \$1 Services request for redaction services in the amount of \$19,636 at a quote of 4 cents per image (AmCad, vendor). Officer certified to providing secure remote access to land records on January 31, 2007 and is accepting subscribers to the SRA service. Officer also requests \$5,861 in \$1Services for back scanning of indices (Cott, vendor). Total Services request from the \$1 Fund is \$25,497. | \$25,497 | Approved in accordance with Compensation Board action dated December 20, 2006 and February 21, 2007, specifying priorities and criteria for the allocation of \$1 TTF. |

321-07-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|--|---------------------|---|-------------------|---|
| CIRCUIT COURT CLERKS' WORKLOAD AUDIT COMMITTEE | CIRCUIT COURT CLERK | <p>03-21-07 The Circuit Court Clerks' Workload Audit Committee submits recommended changes to workload data reported in the FY08 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 90 Circuit Court Clerks appearing to have workload data discrepancies; of the 90 localities contacted, 45 responded with corrected workload data or gave a valid reason for the data discrepancy and 45 offices did not respond.</p> | -0- | Compensation Board concurs with the Clerks' Workload Audit Committee recommendations to update workload data, and asks Compensation Board staff to update COIN with corrected data. |

717-07-09: DIRECTORS OF FINANCE

NEW BUSINESS:

| | | | | |
|--------------------|---------------------|--|--|---|
| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
| CITY OF ALEXANDRIA | DIRECTOR OF FINANCE | In response to the notification of funds re-appropriated by the Governor for equipment, a Director of Finance requests reimbursement for equipment purchased or to be purchased in FY07. | \$82,650 Total Cost \$12,493.93 Stressed Cost | Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed and reimbursable cost. Because this is a one-time approval; not in the base budget, any amounts not requested for reimbursement on or before the May 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08. |

| FIPS | LOCALITY | EQUIPMENT REQUESTED | REQ QTY | UNIT REQUESTED COST | TOTAL REQUESTED COST | PER POLICY QTY | PER POLICY UNIT COST | TOTAL COST APPROVED | STRESSED AND REIMBURSABLE COST | LOCALITY CONCURRENCE | BOARD ACTION 3-28-07 |
|------------------|--------------------|----------------------------|---------|---------------------|----------------------|----------------|----------------------|---------------------|--------------------------------|----------------------|----------------------|
| 510 | City of Alexandria | PC | 40 | 1,300 | 52,000 | 40 | 1,200 | 48,000 | 7,256.00 | Yes | Approved |
| 510 | City of Alexandria | Printers | 3 | 2,600 | 7,800 | 3 | 2,000 | 6,000 | 907.00 | Yes | Approved |
| 510 | City of Alexandria | Printers | 37 | 650 | 24,050 | 37 | 650 | 24,050 | 3,635.56 | Yes | Approved |
| 510 | City of Alexandria | Copier | 2 | 15,000 | 30,000 | 1 | 4,000 | 4,000 | 604.67 | Yes | Approved |
| 510 | City of Alexandria | Scanner | 3 | 1,000 | 3,000 | 1 | 600 | 600 | 90.70 | Yes | Approved |
| 510 | City of Alexandria | PC | 10 | 1,300 | 13,000 | 0 | 0 | 0 | 0.00 | Yes | Not Approved |
| 510 | City of Alexandria | Cash Register Hardware | 10 | 6,750 | 67,500 | 0 | 0 | 0 | 0.00 | Yes | Not Approved |
| 510 | City of Alexandria | Document Imaging Stations | 6 | 10,500 | 63,000 | 0 | 0 | 0 | 0.00 | Yes | Not Approved |
| 510 | City of Alexandria | Electronic Tax Pymt Kiosks | 2 | 8,000 | 16,000 | 0 | 0 | 0 | 0.00 | Yes | Not Approved |
| 510 | City of Alexandria | Security System | 1 | 4,000 | 4,000 | 0 | 0 | 0 | 0.00 | Yes | Not Approved |
| 510 | City of Alexandria | Printers | 13 | 650 | 8,450 | 0 | 0 | 0 | 0.00 | Yes | Not Approved |
| 510 TOTAL | | | | | | | | 82,650 | 12,493.93 | | |

732-07-09: TREASURERS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|------------------------|----------------|---|-------------------|---|
| CITY OF PETERSBURG | TREASURER | <p>02-20-07 Officer requests transfer of base budget turnover funds to Temporary Funds, in the amount of \$8,017.92.</p> <ul style="list-style-type: none"> FY07 Pro-Rated – \$2,672.64 | -0- | Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a base budget transfer. |
| POWHATAN COUNTY | TREASURER | <p>02-27-07 Officer requests Board approval of continued funding of career development stipend, as officer failed to certify the Treasurer Special Program in the FY08 Budget Request. Officer did enter all requested information it was only the certification page that was inadvertently left blank.</p> <p>A technical problem allowed the Officer to certify the Budget Request without first certifying the Special Program.</p> <p>(Audit Committee Concurrence)</p> | -0- | Compensation Board approved inclusion of Treasurer's certification of CDP with all other program certifications as an exception to policy and based upon specific conditions stated by the Officer and Compensation Board staff. Approval of pay raise associated with certification of CDP will be considered with all Officer certifications during the budget approval process prior to May 1. |
| CITY OF PETERSBURG | TREASURER | <p>02-28-07 Officer requests Board approval of continued funding of career development stipend, as Officer failed to certify the Treasurer Special Program in the FY08 Budget Request. Officer did enter all requested information it was only the certification page that was inadvertently left blank.</p> <p>A technical problem allowed the Officer to certify the Budget Request without first certifying the Special Program.</p> <p>(Audit Committee Concurrence)</p> | -0- | Compensation Board approved inclusion of Treasurer's certification of CDP with all other program certifications as an exception to policy and based upon specific conditions stated by the Officer and Compensation Board staff. Approval of pay raise associated with certification of CDP will be considered with all Officer certifications during the budget approval process prior to May 1. |
| CITY OF VIRGINIA BEACH | TREASURER | <p>02-28-07 Officer requests Board approval of continued funding of career development stipend, as officer failed to certify the Treasurer Special Program in the FY08 Budget Request. Officer did enter all requested information it was only the certification page that was inadvertently left blank.</p> <p>A technical problem allowed the Officer to certify the Budget Request without first certifying the Special Program.</p> <p>(Audit Committee Concurrence)</p> | -0- | Compensation Board approved inclusion of Treasurer's certification of CDP with all other program certifications as an exception to policy and based upon specific conditions stated by the Officer and Compensation Board staff. Approval of pay raise associated with certification of CDP will be considered with all Officer certifications during the budget approval process prior to May 1. |

732-07-09: TREASURERS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---|----------------|--|---|---|
| TREASURERS' WORKLOAD AUDIT COMMITTEE | TREASURER | 03-14-07 The Treasurers' Workload Audit Committee submits recommended changes to workload data reported in the FY08 Budget Request in COIN. The audit committee reviewed all workload data and contacted 101 Treasurers appearing to have workload data discrepancies; of the 101 localities contacted, 52 responded with corrected workload data, 45 gave a valid reason for the data discrepancy and 4 offices did not respond. | -0- | Compensation Board concurs with the Treasurers' Workload Audit Committee recommendations to update workload data, and asks Compensation Board staff to update COIN with corrected data. |
| CHARLOTTE COUNTY | TREASURER | In response to the notification of funds re-appropriated by the Governor for equipment, Treasurers request reimbursement for equipment purchased or to be purchased in FY07. | \$550.00 Total Cost \$140.16 Stressed Cost | Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed and reimbursable cost. Because this is a one-time approval; not in the base budget, any amounts not requested for reimbursement on or before the May 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08. |

| FIPS | LOCALITY | EQUIPMENT REQUESTED | REQ QTY | UNIT REQUESTED COST | TOTAL REQUESTED COST | PER POLICY QTY | PER POLICY UNIT COST | TOTAL COST APPROVED | UNIT STRESSED COST | STRESSED AND REIMBURSABLE COST | LOCALITY CONCURRENCE |
|------------------|------------------|---------------------|---------|---------------------|----------------------|----------------|----------------------|---------------------|--------------------|--------------------------------|----------------------|
| 037 | Charlotte County | Printer | 1 | 550.00 | 550.00 | 1 | 550.00 | 550.00 | 420.48 | 140.16 | Yes |
| 037 TOTAL | | | | | | | | 550.00 | | 140.16 | |

734-07-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|----------------------|-----------------------------|---|-------------------|---|
| CITY OF NEWPORT NEWS | COMMISSIONER OF THE REVENUE | <p>02-23-07 Officer requests Board approval of career development salary increases to certified deputies that were excluded from the FY08 Budget Request Special Program Certification for Deputy Commissioners.</p> <p>Deputies currently receiving the increase, applying for re-certification:</p> <ul style="list-style-type: none"> • Position 00015 – Bele, Priscilla • Position 00022 – Cooke, Ellen • Position 00013 – Kriner, Linda <p>Officer did not realize they were required to list “currently” certified deputies, as well as “newly” certified deputies.</p> <p>The Commissioner of the Revenue Career Development Audit Committee concurs with this request.</p> | -0- | <p>Compensation Board approved inclusion of the Officer’s certification of 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 and Compensation Board staff. 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.</p> |
| ROANOKE COUNTY | COMMISSIONER OF THE REVENUE | <p>02-23-07 Officer requests Board approval of career development salary increases to certified deputies that were excluded from the FY08 Budget Request Special Program Certification for Deputy Commissioners.</p> <p>Deputies currently receiving the increase, applying for re-certification:</p> <ul style="list-style-type: none"> • Position 00003 – Wells, Natalie • Position 00005 – Coleman, Betty • Position 00006 – Hoer, Jerry • Position 00007 – Gardner, Mary • Position 00009 – Shelton, Laura • Position 00012 – Salyer, Doris <p>Officer did not realize they were required to list “currently” certified deputies, as well as “newly” certified deputies.</p> <p>The Commissioner of the Revenue Career Development Audit Committee concurs with this request.</p> | -0- | <p>Compensation Board approved inclusion of the Officer’s certification of 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 and Compensation Board staff. 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.</p> |

734-07-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---------------------|-----------------------------|---|--|--|
| CHESTERFIELD COUNTY | COMMISSIONER OF THE REVENUE | <p>02-26-07 Officer requests Board approval of career development salary increases to certified deputies that were inadvertently excluded from the FY08 Budget Request Special Program Certification for Deputy Commissioners.</p> <p>Deputies currently receiving the increase, applying for re-certification:</p> <ul style="list-style-type: none"> • Position 00001 – Mangino, Sharyn • Position 00017 – Conwell, Sheila <p>Deputy newly certified:</p> <ul style="list-style-type: none"> • Position 00008 – Foster, Roberta • Current Salary – \$25,449 • CDP Salary – \$27,816 <p>Officer cites technical difficulties with COIN. COIN did not retain the names of all deputies entered. Of 7 names entered, these 3 were not in the final submission of the budget request.</p> <p>The Commissioner of the Revenue Career Development Audit Committee concurs with this request.</p> | \$2,367 (FY08) | Compensation Board approved inclusion of the Officer's certification of 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 and Compensation Board staff. 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. |
| LISTED BELOW | COMMISSIONER OF THE REVENUE | In response to the notification of funds re-appropriated by the Governor for equipment, Commissioners of Revenue request reimbursement for equipment purchased or to be purchased in FY07. | <p>\$5,381.03 Total Cost</p> <p>\$1,152.08 Stressed Cost</p> | Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed and reimbursable cost. Because this is a one-time approval; not in the base budget, any amounts not requested for reimbursement on or before the May 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08. |

| FIPS | LOCALITY | EQUIPMENT REQUESTED | REQ QTY | UNIT REQUESTED COST | TOTAL REQUESTED COST | PER POLICY QTY | PER POLICY UNIT COST | TOTAL COST APPROVED | STRESSED AND REIMBURSABLE COST | LOCALITY CONCURRENCE | BOARD ACTION 3-28-07 |
|------------------|-----------------|---------------------|---------|---------------------|----------------------|----------------|----------------------|---------------------|--------------------------------|----------------------|----------------------|
| 067 | Franklin County | PC | 4 | 801.00 | 3,204.00 | 4 | 801.00 | 3,204.00 | 685.98 | Purchased | Approved |
| 067 | Franklin County | Printer | 2 | 177.03 | 354.06 | 1 | 177.03 | 177.03 | 37.90 | Purchased | Approved |
| 067 | Franklin County | PC | 2 | 1,000.00 | 2,000.00 | 2 | 1,000.00 | 2,000.00 | 428.20 | Yes | Approved |
| 067 TOTAL | | | | | | | | 5,381.03 | 1,152.08 | | |

734-07-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|--|-----------------------------|--|-------------------|--|
| PRINCE GEORGE COUNTY | COMMISSIONER OF THE REVENUE | <p>03-05-07 Acting officer requests additional Temporary Funding @ \$19,006.19. This is equivalent to Pos. 00002, CDI @ \$32,582 from December 1, 2006 to June 30, 2007. The election will be held on November 6, 2007.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as the officer understands that the Compensation Board's interpretation of 24.2-226 and 228 is that Position 2, CDI, is not vacant during the period in which she is the Acting Commissioner of the Revenue, consequently funds cannot be transferred from this position.</p> | \$19,006.19 | Approved at no additional cost to the Compensation Board. |
| CITY OF HARRISONBURG | COMMISSIONER OF THE REVENUE | <p>03-05-07 Officer requests Board approval of continued funding of career development stipend, as officer failed to certify the Commissioner of the Revenue Special Program in the FY08 Budget Request. Officer did enter all requested information it was only the certification page that was inadvertently left blank.</p> <p>A technical problem allowed the Officer to certify the Budget Request without first certifying the Special Program.</p> <p>The Commissioner of the Revenue Career Development Audit Committee concurs.</p> | -0- | Compensation Board approved inclusion of Commissioner's certification of CDP with all other program certifications as an exception to policy and based upon specific conditions stated by the Officer and Compensation Board staff. Approval of pay raise associated with certification of CDP will be considered with all Officer certifications during the budget approval process prior to May 1. |
| COMMISSIONER OF THE REVENUE WORKLOAD AUDIT COMMITTEE | COMMISSIONER OF THE REVENUE | <p>03-17-07 The Commissioners' Workload Audit Committee submits recommended changes to workload data reported in the FY08 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 51 Commissioners appearing to have workload data discrepancies; of the 51 localities contacted, 21 responded with corrected workload data, 28 gave a valid reason for the data discrepancy and 3 offices did not respond.</p> | -0- | Compensation Board concurs with the Commissioners' Workload Audit Committee recommendations to update workload data, and asks Compensation Board staff to update COIN with corrected data. |

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 #07/08. | N/A | Approved. |
| 2. TRAINING STATUS REPORT | COMPENSATION BOARD | Staff presents Training Status Report. | N/A | Noted. |
| 3. MONTHLY ACTIVITY REPORT - LIDS JAIL AUDITS & JAIL COST REPORT REVIEWS | COMPENSATION BOARD | Staff presents monthly activity report for Local Inmate Data System (LIDS) Jail Audits and Jail Cost Report Reviews. | N/A | Noted. |
| 4. ANNUAL LIDS AUDIT STATUS REPORT | COMPENSATION BOARD | Staff presents annual LIDS Audit Status Report. | N/A | Noted. |
| 5. COMPENSATION BOARD MEETINGS | COMPENSATION BOARD | Confirmation of upcoming Board meetings: Wednesday, April 25, 2007 and Wednesday, May 16, 2007. [FY08 Compensation Board Budget Hearing is scheduled for Thursday, April 12, 2007 at 1:00 p.m. at the Old Hanover Courthouse, 7497 County Complex Road (Route 301), Hanover, Virginia]. | N/A | Approved. |
| 6. LAWFUL EMPLOYMENT PRACTICES FOR CONSTITUTIONAL OFFICERS | COMPENSATION BOARD | The Roanoke session held March 5-6, 2007 at the Wyndham Roanoke Airport had 55 registered with 53 actually in attendance. The Richmond session held March 7-8, 2007 at the DoubleTree Hotel Richmond Airport had 55 registered with 51 actually in attendance. | N/A | Noted. |
| 7. LAWFUL EMPLOYMENT PRACTICES FOR LAW ENFORCEMENT | COMPENSATION BOARD | Registration opened March 12, 2007 and will close March 30, 2007. The Roanoke session is scheduled April 16-17, 2007 to be held at the Wyndham Roanoke Airport and the Richmond session is scheduled April 18-19, 2007 to be held at the DoubleTree Hotel Richmond Airport. | N/A | Noted. |
| 8. IT SECURITY | COMPENSATION BOARD | Staff presents IT Security Matters Update. (This is an update since the original presentation at the December 20, 2006 meeting.) | N/A | Noted. |
| 9. ANNUAL BUDGET EMAIL | COMPENSATION BOARD | Staff presents annual budget email. | N/A | Approved. |

OTHER MATTERS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---|--------------------|---|-------------------|---|
| 10. INITIAL BUDGET ALLOCATIONS AND POLICIES | COMPENSATION BOARD | Staff presents initial budget allocations and policies. | N/A | Approved as a draft. |
| 11. FY08 COMPENSATION BOARD MEETING SCHEDULE | COMPENSATION BOARD | <p>Staff suggests the following dates for FY08 scheduled meetings. Unless otherwise noted, all meetings are at 11:00 a.m. and are set for the 3rd Wednesday of each month:</p> <ul style="list-style-type: none"> • July 18, 2007 • August 15, 2007 • September 19, 2007 • October 17, 2007 • November 14, 2007 (2nd Wednesday due to Thanksgiving) • December 19, 2007 • January 8, 2008 (special meeting to discuss legislation) • January 16, 2008 • February 20, 2008 • March 26, 2008 (4th Wednesday due to budget process) • April 10, 2008 (Thursday) (budget hearing) • April 23, 2008 (4th Wednesday due to budget process) • May 21, 2008 • June 18, 2008 | N/A | Tentatively approved. Board will confirm at the April 25, 2007 meeting. |

OTHER MATTERS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---|----------------------|--|-------------------|----------------------------------|
| 12. TECHNOLOGY TRUST FUND COLLECTIONS | CIRCUIT COURT CLERKS | <p>Collections: FY07 YTD collections through February total \$7,256,912.56 which is a 15.36% decrease compared to the same period in FY06.</p> <p>Projections:</p> <ol style="list-style-type: none"> 1. Based on current collections, FY07 TTF collections would be approximately \$10.9 million, a decrease of 14.8% over FY06 collections. 2. Based on a projected reduction in recordings of an additional 10% over the remainder of FY07, collections for FY07 would be \$10.5 million, a decrease of 17.7% over FY06 collections. 3. The 2007 Session Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget was based on the average annual collections since the TTF was established (11 years), or \$10,606,834 annually for FY07 – FY12. <p>Expenditures: Clerks' FY07 YTD expenditures total \$7,838,397.13, which represents the reimbursement for July through February and is 57.35% of budgeted funding.</p> | N/A | Noted. |

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #07/09
March 28, 2007**

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 officers, 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.

MOTION BY CHAIRMAN FRANK DREW: 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 CHAIRMAN FRANK DREW: 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 #07/09

March 28, 2007

EMPLOYEE RECOGNITION
NONE.

304-07-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| | | | | |
|------------------------------|----------------|---|--|---|
| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
| RAPPAHANNOCK SECURITY CENTER | SUPERINTENDENT | In response to the notification of funds reappropriated by the Governor for equipment, Sheriffs and Superintendents are requesting reimbursement for equipment purchased or to be purchased in FY07 totaling \$9,574 (\$6,579.42 stressed). | \$9,574 Total Cost \$6,579.42 Stressed Cost | Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed and reimbursable cost. Because this is a one-time approval; not in the base budget, any amounts not requested for reimbursement on or before the May 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08. |

| FIPS | LOCALITY | EQUIPMENT REQUESTED | REQUESTED QTY. | UNIT REQUESTED COST | TOTAL REQUESTED COST | PER POLICY QUANTITY | PER POLICY UNIT COST | TOTAL COST APPROVED | STRESSED COST | BOARD ACTION 3-28-07 |
|------|------------------------------|---|----------------|---------------------|----------------------|---------------------|----------------------|---------------------|-------------------|----------------------|
| 450 | Rappahannock Security Center | Servers | 3 | \$6,386 | \$19,159 | 1 | \$6,386 | \$6,386 | \$4,388.63 | Approved |
| 450 | Rappahannock Security Center | Server | 1 | \$6,330 | \$6,330 | 0 | \$0 | \$0 | \$0.00 | Not Approved |
| 450 | Rappahannock Security Center | Server | 2 | \$3,174 | \$6,348 | 0 | \$0 | \$0 | \$0.00 | Not Approved |
| 450 | Rappahannock Security Center | Server Rack & Accessories | 1 | \$916 | \$916 | 0 | \$0 | \$0 | \$0.00 | Not Approved |
| 450 | Rappahannock Security Center | Server Software, Anti-Virus, and Licenses | 1 | \$37,375 | \$37,375 | 0 | \$0 | \$0 | \$0.00 | Not Approved |
| 450 | Rappahannock Security Center | Color Printer | 1 | \$7,272 | \$7,272 | 1 | \$1,500 | \$1,500 | \$1,030.80 | Approved |
| 450 | Rappahannock Security Center | Printer | 1 | \$3,100 | \$3,100 | 1 | \$1,500 | \$1,500 | \$1,030.80 | Approved |
| 450 | Rappahannock Security Center | Printer Cartridges | 1 | \$1,967 | \$1,967 | 0 | \$0 | \$0 | \$0.00 | Not Approved |
| 450 | Rappahannock Security Center | Printer Maintenance | 1 | \$716 | \$716 | 0 | \$0 | \$0 | \$0.00 | Not Approved |
| 450 | Rappahannock Security Center | Chairs | 2 | \$371 | \$741 | 0 | \$0 | \$0 | \$0.00 | Not Approved |
| 450 | Rappahannock Security Center | Calculators | 2 | \$94 | \$188 | 2 | \$94 | \$188 | \$129.19 | Approved |
| | | GRAND TOTALS | | \$67,701 | \$84,112 | | \$9,480 | \$9,574 | \$6,579.42 | |

304-07-09: 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>03-16-07 Sheriff requests reimbursement for guard duty expenses for the months of November and December. This office's reimbursements for guard duty were withheld by the Compensation Board for the months of November and December pending guidance from the Office of the Attorney General regarding the need for a court order to support reimbursements.</p> <p>Staff notes that late last fall, requests for reimbursement of guard duty were being requested that appeared to be outside the authority of the Compensation Board to fund, specifically requests from regional jails, and requests from sheriffs and regional jails without accompanying court orders. As requested by staff, we have received guidance from the Office of the Attorney General that the Compensation Board is not authorized to reimburse guard duty expenses for regional jails, nor for sheriffs in cases where there is not a court order directing the sheriff to provide such guard. Until such time as a response was received from the Office of the Attorney General, requests for reimbursement without accompanying court orders were not approved.</p> <p>On 3-16-07, the Sheriff's office provided the Compensation Board with a blanket court order dated 3-15-07 to process future reimbursements for guard duty. Since the county attorney has advised the Sheriff's office that a judge cannot issue a retroactive court order to cover the months that reimbursement was withheld, this office is requesting that the Compensation Board reinstate any funds that have been held using the blanket order as an indication of their intent to comply with the requirement. Chesterfield County is requesting a total of \$10,122.88, which includes \$9,403.51 for salaries and \$719.37 in fringe benefits for the months of November and December.</p> | \$10,122.88 | The Compensation Board did not approve the Sheriff's request to reimburse guard duty for which no court order exists. Sections 19.2-328 and 53.1-93 of the <u>Code</u> require an order of the court in order for the Compensation Board to reimburse guard duty expenses. It is not in the discretion of the Compensation Board to circumvent the requirements of the <u>Code</u> . |

320-07-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

| | | | | |
|-----------------|-------------------------|---|-------------------|--|
| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
| ACCOMACK COUNTY | COMMONWEALTH'S ATTORNEY | 03-23-07 Officer requests to transfer Vacancy Savings to fund the purchase of the following. Officer does have available Vacancy Savings to fund purchases. | -0- | Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed cost. Because this is a one-time approval; not in the base budget, any amounts not requested for reimbursement on or before the May 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08. |

| FIPS | LOCALITY | EQUIPMENT REQUESTED | REQUESTED QTY | UNIT REQUESTED COST | TOTAL REQUESTED COST | PER POLICY QTY | PER POLICY UNIT COST | TOTAL COST APPROVED | STRESSED COST | BOARD ACTION 3-28-07 |
|------|-----------------|---------------------|---------------|---------------------|----------------------|----------------|----------------------|---------------------|-----------------|----------------------|
| 001 | Accomack County | Copier | 1 | 2,158 | 2,158 | 1 | 2,158.00 | 2,158 | 1,615.91 | Approved |
| | TOTALS | | | | | | | 2,158 | 1,615.91 | |

| | | | | |
|-----------------|-------------------------|--|-----|---|
| ACCOMACK COUNTY | COMMONWEALTH'S ATTORNEY | 03-23-07 Officer requests to transfer Vacancy Savings to Office Expense Funds. | -0- | Approved per the Compensation Board's FY07 Budget Priorities and Policies. 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 |
|------|--------|-----------------|--------------|-----------------|----------------|------------------|------------------|
| 001 | 320 | Accomack County | 03/23/07 | Vacancy Savings | Office Expense | 26,777.58 | 26,777.58 |
| | | TOTAL | | | | | 26,777.58 |

| | | | | |
|----------------|-------------------------|---|-----|---|
| AMHERST COUNTY | COMMONWEALTH'S ATTORNEY | 03-23-07 Officer requests to transfer annual salary from vacant position #6 @ \$43,639 to Temporary. Position has been vacant the entire fiscal year and will remain vacant. Authorized amount \$42,939.83. | -0- | Approved per the Compensation Board's FY07 Budget Priorities and Policies. 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 |
|------|--------|----------------|--------------|-----------------|-------------|------------------|------------------|
| 009 | 320 | Amherst County | 03/23/07 | Vacancy Savings | Temporary | 42,939 | 42,939 |
| | | TOTAL | | | | | 42,939 |

321-07-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-------------------------|---------------------|---|-------------------|--|
| CITY OF CHARLOTTESVILLE | CIRCUIT COURT CLERK | <p>03-21-07 In response to a letter from the Executive Secretary dated March 16 regarding the potential revocation of \$52,580 in budgeted \$1 TTF, the Clerk asks that the Compensation Board maintain approval of these amounts for his office. The Clerk explains that his system to provide SRA was installed with the capability for SRA to be available on 7/1/06, but it has not become operational due to a change to Section 17.1-279 of the <u>Code of Virginia</u> during the 2006 session of the General Assembly moving the requirement for providing SRA from 7/1/06 to 7/1/07. During this time, the Clerk has been working to resolve certain issues, including an amount to charge subscribers.</p> <p>Officer notes that of the amounts currently budgeted, \$21,600 has not yet been paid to the vendor, although work has been completed, and \$30,680 has also not yet been paid to the vendor, and the officer will not proceed to make payments to the vendors until after Compensation Board action on March 28.</p> <p>Officer states that the current status of SRA in his office was conveyed to staff by email on February 7, 2007 and by phone on March 15, 2007. Staff notes that information conveyed to staff by email on February 7 confirms that Clerk's SRA system was fully functional on July 1, 2006, and that Clerk's office is accepting subscribers to the SRA system, but the office does not currently have any subscribers. Staff notes that information conveyed in the phone conversation on March 15 confirmed officer is not currently providing SRA nor accepting subscribers to his SRA system, and precipitated the Executive Secretary's letter to the Clerk and recommendation for revocation of budgeted funds.</p> <p>March 28, 2007 -- In a telephone conversation today, just prior to this Board meeting, the Clerk assured Compensation Board Chairman Frank Drew that he had not expended any of the funds in question and that he would be offering SRA to the public on or before July 1, 2007.</p> | -0- | <p>Compensation Board confirms action to revoke approval of \$1 TTF in the amount of \$52,580, as these funds were budgeted based upon the officer's certification to providing secure remote access to land records, and the officer has indicated that secure remote access to land records is not currently being made available. The Board advises the Clerk that if he makes operational his system to provide SRA to land records, the Board will reconsider funding of these amounts for the purposes originally budgeted.</p> <p>The Compensation Board directed staff to confirm after July 1, 2007 that the Clerk is in fact providing SRA to land records in his office and if so, the Board will reconsider this funding at its July 2007 meeting.</p> |

717-07-09: DIRECTORS OF FINANCE
NONE.

732-07-09: TREASURERS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---|----------------|---|--------------------|--|
| GRAYSON COUNTY | TREASURER | 03-23-07 Officer requests transfer of base budget turnover funds to Temporary Funds, in the amount of \$2,088. <ul style="list-style-type: none"> • FY07 Pro-Rated – \$696 | -0- | Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a base budget transfer. |
| TREASURERS' CAREER DEVELOPMENT PROGRAM | TREASURER | 03-26-07 Per the provisions of Paragraph C.2, Item 65, Chapter 3, 2006 Acts of Assembly, 9 Treasurers have newly certified February 1, 2007 that they meet the minimum requirements of the Compensation Board Treasurers Career Development Program, and 55 Treasurers already meeting the minimum requirements have recertified as of February 1, 2007, for a total of 64 Certified Treasurers. Corresponding salary increases are requested, effective July 1, 2007. (The TAV Career Development Audit Committee has audited a random sample of submissions and concurs with the requests.) | \$69,357 (FY07) | The Compensation Board thanks the Treasurers' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and for providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with FY08 budget allocation packages prior to May 1. |
| DEPUTY TREASURERS' CAREER DEVELOPMENT PROGRAM | TREASURER | 03-26-07 Per the provisions of Paragraph D.2, Item 65, Chapter 3, 2006 Acts of Assembly, 38 Deputy Treasurers have newly certified February 1, 2007 that they meet the minimum requirements of the Compensation Board Deputy Treasurers Career Development Program, and 114 Deputy Treasurers already meeting the minimum requirements have recertified as of February 1, 2007, for a total of 152 Certified Deputy Treasurers. Corresponding salary increases are requested, effective July 1, 2007. (The TAV Career Development Audit Committee has audited a random sample of submissions and concurs with the requests.) | \$51,621 (FY07) | The Compensation Board thanks the Treasurers' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and for providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with FY08 budget allocation packages prior to May 1. |

734-07-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|-----------------------------|--|-------------------|---|
| HALIFAX COUNTY | COMMISSIONER OF THE REVENUE | <p>03-09-07 Acting Officer requests additional Temporary Funding @ \$11,580.02 and additional Office Expense Funding @ \$4,000. This is equivalent to Position 00003, DIV @ \$31,160 from January 1, 2007 to June 30, 2007. There is no special election.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds and Office Expense budgets, as the officer understands that the Compensation Board's interpretation of 24.2-226 and 228 is that Position 3 DIV, is not vacant during the period in which she is the Acting Commissioner of the Revenue, consequently funds cannot be transferred from this position.</p> | \$15,580.02 | Approved at no additional cost to the Compensation Board. |
| SURRY COUNTY | COMMISSIONER OF THE REVENUE | <p>03-12-07 Acting Officer requests additional Temporary Funding @ \$8,503.32. This is equivalent to Position 00003, DII @ \$25,510 from March 1, 2007 to June 30, 2007. There is no special election.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budgets, as the officer understands that the Compensation Board's interpretation of 24.2-226 and 228 is that Position 2 CDI, is not vacant during the period in which she is the Acting Commissioner of the Revenue, consequently funds cannot be transferred from this position.</p> | \$8,503.32 | Approved at no additional cost to the Compensation Board. |
| HENRY COUNTY | COMMISSIONER OF THE REVENUE | <p>03-20-07 Acting Officer requests additional Temporary Funding @ \$6,213.68 and additional Office Expense Funding @ \$3,872.64. This is equivalent to Position 00004, CDI @ \$30,259 from March 1, 2007 to June 30, 2007. There is no special election.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds and Office Expense budgets, as the officer understands that the Compensation Board's interpretation of 24.2-226 and 228 is that Position 4, CDI, is not vacant during the period in which she is the Acting Commissioner of the Revenue, consequently funds cannot be transferred from this position.</p> | \$10,086.32 | Approved at no additional cost to the Compensation Board. |

734-07-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---|-----------------------------|---|-------------------|---|
| CITY OF SUFFOLK | COMMISSIONER OF THE REVENUE | <p>03-23-07 Officer requests Board approval of career development salary increases to a certified deputy that was excluded from the FY08 Budget Request Special Program Certification for Deputy Commissioners.</p> <p>Newly Certified Deputy</p> <ul style="list-style-type: none"> Position 00003, Simpson <p>Officer received no notification from the Weldon Cooper Center that the deputy had received designation as a Certified Deputy Commissioner of the Revenue, therefore did not include the deputy in their FY08 Budget Request. Weldon Cooper has confirmed with Compensation Board Staff that the deputy is certified.</p> <p>The Commissioner of the Revenue Career Development Audit Committee concurs with this request.</p> | \$1,637 | <p>Compensation Board approved inclusion of the Officer's certification of 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 and Compensation Board staff. 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.</p> |
| COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM | COMMISSIONER OF THE REVENUE | <p>03-27-07 Per the Provisions of Paragraph C.2 Item 62, Chapter 3, 2006 Acts of Assembly, 10 Commissioners of the Revenue have newly certified February 1, 2007 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, and 55 Commissioners of the Revenue already meeting the minimum requirements have recertified as of February 1, 2007, for a total of 65 Certified Commissioners of the Revenue. Corresponding salary increases are requested effective July 1, 2007.</p> <p>The COR Career Development Audit Committee has audited a random sample of submissions and concurs with the requests.</p> | \$71,185 (FY08) | <p>The Compensation Board thanks the Commissioner of the Revenue Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and for providing its recommendations.</p> <p>Approval of the corresponding salary increases will be determined in conjunction with FY08 budget allocation packages prior to May 1.</p> |
| DEPUTY COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM | COMMISSIONER OF THE REVENUE | <p>03-27-07 Per the Provisions of Paragraph D.2 Item 62, Chapter 3, 2006 Acts of Assembly, 57 Deputy Commissioners of the Revenue have newly certified February 1, 2007 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, and 79 Deputy Commissioners of the Revenue already meeting the minimum requirements have recertified as of February 1, 2007, for a total of 136 Certified Commissioners of the Revenue. Corresponding salary increases are requested effective July 1, 2007.</p> <p>The COR Career Development Audit Committee has audited a random sample of submissions and concurs with the requests.</p> | \$86,078 (FY08) | <p>The Compensation Board thanks the Commissioner of the Revenue Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and for providing its recommendations.</p> <p>Approval of the corresponding salary increases will be determined in conjunction with FY08 budget allocation packages prior to May 1.</p> |

OTHER MATTERS
NONE.

FOR YOUR INFORMATION
NONE.

h\waddell\Docket\March07MINUTES