

COMPENSATION BOARD DOCKET #03/10 APRIL 23, 2003

304-03-10: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|----------------|--|--|---|
| PETERSBURG CITY | SHERIFF | 03/07/03 – OFFICER REQUESTS 7 ADDITIONAL CS7 POSITIONS TO MEET THE NEEDS OF THE COURT AND TO COMPLY WITH ATTACHED COURT ORDER. DUE 2.67 CS POSITIONS. AT THE MARCH 19, 2003 MEETING, THE COMPENSATION BOARD DEFERRED ACTION PENDING STAFF DISCUSSION WITH SHERIFF. Staff met March 28, 2003 with the Sheriff to discuss court security staffing of Circuit and District Courts. Sheriff's office has not received additional funding for court security as a result of passage of ordinance in accordance with 53.1-120 which allows city to collect and additional \$5.00 on all criminal and traffic convictions. The sheriff has agreed to request additional staffing from the city for the remainder of this fiscal year and next fiscal year. The sheriff's office is not due any additional court service positions from the Compensation Board. | \$40,825.68 APRIL THRU JUNE 2003 \$163,303.00 COST JULY THRU JUNE 2004 | The Compensation Board notes that the Sheriff is not due any additional Compensation Board positions. |

304-03-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|--|----------------|--|-------------------|---|
| CAROLINE COUNTY | SHERIFF | 3/21/03 – OFFICER REQUESTS BASE BUDGET TRANSFER FROM TURNOVER TO TEMP IN THE AMOUNT OF \$15,976.00. TURNOVER CREATED 7/1/02 – NO PRO-RATING REQUIRED. | -0- | Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan. |
| WESTERN TIDEWATER REGIONAL JAIL | SUPERINTENDENT | 4/9/03 – SUPERINTENDENT JEFF NEWTON REQUESTS THAT THE COMPENSATION BOARD REINSTATE A 32 BED EXEMPTION FOR THE 1999 JAIL ADDITION AND THAT THE COMPENSATION BOARD PROVIDE FUNDING FOR THE ADDITIONAL JAIL OFFICERS AND SUPPORT STAFF HIRED TO MEET THE DEMANDS OF THE INMATE POPULATION INCREASE. | N/A | Defer for additional staff review. |
| VIRGINIA ASSOCIATION OF REGIONAL JAILS | PRESIDENT | 3/14/03 – CHRIS WEBB, PRESIDENT, VIRGINIA ASSOCIATION OF REGIONAL JAILS, REQUESTS THAT LIDS BE CHANGED TO ALLOW FOR PER DIEM PAYMENTS FOR THOSE INMATES COMMITTED TO A HOSPITAL. | N/A | LIDS has been modified to allow for per diem payments. |
| MARTINSVILLE CITY | SHERIFF | 04/16/03 – FY04 – OFFICER REQUEST BASE BUDGET TRANSFER OF TURNOVER (\$13,075.00 ANNUAL) TO PART-TIME. \$3,268.74 IS THE PRORATED AMOUNT THAT WILL BE TRANSFERRED THIS YEAR. | -0- | Approved per Compensation Board's FY04 Budget Reduction Plan. |

320-03-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|--|-------------------------|---|-------------------|--|
| SUBSTITUTE PROSECUTORS FROM NORFOLK TO CHESAPEAKE CITY | COMMONWEALTH'S ATTORNEY | 2-18-03 Substitute prosecutors requesting reimbursement for Substitute Prosecutors' expenses. | \$2,392.30 | Approved as an exception to policy. The Compensation Board asks that future orders appointing a Substitute Prosecutor clearly state that the order appoints the Commonwealth's Attorney and such assistants as the Commonwealth's Attorney deems appropriate, and that the order be entered prior to costs being incurred. |
| WISE COUNTY | COMMONWEALTHS ATTORNEY | 3-18-2003 Due to the appointment of the Commonwealth's Attorney to the Attorney General's office, the acting Officer requests additional Temporary Funds @ \$8,126.33 for FY03 and \$24,379 for FY04. This is based on ATIII, step 1 salary @ \$49,856. Acting officer agrees to hire ATIII @ step 1 salary @ \$49,856 if elected in November 2003. NOTE: Savings from the vacant ATTIII position, which must remain vacant until the new Commonwealth's Attorney takes office is equivalent to the requested amount for FY03. Five months funding for FY04 (July-November) would be \$20,773.33. | \$8,126.33 FY03 | Approved as requested at no additional cost to the Compensation Board. |
| | | | \$24,379 FY04 | Approved five (5) months funding at \$20,773.33, at no additional cost to the Compensation Board. |
| DICKENSON COUNTY | COMMONWEALTHS ATTORNEY | 3-27-2003 Officer requests an exception to the 60-day reimbursement policy. Officer states Substitute Prosecutor did not submit the paperwork in the appropriate amount of time. | \$1,520 | Not approved as all expenses occurred in prior fiscal year. |

| <u>Prosecutor</u> | <u>Expenses From - To</u> | <u>Defendant</u> | <u>Total</u> |
|-------------------|---------------------------|---------------------|--------------|
| John E. Jessee | 03-22-01 / 03-22-01 | Jerry Allen Rollins | \$113.00 |
| John E. Jessee | 03-24-01 / 03-24-01 | David Wayne Carico | \$113.00 |
| John E. Jessee | 03-24-01 / 03-24-01 | Dwayne Gilmore | \$113.00 |
| John E. Jessee | 04-27-01 / 07-25-01 | Thomas Dencie Clark | \$583.00 |
| John E. Jessee | 08-15-01 / 08-15-01 | Guy Duncan | \$249.00 |
| John E. Jessee | 03-25-02 / 04-12-02 | Clinus Ray Hall | \$349.00 |
| Total | | | \$1,520.00 |

320-03-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|---------------------------|--|-------------------|--|
| TAZEWELL COUNTY | COMMONWEALTHS ATTORNEY | 4-14-2003 Officer requests an exception to the 60-day reimbursement policy. Officer states Substitute Prosecutor did not submit the paperwork in the appropriate amount of time. | \$809.51 | Not approved as expense occurred in prior fiscal year. |

| <u>Prosecutor</u> | <u>Expenses From - To</u> | <u>Defendant</u> | <u>Total</u> |
|-------------------|---------------------------|--------------------|--------------|
| John E. Jessee | 10-5-99 / 12-16-99 | Jeffery Allan Arey | \$809.51 |
| | | Total | \$809.51 |

732-03-10: TREASURERS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-------------------------------------|----------------|--|-------------------|---|
| CITY OF GALAX | TREASURER | 4/10 Officer requests a transfer of temporary salary funds to equipment funds @ \$745.00 to purchase a copier. Copier cost \$745.00. Stressed Cost \$653.66. Locality Stress 87.74 Locality is 100% State Funded. Concurrence of Governing Body required. | \$00 | Approved pending written concurrence of governing body. If concurrence is not received by June 15, 2003, Compensation Board approval is rescinded. |
| TREASURERS' ASSOCIATION OF VIRGINIA | TREASURERS | Treasurers' Association of Virginia Career Development Audit Committee presents report regarding FY04 CDP certifications. Recommendations have been incorporated into the allocation package. | N/A | Compensation Board concurred with Treasurers' Association of Virginia Career Development Audit Committee recommendations. Compensation Board asks that the Audit Committee emphasize to all Treasurers the importance of record keeping for training status of employees. |

734-03-10: 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 WAYNESBORO | COMMISSIONER OF THE REVENUE | 3/25 Officer request the transfer of turnover funds @ \$6,734 to base temporary salaries effective immediately. Based on FY03 Staffing Standards office is in excess .30 FTE. Based on FY04 Staffing Standards office is in excess .32 FTE. | \$00 | Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan. |

321-03-10: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|------------------|-------|--|-------------------|--|
| HENRICO COUNTY | CIRCUIT CLERK | COURT | 4-7-03 Officer requests reconsideration of Compensation Board action to transfer Technology Trust Funds using budgeted instead of collections amounts. | N/A | Compensation Board decision of March 19, 2003 confirmed. |

OTHER MATTERS

NEW BUSINESS:

| | <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|----|--|--------------------|--|-------------------|----------------------------------|
| 1. | MEETING MINUTES | COMPENSATION BOARD | Staff presents minutes for approval as follows: Docket #03/09 | N/A | Approved. |
| 2. | MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT | COMPENSATION BOARD | Staff presents monthly Jail Audit Activity Status Report. | N/A | Noted. |
| 3. | AUDIT STATUS REPORT | COMPENSATION BOARD | Staff presents the Audit Status Report. | N/A | Noted. |
| 4. | TRAINING STATUS REPORT | COMPENSATION BOARD | Staff presents monthly Training Status Report. | N/A | Noted. |
| 5. | FY04 MEETING SCHEDULE | COMPENSATION BOARD | Staff presents FY04 Compensation Board meeting schedule as approved by the Board schedule as follows: Wednesday, July 23, 2003 Wednesday, August 20, 2003 Wednesday, September 17, 2003 Wednesday, October 15, 2003 Wednesday, November 19, 2003 Wednesday, December 17, 2003 Wednesday, January 21, 2004 Wednesday, February 18, 2004 Friday, March 26, 2004 Wednesday, April 21, 2004 Wednesday, May 19, 2004 Wednesday, June 16, 2004 | N/A | Confirmation. |
| 6. | NEW OFFICER TRAINING | COMPENSATION BOARD | Staff presents New Officer Training three-month follow-up survey. | N/A | Noted. |

OTHER MATTERS

NEW BUSINESS:

| | <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|----|--|-------------------|--|-------------------|----------------------------------|
| 7. | TECHNOLOGY TRUST FUND COLLECTIONS § 17.1 – 279 | CIRCUIT CLERKS | COURT | | |
| | | | <p><u>COLLECTIONS:</u> FY03 YTD collections total \$5,652,306. FY03 collections for a similar period of time totaled \$4,789,229. This represents an 18.1% increase in collections over last fiscal year.</p> <p><u>EXPENDITURES:</u> Current YTD expenditures as of April 15, 2003, total \$2,494,576. This represents 53.8% of budgeted TTF funds.</p> <p><u>PROJECTIONS:</u> Based on YTD projections, \$7,536,408 will be collected in FY03. This would represent a 14.4% increase over last fiscal year.</p> | N/A | Noted. |
| 8. | ALLEGHANY HOLD HARMLESS PAYMENT | ALLEGHANY COUNTY | | | |
| | | | <p>When the Alleghany hold harmless payment amounts were determined in April, 2001, there was no payment required for the reversion of the Clifton Forge Sheriff's office due to the allocation of all funds to the Alleghany Sheriff's office. However, during a review of hold harmless amounts for an independent auditor working for the county, staff determined that FY01 budgeted amounts for Clifton Forge changed toward year-end such that the county would become due a hold harmless payment for the Sheriff's office. The annual hold harmless payment amount should be \$18,974. Upon your concurrence, staff plans to make a payment in the amount of \$37,948 in May, 2003, to reflect the amounts owed for FY02 and FY03. In the future, the amount of \$18,974 will be paid each year along with the other hold harmless payment amounts due. A spreadsheet showing the budget change is attached for your review.</p> | \$37,948 | Approved. |

OTHER MATTERS

NEW BUSINESS:

| | <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----|---------------------------------|--------------------|---|-------------------|----------------------------------|
| 9. | FY04 OPERATING MANUAL | COMPENSATION BOARD | Staff presents final draft FY04 Operating Manual. | N/A | Approved. |
| 10. | FY04 BUDGET ALLOCATION PACKAGES | COMPENSATION BOARD | Staff presents final FY04 Budget Allocation Packages. | N/A | Approved. |

FOR YOUR INFORMATION

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|---|---|-------------------|----------------------------------|
| 1. THANK YOU | WILL D. BRONSON, JR. JUVENILE SERVICES SECTION DEPT. OF CRIMINAL JUSTICE SERVICES | <p>April 10, 2003 email to Alice M. Coe, Customer Service Manager regarding Sue Kelly-Graham:</p> <p>"Dear Ms. Coe: Please allow me this opportunity to thank you and your staff for the wonderful customer service and technical assistance provided to me by your agency. Specifically, I would like to thank Ms. Kelly-Graham for her courtesy in fielding my questions, prompt response, and overall positive demeanor.</p> <p>As a new employee with the Dept. of Criminal Justice Services, I have come into contact with a variety of individuals from many state and local agencies. Although each individual that I have come into contact with has been very helpful and provided me with much needed information, Ms. Kelly-Graham's help and kindness in the provision of technical assistance regarding LIDS access has been truly remarkable.</p> <p>Again, I wanted to thank you and especially Ms. Kelly-Graham for all of the assistance during this process to obtain my LIDS access. If I can ever be of any assistance, I hope that you or your staff would contact me without hesitation. Have a wonderful day!!!</p> <p>Respectfully, Will D. Bronson, Jr. Compliance Monitoring Analyst Juvenile Services Section Dept. of Criminal Justice Services 805 E. Broad Street, 10th Floor Richmond, VA 23219"</p> | N/A | Noted. |

**CLOSED MEETING
COMPENSATION BOARD DOCKET #03/10
APRIL 23, 2003**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (_____ seconded the motion).**

- Under the provisions of Section 2.1-344.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific ricers, appointees or employees.
- Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning

2) **Chairman Frank Drew: I move to return to open session. (_____ seconded the motion).**

When the closed meeting is complete, the public body must **immediately** reconvene in open session and take a recorded vote of its members in roll call fashion. The members must certify that they discussed: **only public business exempt from the Act,**

| | | |
|-----------------------------|----------|---------|
| Frank Drew, Chairman | Yes_____ | No_____ |
| Walter J. Kucharski, Member | Yes_____ | No_____ |
| Kenneth W. Thorson, Member | Yes_____ | No_____ |

AND

only public business matters identified in the motion to convene the closed meeting.

| | | |
|-----------------------------|----------|---------|
| Frank Drew, Chairman | Yes_____ | No_____ |
| Walter J. Kucharski, Member | Yes_____ | No_____ |
| Kenneth W. Thorson, Member | Yes_____ | No_____ |

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

H A N D C A R R Y COMPENSATION BOARD DOCKET #03/10 APRIL 23, 2003

304-03-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|------------------|----------------|---|-------------------|---|
| BRUNSWICK COUNTY | SHERIFF | 4/11/03 – OFFICER REQUESTS BASE BUDGET TRANSFER FROM TURNOVER T TEMP IN THE AMOUNT OF \$18,317.00 (FY03 PRO RATE IS \$4579.26). | -0- | Approved per the Compensation Board's FY03 Budget Reduction Plan. |
| NOTTOWAY COUNTY | SHERIFF | 04/22/03 – OFFICER REQUESTS BASE BUDGET TRANSFER FROM TURNOVER TO TEMP IN THE AMOUNT OF \$1645.00 (FY03 PRO RATE IS \$411.24). | -0- | Approved per the Compensation Board's FY03 Budget Reduction Plan. |
| DICKENSON COUNTY | SHERIFF | COMPENSATION BOARD REQUESTS DICKENSON COUNTY TO REPAY THE FULL AMOUNT DUE IN PER DIEM PAYMENTS. | – \$72,156 | Confirmation of letter sent by Chairman requesting repayment. |

320-03-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

732-03-10: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-03-10: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

321-03-10: CIRCUIT COURT CLERKS

NEW BUSINESS:

LOCALITY OFFICER REQUEST TOTAL COST COMPENSATION BOARD ACTION

NONE.

OTHER MATTERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

FOR YOUR INFORMATION

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

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