

COMPENSATION BOARD DOCKET #09/10

April 22, 2009

EMPLOYEE RECOGNITION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DICKENSON COUNTY	SHERIFF	<p>3-23-09 Email from Rena Powers, Dickenson County Sheriff's Office Secretary, regarding Compensation Board staff:</p> <p>"I just wanted to let you know that in my opinion Regina Hill is a definite asset to your office. She is always pleasant and ready to help in any way possible. It certainly is a pleasure to speak with her. Sometimes I e-mail her and always receive a reply within a matter of minutes. If I leave a message on her voice mail, she is prompt in returning my call."</p>	N/A	The Compensation Board wishes to thank the Sheriff's office for their kind remarks.

307-09-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GREENE COUNTY	SHERIFF	<p>4-6-09 Sheriff requests an exception to the 90-day vacancy policy to fill Pos. 00014, L10 budgeted at \$33,885 vacant effective 4/4/09.</p> <p>Officer states that there is a full time locally funded deputy that could be placed into Pos. 00014 immediately.</p>	\$8,471.25	The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.

307-09-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PAGE COUNTY	SHERIFF	<p>3-25-09 Sheriff requests to transfer the salary of Pos. 00035, C9, vacant at \$44,058 to temporary funds.</p> <p>Officer states that they have had two deputies and possibly a third to leave the office. The office is currently understaffed and if allowed to transfer the salary of this vacant position to temporary funds this would help to pay a part-time person who is already certified and has knowledge of the operation.</p>	\$11,015	The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. Accrued vacancy savings is not available for transfer to other budget categories as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.
		<p>3-25-09 Sheriff also requests an exception to the 90-day vacancy freeze for Pos. 00016, C8, budgeted at \$36,510.</p> <p>By allowing the office to fill Pos. 00016 before the 90 day vacancy requirement has been met this will also help to alleviate the current staffing conditions.</p>	\$9,127.50	The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.

FIPS	Office	Locality	Request Date	FROM POSITION #	CLASS	To Category	Amount Requested	Board Action
139	307	Page County	03/25/09	00035	C9	Temporary Funds	\$14,686	
		Totals					\$14,686	

307-09-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LYNCHBURG CITY	SHERIFF	<p>3-05-09 Sheriff requests to use current turnover of \$10,378 to promote his chief deputy and provide a 15% salary increase per upward role change policy. This office currently has \$15,023 in turnover funds. This action would provide an upward role change from a CS11 to CS12 with a salary change from \$69,186 to \$79,564 effective July 1, 2009. This request complies with current policy and current restrictions on the use of turnover funds.</p> <p>Officer is not able to make this change currently as the salary would be within 90% of his Chapter 847 salary. However, effective July 1, 2009 the Sheriff's salary will increase due to population change and allow for this increase for his chief deputy. Officer states that he has been working hard over the past years to adjust the salaries of his command staff in order to prevent salary compression.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

772-09-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
STAUNTON CITY	COMMONWEALTH'S ATTORNEY	<p>3-31-09 Officer requests an exception to the 90-day Vacancy Savings Rule to fill pos. #5, ATTI budgeted at \$45,385, which became vacant April 3, 2009.</p> <p>NOTE: Officer states this will create an undue hardship on the remaining attorneys to handle 3 courts, file responsive briefs and pleadings in a timely fashion, prosecute jury trials already scheduled, handle Grand Jury, plea day, and 3 pending murder cases. We have Jury cases which are already set through August, and more will be set after our next Grand Jury on April 20. Three attorneys simply cannot get all of this work done and meet deadlines.</p>	\$11,346.25	The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.

772-09-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RUSSELL COUNTY	COMMONWEALTH'S ATTORNEY	<p>4-7-2009 Acting Commonwealth's Attorney requests additional Temporary Funding at \$11,346.25. This is equivalent to position #00006 ATTI at \$45,385 from April 1, 2009 to June 30, 2009. The special election will be held on November 3, 2009.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #00006 ATTI is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.
NORFOLK CITY	COMMONWEALTH'S ATTORNEY	<p>4-14-2009 Officer requests a One Time Fund Transfer of Temporary Funds AT \$25,437.90 to Office Expense Funds.</p> <p>Temporary Funds are available to fund the transfer.</p>	\$0	The Compensation Board did not approve this request. The Compensation Board has previously restricted transfers of salary funds to Office Expenses, and notes that Temporary Funds available in this office exist as a result of previous board action providing such salary funds for staffing during the absence of an elected Commonwealth's Attorney in the office.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
710	772	Norfolk City	04/15/09	Temporary	Office Expense	25,438	25,437.90
		Totals					25,437.90

772-09-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ISLE OF WIGHT COUNTY	COMMONWEALTH'S ATTORNEY	4-14-2009 Officer requests a One Time Fund Transfer of Temporary Funds to fund equipment purchases. Temporary Funds are available to fund the cost of these purchases.	\$12,013 Total Cost \$7,266.39 Total Stressed Cost	The Compensation Board did not approve this request. The Compensation Board has previously restricted transfers of salary funds to non-salary budget categories and notes that Temporary Funds available in this office exist as a result of previous board action for transfers of permanent salary dollars to Temporary Funds.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost	Stressed Cost	Board Action 4-22-09
093-772	Isle of Wight County	Server	1	3,930	3,930	1	3,930	3,930	2,377.14	Not Approved
093-772	Isle of Wight County	Laptop	1	1,594	1,594	1	1,594	1,594	964.07	Not Approved
093-772	Isle of Wight County	PC	5	1,156	5,780	5	1,156	5,780	3,496.11	Not Approved
093-772	Isle of Wight County	Printer	3	189	567	2	189	378	228.75	Not Approved
093-772	Isle of Wight County	Printer	2	246	493	1	246	246	149.08	Not Approved
093-772	Isle of Wight County	Scanner	1	85	85	1	85	85	51.25	Not Approved
093-772 Total					12,448			12,013	7,266.39	
Grand Total					12,448			12,013	7,266.39	

771-09-10: COMMISSIONERS OF THE REVENUE NONE.

774-09-10: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ISLE OF WIGHT COUNTY	TREASURER	<p>3-6-09 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00001, budgeted at \$21,719 in order to switch the Compensation Board funded employee with a locally funded employee.</p> <p>Officer states the switch will better align the staffing with the actual duties performed will improve her ability to carry out the duties of her office.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.
RUSSELL COUNTY	TREASURER	<p>04-09-09 Acting Officer requests additional Temporary Funding of \$6,114.00. This is equivalent to position # 00001 DIV budgeted at \$36,684 from May 1, 2009 to June 30, 2009.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as Acting Officer understands that the Compensation Board's interpretation of §24.2-226 and 228 is that position #00001 DIV is not vacant during the period in which she is the Acting Treasurer. Consequently, funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.

773-09-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WARREN COUNTY	CIRCUIT COURT CLERK	<p>04-10-09 Officer requests \$7,690 from her FY09 \$4 available balance of \$75,627 for a courtroom digital recording system (Purpose Code F request for areas of the court not related to land records). The Clerk has not made \$1 Fund request in FY09 (which would disallow a Purpose Code F request in the same fiscal year). The Clerk also re-certified to providing secure remote access to land records.</p>	\$7,690 (NGF)	The Compensation Board approved your request for use of the \$4 portion of your TTF funding for purposes not related to land records pursuant to §17.1-279, F., Code of Virginia.

OTHER MATTERS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FY10 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	<p>Staff presents for confirmation the following dates for FY10 scheduled meetings, reviewed at the March 2009 board meeting. 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 15, 2009• August 19, 2009• September 16, 2009• October 21, 2009• November 18, 2009• December 16, 2009• January 12, 2010 (special meeting to discuss legislation)• January 20, 2010• February 17, 2010• March 24, 2010 (4th Wednesday due to budget process)• April 15, 2010 (Thursday) (budget hearing)• April 28, 2010 (4th Wednesday due to budget process)• May 19, 2010• June 16, 2010	N/A	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 # 09/10.	N/A	Approved.
2.	MONTHLY ACTIVITY REPORT- LIDS 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.
3.	ANNUAL LIDS AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents annual LIDS audit status report	N/A	Noted.
4.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, May 20th at 11:00 a.m. Based upon board member availability staff proposes a change in date of June Board meeting to Thursday June 25 th at 11:00 a.m.	N/A	Approved.
5.	FY09 BUDGET ALLOCATIONS AND POLICIES	COMPENSATION BOARD	Staff presents final budget allocations.	N/A	Approved.

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #09/10
April 22, 2009**

NO CLOSED MEETING.

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

- Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY _____: I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Janie E. Bowen, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY _____: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Janie E. Bowen, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

H A N D C A R R Y

COMPENSATION BOARD DOCKET #09/10

April 22, 2009

EMPLOYEE RECOGNITION
NONE.

307-09-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PITTSYLVANIA COUNTY	SHERIFF	<p>12-16-08 Officer provides documentation and requests in accordance with §15.2-1606 <u>Code of Virginia</u>, to reimburse the County of Pittsylvania for Defense Counsel at \$29,674.67.</p> <p>Staff notes the appropriateness of payment in this matter was determined at the October 15, 2008 board meeting.</p>	\$29,674.67	Approved as requested, in accordance with §15.2-1606, Code of Virginia.

772-09-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAROLINE COUNTY	COMMONWEALTH'S ATTORNEY	<p>4-17-2009 Officer requests, in lieu of the approved FY09 office conversion from Part-Time to Full-Time approved equipment items, he expend the currently budgeted equipment funds to purchase the following items as listed below:</p> <p>The officer states the Laptop and PC do meet the Compensation Board's minimum criteria.</p>	\$0	Approved at no additional cost to the Compensation Board.

772-09-10: COMMONWEALTH'S ATTORNEYS

Continued from previous page

Current Budget Approval

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Stressed Cost
033-772	Caroline County	Copier	1	150	150	90.36
033-772	Caroline County	Fax	1	150	150	90.36
033-772	Caroline County	Bookcases	2	250	500	301.20
033-772	Caroline County	Chairs	8	100	800	481.92
033-772	Caroline County	Desks	4	800	3,200	1,927.68
033-772	Caroline County	File Cabinets	2	600	1,200	722.88
033-772 Total					6,000	3,614.40
Grand Total					6,000	3,614.40

Requested Items

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
033-772	Caroline County	Laptop	1	1,635	1,635	1	1,635	1,635	984.92
033-772	Caroline County	PC	1	1,123	1,123	1	1,123	1,123	676.50
033-772	Caroline County	Printer	1	882	882	1	882	882	531.32
033-772	Caroline County	Chair	1	275	275	1	275	275	165.66
033-772	Caroline County	Bookcases	2	200	400	2	200	400	240.96
033-772	Caroline County	Conference Table	1	650	650	1	650	650	391.56
033-772	Caroline County	Table	1	120	120	1	120	120	72.29
033-772	Caroline County	Shelf	1	160	160	1	160	160	96.38
033-772	Caroline County	Shelf	1	195	195	1	195	195	117.47
033-772	Caroline County	Cabinet	1	324	324	1	324	324	195.18
033-772	Caroline County	Cabinet	1	168	168	1	168	168	101.20
033-772	Caroline County	Cabinet	1	68	68	1	68	68	40.96
033-772 Total					6,000			6,000	3,614.40
Grand Total					6,000			6,000	3,614.40

771-09-10: COMMISSIONERS OF THE REVENUE
NONE.

774-09-10: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PITTSYLVANIA COUNTY	TREASURER	<p>03-24-09 Officer requests an exception to the 90 Day Vacancy Policy for Position 00010, DI, budgeted at \$19,856. Position 00009 became vacant on 3/31/09.</p> <p>Officer states that she has only been in her position since November and she has another new deputy. Officer further states that due to April billing, leaving this position vacant creates an emergency situation</p>	\$4,964.00	The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.
CITY OF HARRISONBURG	TREASURER	<p>04-22-09 Officer requests to promote Fitzwater from position 00004, MDI, budgeted at \$25,116 to Position 00002, DIV, budgeted at \$28,710. Promotion will increase the total amount of the annual Career Development increase by \$500.67, prorated at \$168.89.</p> <p>Staff Notes that the year-to-date personnel actions affecting the Deputy Treasurers' Career Development Program have resulted in a total reduction of \$11,407 since May 1, 2008.</p>	\$168.89	Approved, pending concurrence of the governing body.

773-09-09: CIRCUIT COURT CLERKS
NONE.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY09 YTD collections totaled \$5,751,421.75, which is a 14.74% decrease compared to the same period in FY08.</p> <p>Expenditures: FY09 YTD expenditures through April 3, 2009, which represents the reimbursement for July through part of March, total \$6,304,531.53 which is 50% of budgeted funding.</p> <p>Projections:</p> <ol style="list-style-type: none">1. Based on current collections, FY09 TTF collections would be approximately \$7.67 million, a decrease of 15.67% over FY08 collections.2. Based on a projected reduction in recordings of an additional 10% over the remainder of FY09, collections for FY09 would be \$7.48 million, a decrease of 17.78% over FY08 collections.3. The 2009 Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget includes FY09 projected collections of \$7,682,761.	N/A	Noted.

FOR YOUR INFORMATION NONE.

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Public Body: Compensation Board
Date: April 22, 2009
Time: 12:30 p.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Frank Drew, Chairman (present)
Walt Kucharski (present)
Janie Bowen (absent)