

# COMPENSATION BOARD DOCKET #02/11

## May 28, 2002

### 304-05-00: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

| <u>LOCALITY</u>   | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-------------------|----------------|--|-------------------|---|
| ROCKBRIDGE COUNTY | SHERIFF        | 4/30/02 – FY02: OFFICER REQUESTS TO TRANSFER \$3029.00 FROM TURNOVER TO TEMPORARY.   | -0-               | Based on the information you provided and the criteria considered by the Compensation Board in reviewing exception requests, this request was not approved. |
| PETERSBURG CITY   | SHERIFF        | 5/1/02 - The Compensation Board approved the Sheriff's request of April 24, 2002 to transfer turnover and vacancy savings to equipment. The Board authorized a transfer of \$39,967 to equipment for the purchase of 18 personal computers and 7 printers. The personal computers must meet Compensation Board minimum specifications as set forth in its FY02 Operating Manual. The equipment must be purchased and reimbursement sought by the June 17, 2002 SNIP payroll and expense reimbursement request. | N/A               | Approved as an exception to policy; based upon the specific conditions stated by the officer.   |
| SHENANDOAH COUNTY | SHERIFF        | 5/3/02 – FY03: OFFICER REQUESTS THE ANNUAL SALARY FOR POSITIONS 14 (CS7 @ \$23329) AND 50 (CS7 @ \$23329) BE TRANSFERRED TO TEMPORARY .  | -0-               | Approved as an exception to policy; based upon the specific conditions stated by the officer.   |
| ROANOKE CITY      | SHERIFF        | 05/03/02 –OFFICER REQUESTS TRANSFER OF \$80,000.00 FROM VACANCY SAVINGS TO OFFICE EXPENSES \$50,000.00 AND \$6,650.00 TO EQUIPMENT TO PURCHASE 1 COPIER \$6,000.00 AND 1 TYPEWITTER \$650.00 . STRESSED COST \$5,934.  | -0-               | Approved as an exception to policy; based upon the specific conditions stated by the officer.   |

# 304-05-00: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

### CONSENT DOCKET

| <u>LOCALITY</u>        | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|------------------------|----------------|---|-------------------|---|
| GLOUCESTER COUNTY      | SHERIFF        | 5/7/02 – FY03: OFFICER REQUESTED ADDITIONAL TEMPORARY FUNDING FOR COOK AND MEDICAL POSITIONS. OFFICER SITES LIABILITY AND SAFETY ISSUES AS REASONS FOR NEEDING THESE ADDITIONAL FUNDS/POSITIONS.  | -0-               | Not approved per the Compensation Board's May 1 Budget Reduction Plan.                        |
| HIGHLAND COUNTY        | SHERIFF        | 5/7/02 – FY03: OFFICER REQUESTS TO THE ANNUAL SALARY FOR POS. 17 (SECI @ \$18250) BE TRANSFERRED AS FOLLOWS: \$5500 TO TEMP, \$4550 TO EQUIPMENT, AND \$8200 TO OFFICE EXPENSES. EQUIPMENT REQUESTED AS FOLLOWS: 1 LAPTOP AT \$1800, 1 COPIER AT \$1800, 1 DIGITAL CAMERA AT \$450, 1 SCANNER AT \$500. | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.                            |
| TAZEWELL COUNTY        | SHERIFF        | 5/8/02 – FY02: OFFICER REQUESTS TO TRANSFER \$2500 FROM VACANCY TO TEMPORARY AND \$7500 FROM VACANCY TO OFFICE EXPENSES FOR MAY 2002. THIS VACANCY SAVINGS IS NON-SPENDING REDUCTION.   | -0-               | Approved as an exception to policy; based upon the specific conditions stated by the officer. |
| WISE COUNTY            | SHERIFF        | 5/8/02 – FY02: OFFICER REQUESTS TO TRANSFER \$337.00 FROM TURNOVER TO OFFICE EXPENSES.  | -0-               | Approved as an exception to policy; based upon the specific conditions stated by the officer. |
| PAMUNKEY REGIONAL JAIL | SUPERINTENDENT | (FY03) – 05/08/02 – OFFICER REQUESTS TRANSFER OF FUNDS IN THREE COOK POSITIONS \$63,605.00 TO OFFICE SUPPLIES TO COVER FOOD SERVICE COSTS.  | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.                            |
| HAMPTON RDS REG JAIL   | SUPERINTENDENT | (FY03) – 05/09/02 – OFFICER REQUESTS TRANSFER OF \$311,060.00 FROM 20 RP MED VACANT POSITIONS TO OFFICE EXPENSES TO FUND CONTRACTED MEDICAL SERVICES..  | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.                            |

# 304-05-00: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

### CONSENT DOCKET

| <u>LOCALITY</u>   | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-------------------|----------------|---|-------------------|---|
| PAGE COUNTY       | SHERIFF        | 5/9/02 – <b>FY03:</b> OFFICER REQUESTS THE ANNUAL SALARIES, FOR THE FOLLOWING POSITIONS, BE TRANSFERRED TO TEMPORARY.<br># 6 – L11 @ \$50827<br>#24 – CO SP @ \$ 27854<br>#39 – CS7 @ \$23329<br>TOTAL FUNDS - \$102010.00  | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.                            |
| HENRICO COUNTY    | SHERIFF        | 5/9/02 – <b>FY03:</b> OFFICER REQUESTS THE ANNUAL SALARIES, FOR THE FOLLOWING POSITIONS, BE TRANSFERRED TO OFFICE EXPENSES.<br>12 PMED @ \$15553 – POS #'S : 154, 155, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173<br>1 PMED @ \$15903 – POS # 174<br>TOTAL FUNDS – \$202539.00  | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.                            |
| BEDFORD COUNTY    | SHERIFF        | 5/13/02 – <b>FY03:</b> OFFICER REQUESTS THE ANNUAL SALARY OF POSITION 49 (CS7 @ \$24392) BE TRANSFERRED TO TEMPORARY SALARIES.  | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.                            |
| NEWPORT NEWS CITY | SHERIFF        | (FY03) – 05/13/02 – OFFICER REQUESTS RECLASSIFICATION OF 4 COOK POSITIONS TO SECRETARY POSITIONS EFFECTIVE 07/01/02 .<br>POS #00086 CK A AS SECI SAME AR \$18,250<br>POS #00024 CK A AS SECI SAME AR \$18,250<br>POS #00017 CK A AS SEC11 SAME AR \$21,326<br>POS #00011 CK B AS SEC11 SAME AR \$26,640.<br>JAIL WILL CONTR ACT ALL FOOD SERVICES AND THESE POSITIONS WILL BE USED AS CLERICAL SUPPORT WITHIN JAIL. SECRETARIAL POSITIONS ARE DUE PER STAFFING STANDARDS. | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.                            |
| ROCKINGHAM COUNTY | SHERIFF        | 5/14/02 – <b>FY02:</b> OFFICER REQUESTS TRANSFER OF \$6519.36 FROM OFFICE EXPENSES TO TEMPORARY.  | -0-               | Approved as an exception to policy; based upon the specific conditions stated by the officer. |

# 304-05-00: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

### CONSENT DOCKET

| <u>LOCALITY</u>      | <u>OFFICER</u>     | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|----------------------|--------------------|--|-------------------|---|
| GREENE COUNTY        | SHERIFF            | 5/14/02 – FY02: OFFICER REQUEST TO PURCHASE 6 RADIO CHARGING UNITS INSTEAD OF THE 1 APPROVED COPIER. COPIER APPROVED AT \$4000 (NOT STRESSED) AND THE CHARGING UNITS ARE \$516.22 EACH FOR A TOTAL OF \$3097.00.           | -0-               | Based upon the changed conditions reported by the officer subsequent to the Compensation Board's May 1 approval of specific equipment for which reimbursement was authorized, this request is approved at no additional cost to the Compensation Board. |
| ALBEMARLE/CHARL JAIL | REG SUPERINTENDENT | (FY03) – 5/14/02- OFFICER REQUESTS TRANSFER OF SALARIES IN POS#00059, #00064, #00065, #00066, AND #00067, ALL VACANT PERM MEDICAL POSITIONS IN THE AMOUNT OF \$77,765.00 TO OFFICE EXPENSES FOR MEDICAL CONTRACT SERVICES. | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.  |
| HIGHLAND COUNTY      | SHERIFF            | <del>5/16/02 – FY03: OFFICER REQUESTS TO THE ANNUAL SALARY FOR POS. 17 (SECI @ \$18250) BE TRANSFERRED AS FOLLOWS: \$5500 TO TEMP, \$4750 TO EQUIPMENT, AND \$8000 TO OFFICE EXPENSES.</del>                               | <del>0-</del>     | <del>Approved as an exception to policy, based upon the specific conditions stated by the officer.</del><br>SEE HANDCARRY DOCKET  |
| WASHINGTON COUNTY    | SHERIFF            | 5/24/02 – FY03: OFFICER REQUESTS THE ANNUAL SALARY OF POSITION 29 (L13@ \$53139) BE TRANSFERRED TO TEMPORARY SALARIES.   | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.  |

# 320-01-00: COMMONWEALTH'S ATTORNEYS

## OLD BUSINESS:

### REGULAR DOCKET

| <u>LOCALITY</u>   | <u>OFFICER</u>         | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-------------------|------------------------|---|-------------------|---|
| ROCKINGHAM COUNTY | COMMONWEALTHS ATTORNEY | <p>4-22-2002 Officer requests to reclass pos. #10 JSECA-G6 @ \$10,228 to JPAB-G7 @ \$11,181. Cost @ \$953<br/>Officer has -0- Turnover Funds. Officer requests to transfer Officer Expense Funds @ \$953 to fund this reclass.</p> <p><b>AT THEIR APRIL 23, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST.</b></p> <p>Note: If the Board wished to approve the draft office expense transfer policy, the maximum transfer allowed would be \$411.</p>                                      | -0-               | The FY04 appropriation for the Compensation Board, as approved by the 2002 General Assembly session, includes further funding reductions. In order to prevent reductions in staff positions and/or salaries in FY04, the Compensation Board does not wish to approve actions to further reduce the Constitutional Officer office expense budgets in FY03, so that sufficient office expense funds will be available in FY04 to meet the planned reduction. Thus, the Compensation Board did not approve this request. |
| ROCKINGHAM COUNTY | COMMONWELATHS ATTORNEY | <p><b>FY03</b> 4-22-2002 Officer requests an exception to the Spending Reduction Policy.<br/>Officer has a JATTI G13 Attorney who qualifies for the Career Prosecutor Program September 1, 2002.<br/>Officer states it is unfair to this employee who has worked diligently to qualify for the program, only to have the funding withdrawn at the time he qualifies.</p> <p><b>AT THEIR APRIL 23, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL THEIR JULY 23, 2002 MEETING.</b></p> | -0-               | Deferred to July 23, 2002 meeting.  |

# 320-01-00: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

## CONSENT DOCKET

| <u>LOCALITY</u>  | <u>OFFICER</u>         | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |             |                    |                  |                   |                      |   |           |       |       |       |   |          |     |     |     |                   |  |       |         |  |                       |  |   |   |       |
|--|------------------------|--|-------------------|---|-------------|--------------------|------------------|-------------------|----------------------|---|-----------|-------|-------|-------|---|----------|-----|-----|-----|-------------------|--|-------|---------|--|-----------------------|--|---|---|-------|
| SMYTH COUNTY   | COMMONWEALTHS ATTORNEY | <b>FY03</b> 4-25-2002 Officer requests exception to the Spending Reduction Policy regarding Career Prosecutor classifications. Officer has a JATTI who will qualify for the program December 16, 2002.                               | -0-               | The Compensation Board deferred action on this request to the July 23, 2002 meeting.  |             |                    |                  |                   |                      |   |           |       |       |       |   |          |     |     |     |                   |  |       |         |  |                       |  |   |   |       |
| KING GEORGE COUNTY   | COMMONWEALTHS ATTORNEY | 5-6-2002 Officer requests in lieu of purchasing the mail machine @ \$700 Total Cost, Officer be approved to purchase 1 shredder. Total Cost @ \$700. Stressed Cost @ \$487.48:   | -0-               | Based upon the changed conditions reported by the officer subsequent to the Compensation Board's May 1 approval of specific equipment for which reimbursement was authorized, this request is approved at no additional cost to the Compensation Board. |             |                    |                  |                   |                      |   |           |       |       |       |   |          |     |     |     |                   |  |       |         |  |                       |  |   |   |       |
| SOUTHAMPTON COUNTY   | COMMONWEALTHS ATTORNEY | 5-6-2002 <del>Officer requests to transfer Temporary Funds to Equipment to purchase the following:</del><br><br><b>FY02</b> <del>Officer is due 1.60 ATTI positions, .50 SEC and 1.50 PA positions.</del>                            | -0-               | <del>Approved as an exception to policy, based upon the specific conditions stated by the officer.</del><br>SEE FUND TRANSFER REQUESTS (PAGE 8)   |             |                    |                  |                   |                      |   |           |       |       |       |   |          |     |     |     |                   |  |       |         |  |                       |  |   |   |       |
| <table border="1"> <thead> <tr> <th><u>Qty.</u></th> <th><u>Description</u></th> <th><u>Unit Cost</u></th> <th><u>Total Cost</u></th> <th><u>Stressed Cost</u></th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Computers</td> <td>1,376</td> <td>2,752</td> <td>2,076</td> </tr> <tr> <td>2</td> <td>Printers</td> <td>389</td> <td>778</td> <td>578</td> </tr> <tr> <td colspan="2"><u>Total Cost</u></td> <td>1,765</td> <td>3,530 -</td> <td></td> </tr> <tr> <td colspan="2"><u>Total Stressed</u></td> <td>-</td> <td>-</td> <td>2,653</td> </tr> </tbody> </table> |                        |  |                   |   | <u>Qty.</u> | <u>Description</u> | <u>Unit Cost</u> | <u>Total Cost</u> | <u>Stressed Cost</u> | 2 | Computers | 1,376 | 2,752 | 2,076 | 2 | Printers | 389 | 778 | 578 | <u>Total Cost</u> |  | 1,765 | 3,530 - |  | <u>Total Stressed</u> |  | - | - | 2,653 |
| <u>Qty.</u>  | <u>Description</u>     | <u>Unit Cost</u>   | <u>Total Cost</u> | <u>Stressed Cost</u>  |             |                    |                  |                   |                      |   |           |       |       |       |   |          |     |     |     |                   |  |       |         |  |                       |  |   |   |       |
| 2  | Computers              | 1,376  | 2,752             | 2,076   |             |                    |                  |                   |                      |   |           |       |       |       |   |          |     |     |     |                   |  |       |         |  |                       |  |   |   |       |
| 2  | Printers               | 389  | 778               | 578   |             |                    |                  |                   |                      |   |           |       |       |       |   |          |     |     |     |                   |  |       |         |  |                       |  |   |   |       |
| <u>Total Cost</u>  |                        | 1,765  | 3,530 -           |   |             |                    |                  |                   |                      |   |           |       |       |       |   |          |     |     |     |                   |  |       |         |  |                       |  |   |   |       |
| <u>Total Stressed</u>  |                        | -  | -                 | 2,653   |             |                    |                  |                   |                      |   |           |       |       |       |   |          |     |     |     |                   |  |       |         |  |                       |  |   |   |       |
| PULASKI COUNTY   | COMMONWEALTHS ATTORNEY | 5-7-2002 Officer requests to transfer Turnover Funds @ \$602 to BASE Temporary Funds.<br>FY02 – Officer is due 1 ATTI position, .50 SEC and .25 PA positions.<br>FY03 – Officer is due 2 ATTI positions, 1 SEC and .50 PA positions. | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.  |             |                    |                  |                   |                      |   |           |       |       |       |   |          |     |     |     |                   |  |       |         |  |                       |  |   |   |       |

# 320-01-00: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

## CONSENT DOCKET

| <u>LOCALITY</u> | <u>OFFICER</u>         | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|------------------------|---|-------------------|---|
| DANVILLE CITY   | COMMONWEALTHS ATTORNEY | 5-10-2002 Officer has Turnover Funds @ \$4,324. Officer requests to transfer \$411 to BASE Office Expense Funds and \$3,913 to BASE Temporary Funds<br>FY02 – Officer is due3 ATTI position, 2 SEC and 1.25 PA positions.<br>FY03 – Officer is due4 ATTI positions, 2.5 SEC and 1.5 PA positions. | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.                            |
| WINCHESTER CITY | COMMONWEALTHS ATTORNEY | 5-14-2002 Officer requests an exception to the Substitute Prosecutor \$300 reimbursement limit.<br>Officer requests reimbursement for the following pending case:   | \$1,104.84        | Approved as an exception to policy; based upon the specific conditions stated by the officer. |

| <u>Prosecutor</u> | <u>Expenses From - To</u> | <u>Defendant</u> | <u>Total</u> |
|-------------------|---------------------------|------------------|--------------|
| John M. Lohr      | 03-04-02 / 03-08-02       | Paul H. Thomson  | \$443.17     |
| John M. Lohr      | 03-14-02 / 03-14-02       | Paul H. Thomson  | \$661.67     |
| Total             |                           |                  | \$1,104.84   |

|                     |                        |  |                       |   |
|---------------------|------------------------|--|-----------------------|---|
| KING WILLIAM COUNTY | COMMONWEALTHS ATTORNEY | 5-16-2002 Officer requests emergency Equipment Funds to purchase the following:<br>Officer states office was struck by lightening which destroyed all the equipment. | \$4,830 Stressed Cost | Approved as an exception to policy; based upon the specific conditions stated by the officer. |
|---------------------|------------------------|--|-----------------------|---|

| <u>Qty.</u>           | <u>Description</u> | <u>Unit Cost</u> | <u>Total Cost</u> | <u>Stressed Cost</u> |
|-----------------------|--------------------|------------------|-------------------|----------------------|
| 2                     | Computers          | 2,100            | 4,200             | 2,738                |
| 1                     | Router             | 1,208            | 1,208             | 788                  |
| 1                     | Printer            | 2,000            | 2,000             | 1,304                |
| <u>Total Cost</u>     |                    | <u>5,308</u>     | <u>7,408</u>      |                      |
| <u>Total Stressed</u> |                    |                  |                   | <u>4,830</u>         |

# 320-01-00: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

## CONSENT DOCKET

| <u>LOCALITY</u>       | <u>OFFICER</u>         | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------------|------------------------|---|-------------------|---|
| HANOVER COUNTY        | COMMONWEALTHS ATTORNEY | 5-17-2002 Officer requests to transfer Turnover Funds @ \$1,506 to BASE Office Expense Funds.<br>FY03 – Officer is due 24 ATTI positions, 0 SEC and 1.25 PA positions   | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.                  |
| BRUNSWICK COUNTY      | COMMONWEALTHS ATTORNEY | <b>FY03</b> 5-20-2002 Officer requests an exception to the Spending Reduction Policy..<br>Officer has a JATTI G13 Attorney who qualifies for the Career Prosecutor Program August 1, 2002.<br>Officer states it is unfair to this employee who has worked diligently to qualify for the program, only to have the funding withdrawn at the time he qualifies. | -0-               | Deferred to July 23, 2002 meeting.  |
| FUND TRANSFER REQUEST | COMMONWEALTHS ATTORNEY | Officer requests Fund Transfer for the Month of May. Not In Base.   |                   | Not approved per Compensation Board letters of May 1, 2001, and September 25, 2001. |

| <u>FIPS</u>  | <u>LOCALITY</u> | <u>Request Date</u> | <u>FROM Category</u> | <u>TO Category</u> | <u>AMOUNT</u> | <u>Transfer Approved Not in Base</u> |
|--------------|-----------------|---------------------|----------------------|--------------------|---------------|--------------------------------------|
| 019          | Bedford         | 5/10/02             | Vacancy              | Office             | 3,686         |                                      |
| 103          | Lancaster       | 5/3/02              | Temp                 | Equipment          | 3,000         |                                      |
| 175          | Southampton     | 5/15/02             | Temp                 | Equipment          | 2,973         |                                      |
| 520          | Bristol         | 5/2/02              | Temp                 | Office             | 1,486         |                                      |
| <b>TOTAL</b> |                 |                     |                      |                    | 11,145        |                                      |

# 732-02-00: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

| <u>LOCALITY</u>  | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|------------------|----------------|---|-------------------|---|
| CITY OF HOPEWELL | Treasurer      | 5/3 Officer requests balance of equipment funds in the amount of \$154.04 to be applied to the purchase of a fax machine. Cost of fax machine \$1095.00 Available Equipment Funds \$154.04. Cost to Compensation Board \$51.35<br><br>Locality Fiscal Stress 94.35% | \$00.00           | Based upon the changed conditions reported by the officer subsequent to the Compensation Board's May 1 approval of specific equipment for which reimbursement was authorized, this request is approved at no additional cost to the Compensation Board. |
| CITY OF RICHMOND | Treasurer      | 5/13 Officer requests a transfer of turnover funds in the amount of \$560 to base office expenses effective May 1, 2002.<br><br>Based on FY02 Staffing Standards office is in excess 1.28 FTE.<br><br>Office 100% state funded.                                     | \$00.00           | Approved per the Compensation Board's May 1 Budget Reduction Plan.  |
| CITY OF RICHMOND | Treasurer      | 5/13 Officer requests an exception to Spending Reduction by requesting a transfer of Vacancy Savings in the amount of \$2770 to Office Expenses. Request is to assist office in preparation of budget cuts FY03.<br><br>Office is 100% state funded.                | \$00.00           | Not approved per the Compensation Board's May 1 Budget Reduction Plan.  |

# 732-02-00: TREASURERS

## NEW BUSINESS:

### CONSENT DOCKET

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|----------------|--|-------------------|---|
| CITY OF GALAX   | Treasurer      | <p>5/13 Officer requests an exception to Spending Reduction by requesting a transfer of \$2000 from Temporary Salaries to Equipment for the purchase of (1) Personal Computer @ \$1799 and (1) workstation @ \$156.</p> <p>Officer requested these items in the FY03 budget.</p> <p>Locality Fiscal Stress 89.57%<br/>Office 100% State Funded</p> | \$00.00           | Approved purchase of a PC per the Compensation Board's May 1 Budget Reduction Plan.   |
| FLOYD COUNTY    | Treasurer      | <p>5/14 Officer requests the remaining balance of \$ 1176 in equipment funding be approved to purchase (2) Printers and (1) monitor.</p> <p>Locality Stress 70.83%</p>   | \$00 (FY02)       | Based upon the changed conditions reported by the officer subsequent to the Compensation Board's May 1 approval of specific equipment for which reimbursement was authorized, this request is approved at no additional cost to the Compensation Board. |
| AMELIA COUNTY   | Treasurer      | <p>5/15 Officer requests to transfer the entire salary of Position #3 (DI/Step1 @\$18,260) to Temporary Funding effective FY03.</p>  | \$00 (FY03)       | Approved per the Compensation Board's May 1 Budget Reduction Plan.  |

# 732-02-00: TREASURERS

## NEW BUSINESS:

### CONSENT DOCKET

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|----------------|---|-------------------|---|
| BLAND COUNTY    | Treasurer      | <p>5/17 Officer requests an exception to Spending Reduction. The Officers' unforeseen retirement due to a medical disability has created vacancy savings as the Chief Deputy became Acting Officer until a Special Election. Based on Compensation Board Policy, the Chief Deputy position , position 2, DII @ \$20,409, cannot be filled until after such election. This is a 50% reduction in staff. A transfer of vacancy savings funds to temporary salaries is requested effective June 1, 2002.</p> <p>An hourly wage of \$7.00 is required.<br/>Annual Wage at \$7.00 hr. is \$14,560.</p> <p>Based on FY03 Staffing Standards locality is in need .02 FTE.</p> <p>NOTE: Monthly Wage @ \$7.00 hr. is \$1213.33</p> <p>Concurrence of Governing Body Received.</p> | \$00 (FY03)       | As an exception to policy, Compensation Board approved a transfer of salary funds equivalent to \$7 per hour on a monthly basis until the last day of the month in which the special election will be held. |

# 734-02-00: COMMISSIONERS OF THE REVENUE

## NEW BUSINESS:

### CONSENT DOCKET

| <u>LOCALITY</u>      | <u>OFFICER</u>              | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|----------------------|-----------------------------|--|-------------------|--|
| PATRICK COUNTY       | Commissioner of the Revenue | <p>4/25 Officer requests the following personnel updates due to the retirement of Position 1, June 30, 2002.</p> <p>Promote Position #3, currently DI @ \$23324 (step 12) to Position #2, currently DII @ \$26068 (step 13). A 5-step increase. Compensation Board Policy allows a 4-step increase per grade.</p> <p>Hire an employee in Position #3 who is currently employed by this office as a temporary employee @\$19,020. Officer requests to hire this individual into Position #3, DI @ \$23324. (22% increase) Compensation Board policy allows 9.3% increase to new hires.</p> <p>Based on FY03 Staffing Standards office is in need .97 FTE.</p> | \$00.00 (FY03)    | Per Compensation Board policy, salary upon promotion is limited to a 4-step increase; the salary of Position #3, DI, is set at \$25,494 upon promotion to Position #2, DII. Per Compensation Board policy, salary for the new hire in Position #3, DI, is set at \$20,868, a 9.3% increase over the employee's current salary.   |
| CITY OF MARTINSVILLE | Commissioner of the Revenue | <p>4/26 Officer request the balance of approved equipment funds in the amount of \$956 applied to purchase a scanner.<br/>Scanner Cost \$1195 Compensation Board Cost \$1075.62</p> <p>Locality Fiscal Stress 90.01%</p>   | \$00.00 (FY02)    | Based upon the changed conditions reported by the officer subsequent to the Compensation Board's May 1 approval of specific equipment for which reimbursement was authorized, this request is approved at no additional cost to the Compensation Board.  |
| CITY OF LYNCHBURG    | Commissioner of the Revenue | <p>5/10 Officer requests to reclassify Position 9, currently DI @ \$19961 (step 5) to a DIII @ \$23,848, (step 1). Officer also requests a transfer of \$3887 from Base Temporary Salaries to Base Permanent Salaries to fund this reclassification. Effective May 1, 2002.</p> <p>Office has -0- Turnover Funds.</p> <p>Based on FY03 Staffing Standards office is in excess .70 FTE.</p>   | \$00.00 (FY02)    | The Compensation Board approved a transfer of \$3,887 from base Temporary Salaries to effect the classification of Position #9 in accordance with the Compensation Board's Delegation of Classification Authority policy. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's Temporary base budget in the current as well as subsequent fiscal years. |

# 734-02-00: COMMISSIONERS OF THE REVENUE

## NEW BUSINESS:

### CONSENT DOCKET

| <u>LOCALITY</u>     | <u>OFFICER</u>              | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|---------------------|-----------------------------|--|-------------------|---|
| CAMPBELL COUNTY     | Commissioner of the Revenue | 5/13 Officer requests to transfer the entire salary of Position #2 (DIV/Step20 @\$39,783) to Temporary Funding effective FY03.   | \$00.00 (FY03)    | Approved per the Compensation Board's May 1 Budget Reduction Plan.  |
| SPOTSYLVANIA COUNTY | Commissioner of the Revenue | 5/21 Officer requests the balance of approved equipment funds in the amount of \$2,722 applied to the purchase of (2) personal computers.<br><br>Locality Fiscal Stress 65.95% | \$00.00 (FY02)    | Based upon the changed conditions reported by the officer subsequent to the Compensation Board's May 1 approval of specific equipment for which reimbursement was authorized, this request is approved at no additional cost to the Compensation Board. |

# 321-06-00: CIRCUIT COURT CLERKS

## NEW BUSINESS:

### REGULAR DOCKET

| <u>LOCALITY</u> | <u>OFFICER</u>   | <u>COURT</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|-----------------|------------------|--------------|---|-------------------|--|
| BEDFORD COUNTY  | CIRCUIT<br>CLERK | COURT        | <p>Officer has Delegation of Classification Authority.</p> <p>4-25-2002 Officer requests an exception to the change in Policy regarding the transfer of funds to fund reclasses. Officer requests approval to transfer Office Expense Funds @ \$4,184 to fund 3 reclasses. Coat to Reclass @ \$5,910. Officer has Turnover Funds @ \$1,726.</p> <p><b>NOTE:</b> Officer states that a policy change notice should have been made before it became effective. Since it has been a long standing approval, to transfer funds for reclasses, her employees had been told of their increased classifications and salaries.</p> <p>Note: If the Board wished to approve the draft office expense transfer policy, the maximum transfer allowed would be \$411.</p> | -0-               | <p>The FY04 appropriation for the Compensation Board, as approved by the 2002 General Assembly session, includes further funding reductions. In order to prevent reductions in staff positions and/or salaries in FY04, the Compensation Board does not wish to approve actions to further reduce the Constitutional Officer office expense budgets in FY03, so that sufficient office expense funds will be available in FY04 to meet the planned reduction. Thus, the Compensation Board did not approve this request.</p> |

## 321-06-00: CIRCUIT COURT CLERKS

### NEW BUSINESS:

### CONSENT DOCKET

| <u>LOCALITY</u>                        | <u>OFFICER</u> |       | <u>REQUEST</u>   | <u>TOTAL COST</u>            | <u>COMPENSATION BOARD ACTION</u>   |
|--|----------------|-------|--|------------------------------|--|
| BUCKINGHAM COUNTY                      | CIRCUIT CLERK  | COURT | <p><b>FY03</b> 5-6-2002 Officer requests to transfer annual vacant funds from pos. #4 MT-G4 @ \$16,747 to Temporary Funds.</p> <p><b>FY03</b> Officer is ranked 110, is due -0.09 FTE and is in – 2.25% of Need.</p>   | -0-                          | Approved per the Compensation Board's May 1 Budget Reduction Plan.   |
| STAFFORD COUNTY                        | CIRCUIT CLERK  | COURT | <p><b>FY03</b> 5-6-2002 Officer requests the allocation of 2 additional DCI-G6 @ \$20,010 positions. Officer states that 2 Judges will hold court 5 days a week due to an expanding caseload.</p> <p><b>FY03</b> Officer will be ranked 4, is due 5.92 FTE and is in 45.54% of Need.</p>                                       | \$40,020                     | Not approved per the Compensation Board's May 1 Budget Reduction Plan.   |
| JAMES CITY COUNTY/CITY OF WILLIAMSBURG | CIRCUIT CLERK  | COURT | <p>05/08/02 – Officer requests to use previously approved TTF funding for data conversion (Bi) that will be provided by Data Agents instead of Staples and Quills.</p> <p>Officer also requests to use previously approved TTF equipment and services funding for back scanning services provided by a part-time employee.</p> | \$ 0 (NGF)<br><br>\$ 0 (NGF) | The Compensation Board approved your request to expend previously budgeted TTF funding on alternative TTF expenditures based on the criteria set out in §17.1-279, <u>Code of Virginia</u> . |
| KING GEORGE COUNTY                     | CIRCUIT CLERK  | COURT | <p><b>FY03</b> 5-10-2002 Officer requests to transfer annual vacant funds from pos. #4 GOC-G5 @ \$18,306 to Temporary Funds.</p> <p><b>FY03</b> Officer is ranked 81, is due .43 FTE and is in 10.75% of Need.</p>   | -0-                          | Approved per the Compensation Board's May 1 Budget Reduction Plan.   |
| FAUQUIER COUNTY                        | CIRCUIT CLERK  | COURT | <p>5-15-2002 Officer requests exception to Spending Reduction Policy.</p> <p>Officer requests to transfer Vacancy Savings, generated May 13 – May 31, @ \$1,515.09 to Temporary Funds.</p> <p><b>FY03</b> Officer is ranked 98, is due .54 FTE and is in 5.06% of Need</p>   | -0-                          | Not approved per the Compensation Board's May 1 Budget Reduction Plan.   |

# 321-06-00: 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 PORTSMOUTH    | CIRCUIT CLERK  | COURT<br>05/17/02 – Officer requests to use previously approved TTF funding for conversion services (Bii) provided by Sutton Information Systems and network upgrades (Bii) by Mid-Atlantic Business Communications. | \$ 0 (NGF)        | The Compensation Board approved your request to expend previously budgeted TTF funding on alternative TTF expenditures based on the criteria set out in §17.1-279, <u>Code of Virginia</u> . |
| FUND TRANSFER REQUEST | CIRCUIT CLERK  | COURT<br>Officer requests Fund Transfer for the Month of May Not In Base.  |                   | Not approved per Compensation Board letter of May 1, 2001 and September 25, 2001.  |

| <u>FIPS</u>  | <u>LOCALITY</u> | <u>Request Date</u> | <u>FROM Category</u> | <u>TO Category</u> | <u>AMOUNT</u> | <u>Transfer Approved Not in Base</u> |
|--------------|-----------------|---------------------|----------------------|--------------------|---------------|--------------------------------------|
| 095          | James City      | 5/8/02              | Temp                 | Office             | 1,231         |                                      |
| 097          | King and Queen  | 5/7/02              | Temp                 | Office             | 4,455         |                                      |
| 750          | Radford         | 5/21/02             | Temp                 | Office             | 950           |                                      |
| <u>TOTAL</u> |                 |                     |                      |                    | 6,636         |                                      |

# OTHER MATTERS

## OLD BUSINESS:

| <u>LOCALITY</u>                  | <u>OFFICER</u>     | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|----------------------------------|--------------------|--|-------------------|---|
| 1.<br>TTF INCENTIVE PAYMENT PLAN | COMPENSATION BOARD | <p>Staff presents guidelines for Incentive Payment Plan based on Land Records User Group suggestions.</p> <p><b>AT THEIR DECEMBER 18, 2001 MEETING, THE BOARD DEFERRED ACTION ON THIS ITEM UNTIL THEIR JANUARY 22, 2002 MEETING.</b></p> <p><b>AT THEIR JANUARY 22, 2002 MEETING, THE BOARD DEFERRED ACTION ON THIS ITEM UNTIL AFTER THE CURRENT GENERAL ASSEMBLY SESSION.</b></p> <p><b>AT THEIR MARCH 26, 2002 MEETING, THE BOARD DEFERRED ACTION ON THIS ITEM.</b></p> <p><b>AT THEIR APRIL 23, 2002 MEETING, THE BOARD DEFERRED ACTION ON THIS ITEM PENDING TTF USER GROUP RECOMMENDATION.</b></p> | N/A               | Not approved, as \$1 funds currently available, as well as FY02 and FY03 \$1 funds, will be used to offset the \$5.28 million General Fund reduction in Clerks' office expense budgets. |

# 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:<br>Docket #02/10.  | N/A               | Approved.                        |
| 2. | MONTHLY JAIL AUDIT<br>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. | SNIP SCREEN WORDING<br>(SHERIFFS ONLY)       | COMPENSATION BOARD | "In accordance with the provisions of Item 63 of the Appropriation Act, 2002 Acts of Assembly, I hereby certify that no vehicle purchased or leased with public funds on or after July 1, 2002 displays lettering on the exterior of the vehicle that includes the name of the incumbent Sheriff." | N/A               | Approved.                        |
| 6. | APPEALS STATUS                               | COMPENSATION BOARD | Closed Meeting.  | N/A               | Closed Meeting.                  |

# 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 COURT CLERKS | <u>Technology Trust Funds</u><br>Collections for FY97: \$ 4,236,366<br>Collections for FY98: \$ 4,812,889<br>Collections for FY99: \$ 5,768,994<br>Collections for FY00: \$ 5,051,885<br>Collections for FY01: \$5,122,197<br>Collections for FY02: (YTD)\$5,401,704.59<br><br>This information was taken from the monthly CARS1624 report. | Noted.                           |

| TECHNOLOGY TRUST FUND PROJECTIONS FOR FY00 | AVERAGE          | LOW MONTH      | HIGH MONTH       |
|--|------------------|----------------|------------------|
| PROJECTION                                 | 6,482,046        | 4,703,026      | 7,472,356        |
| IMPACT STATEMENT                           | 4,200,000        | 4,200,000      | 4,200,000        |
| VARIANCE                                   | <b>2,282,046</b> | <b>503,026</b> | <b>3,272,356</b> |

|     |                                       |                      |   |     |           |
|-----|---------------------------------------|----------------------|---|-----|-----------|
| 8.  | TECHNOLOGY TRUST FUND TRANSFER POLICY | CIRCUIT COURT CLERKS | Staff presents alternative TTF fund transfer policy.  | N/A | Approved. |
| 9.  | TTF REDUCTION OPTIONS                 | CIRCUIT COURT CLERKS | The Land Records User Group recommends that the Board adopt TTF reduction option #4.          | N/A | Approved. |
| 10. | FY03 BUDGET REDUCTIONS                | COMPENSATION BOARD   | Staff presents plan to off-set 3% of FY03 budget reductions, per memo from the Chief of Staff | 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> |
|--------------------------------|--------------------|--|-------------------|----------------------------------|
| 11. EMERGENCY MEDICAL REQUESTS | COMPENSATION BOARD | Staff presents emergency medical requests for reimbursement. | \$152,180.65      | Approved staff recommendations.  |

| Facility Name                    | Inmate Name          | Date(s) of medical Services | State Responsible | Bonus Start Date (date became state responsible) | Amount Requested | Amount Recommended for Approval | CB Staff Recommended Action Approve/Do not approve                     |
|----------------------------------|----------------------|-----------------------------|-------------------|--|------------------|---------------------------------|--|
| New River Valley Reg Jail        | Jesse G. Jenkins     | 11/19/01-11/24/01           | Yes               | 9/10/01  | 24.76            | 0                               | Do not approve; expenses do not appear to be a medical emergency.      |
| New River Valley Reg Jail        | Michael A. McMillian | 1/16/02                     | Yes               | 2/18/02  | 4.27             | 0                               | Do not approve; expenses incurred prior to becoming state responsible. |
| New River Valley Reg Jail        | Gregory P. Sexton    | 5/10/01-8/14/01             | Yes               | 7/16/01  | 64.95            | 0                               | Do not approve; expenses do not appear to be a medical emergency.      |
| New River Valley Reg Jail        | Joshua D. Kipp       | 10/20/01-12/7/01            | Yes               | 9/12/01  | 29.75            | 0                               | Do not approve; expenses do not appear to be a medical emergency.      |
| New River Valley Reg Jail        | Sharon R. Arthur     | 01/06/02                    | Yes               | 1/9/02   | 2.80             | 0                               | Do not approve; expenses incurred prior to becoming state responsible. |
| New River Valley Reg Jail        | Jennifer L. Witchley | 9/14/01-12/13/01            | No                | No   | 40.00            | 0                               | Do not approve; not state responsible.                                 |
| New River Valley Reg Jail        | Richard J. Williams  | 8/3/00-8/8/01               | Yes               | 7/19/01  | 30.00            | 0                               | Do not approve; expenses do not appear to be a medical emergency.      |
| New River Valley Reg Jail        | Gregory F. Saunders  | 6/17/01-2/28/02             | Yes               | 4/11/02  | 329.62           | 329.62                          | Can be approved; is state responsible.                                 |
| New River Valley Reg Jail        | Patricia A. Nixon    | 1/14/02                     | No                | NO   | 20.00            | 0                               | Do not approve; not state responsible.                                 |
| Pittsylvania Co Sheriff's Office | John Martin          | 7/26/01-10/18/01            | Yes               | 8/7/01   | 5,729.35         | 5,688.89                        | Approve only expenses incurred after becoming state responsible.       |
| Pittsylvania Co Sheriff's Office | Lonnie D. Harris     | 5/26/01-8/27/01             | Yes               | 11/20/01   | 14,241.06        | 0                               | Do not approve; expenses incurred prior to becoming state responsible. |
| Pittsylvania Co Sheriff's Office | James A. Edwards     | 9/13/01-1/15/02             | Yes               | 3/4/02   | 2,242.32         | 0                               | Do not approve; expenses incurred prior to becoming state responsible. |
| Pittsylvania Co Sheriff's Office | Bobby Tyree          | 8/29/01-10/11/01            | No                | No   | 4,993.37         | 0                               | Do not approve; not state responsible.                                 |
| Pittsylvania Co Sheriff's Office | Chad Moore           | 1/20/01-7/25/01             | No                | No   | 21,022.02        | 0                               | Do not approve; not state responsible.                                 |
| Pittsylvania Co Sheriff's Office | Carroll Fisher       | 6/13/01-9/10/01             | No                | No   | 14,536.52        | 0                               | Do not approve; not state responsible.                                 |
| Pittsylvania Co Sheriff's Office | Roger H. Viar, Jr.   | 6/29/01-10/23/01            | Yes               | 10/16/01   | 5,461.96         | 2,680.88                        | Approve only expenses incurred after becoming state responsible.       |
| Pittsylvania Co Sheriff's Office | Barrett Vernon       | 10/23/01                    | No                | No   | 4,256.92         | 0                               | Do not approve; not state responsible.                                 |
| Pittsylvania Co Sheriff's Office | Terry Lee Taylor     | 11/6/01-12/10/01            | No                | No   | 4,089.65         | 0                               | Do not approve; not state responsible.                                 |

# OTHER MATTERS

## NEW BUSINESS:

| <u>LOCALITY</u>                | <u>OFFICER</u>     | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|--------------------------------|--------------------|----------------|-------------------|----------------------------------|
| 11. EMERGENCY MEDICAL REQUESTS | COMPENSATION BOARD | CONTINUED      |                   |                                  |

| Facility Name                         | Inmate Name             | Date(s) of medical Services | State Responsible | Bonus Start Date (date became state responsible) | Amount Requested | Amount Recommended for Approval | CB Staff Recommended Action Approve/Do not approve  |
|---------------------------------------|-------------------------|-----------------------------|-------------------|--|------------------|---------------------------------|---|
| Riverside Regional Jail               | Willie S. Tinsley       | 3/20/02-3/26/02             | No                | No   | 7,596.33         | 0                               | Do not approve; not state responsible.  |
| Riverside Regional Jail               | Michael Byas            | 7/14/01-10/4/01             | No                | No   | 80,178.71        | 0                               | Do not approve; not state responsible.  |
| Riverside Regional Jail               | James Sale              | 8/22/01-8/24/01             | No                | No   | 7,196.53         | 0                               | Do not approve; not state responsible.  |
| Riverside Regional Jail               | Joseph W. Roberts       | 7/4/01-7/9/01               | Yes               | 7/8/02   | 8,716.25         | 6126.22                         | Approve only expenses incurred after becoming state responsible. Treatment received during period 7/5/01 – 7/9/02 has been prorated. Two (2) days were eligible for payment (total = 15115.55 daily cost = 3023.11 eligible amount = 6046.22. Treatment 7/9/01 of \$80.00 eligible as well. |
| Riverside Regional Jail               | Ericeugene Haskins, Jr. | 11/7/01-12/11/01            | Yes               | 9/17/01  | 1,726.45         | 1,726.45                        | Can be approved; is state responsible.  |
| Riverside Regional Jail               | Joseph Livingstone, III | 9/27/01                     | No                | No   | 215.32           | 0                               | Do not approve; not state responsible.  |
| Riverside Regional Jail               | Edward Hines            | 2/11/02-2/12/02             | Yes               | 1/3/02   | 4,530.16         | 4,530.16                        | Can be approved; is state responsible.  |
| Riverside Regional Jail               | Bryan D. Turbeville     | 10/14/01-11/29/01           | No                | No   | 2,685.46         | 0                               | Do not approve; not state responsible.  |
| Chesterfield Co Sheriff's Office      | Harry O. Lively         | 4/11/01                     | No                | No   | 238.00           | 0                               | Do not approve; not state responsible.  |
| Chesterfield Co Sheriff's Office      | Sonja M. Turner         | 10/5/01                     | Yes               | 7/1/01   | 132.00           | 132.00                          | Can be approved; is state responsible.  |
| Chesterfield Co Sheriff's Office      | Milton L. Terry         | 9/11/01-11/19/01            | No                | No   | 327.00           | 0                               | Although this inmate is state responsible – he is a cadre (jail has requested to keep inmate) and so he is considered to be a local responsible inmate. – Do not approve; not "state responsible".  |
| Chesterfield Co Sheriff's Office      | Katherine T. Roberts    | 12/5/01-1/2/02              | No                | No   | 948.00           | 0                               | Do not approve; not state responsible.  |
| Chesterfield Co Sheriff's Office      | Derick M. Taylor        | 1/11/02-1/28/02             | Yes               | 10/28/01   | 11,267.15        | 11,267.15                       | Can be approved; is state responsible.  |
| Chesterfield Co Sheriff's Office      | Melinda McFadden        | 11/18/01                    | No                | No   | 167.07           | 0                               | Do not approve; not state responsible.  |
| Prince William-Manassas Regional Jail | Derek B. Cail           | 5/2/01                      | Yes               | 12/13/00   | 452.00           | 452.00                          | Can be approved; is state responsible.  |
| Prince William-Manassas Regional Jail | Cornell L. Holden       | 11/26/01                    | Yes               | 9/13/01  | 286.75           | 286.75                          | Can be approved; is state responsible.  |
| Prince William-Manassas Regional Jail | Anthony S. King         | 11/20/01                    | Yes               | 7/4/01   | 642.25           | 642.25                          | Can be approved; is state responsible.  |

# OTHER MATTERS

## NEW BUSINESS:

| <u>LOCALITY</u>                | <u>OFFICER</u>     | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|--------------------------------|--------------------|----------------|-------------------|----------------------------------|
| 11. EMERGENCY MEDICAL REQUESTS | COMPENSATION BOARD | CONTINUED      |                   |                                  |

| Facility Name                         | Inmate Name         | Date(s) of medical Services   | State Responsible | Bonus Start Date (date became state responsible) | Amount Requested  | Amount Recommended for Approval | CB Staff Recommended Action Approve/Do not approve |
|---------------------------------------|---------------------|-------------------------------|-------------------|--|-------------------|---------------------------------|--|
| Prince William-Manassas Regional Jail | Anthony D. Townsend | 4/21/01<br>4/22/01<br>4/30/01 | Yes               | 2/7/01   | 2,572.27          | 2,572.27                        | Can be approved; is state responsible.             |
| Prince William-Manassas Regional Jail | Michael I. King     | 7/11/01- 7/17/01              | Yes               | 7/11/01  | 115,746.01        | 115,746.01                      | Can be approved; is state responsible.             |
| <b>TOTALS</b>                         |                     |                               |                   |  | <b>322,743.03</b> | <b>152,180.65</b>               |  |

|                                    |                    |   |     |  |
|------------------------------------|--------------------|---|-----|--|
| 12. OFFICE EXPENSE TRANSFER POLICY | COMPENSATION BOARD | Staff presents office expense transfer options. | N/A | Not approved. The Compensation Board wishes to preserve the FY03 office expense base budget in order to allow for FY04 budget reductions. Thus, the Compensation Board will not, until further notice, approve any transfers from base office expense budgets. |
|------------------------------------|--------------------|---|-----|--|

# FOR YOUR INFORMATION

## NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #02/11**  
**May 28, 2002**

**NO CLOSED MEETING – NO UPDATE ON APPEAL.**

1) **MOTION FOR “CLOSED MEETING” by Chairman June Funkhouser.** ( \_\_\_\_\_ 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 the **Hopewell Sheriff**.

2) **Mrs. Funkhouser: 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**,

|                              |           |          |
|------------------------------|-----------|----------|
| June R. Funkhouser, 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.**

|                              |           |          |
|------------------------------|-----------|----------|
| June R. Funkhouser, 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 #02/11  
 May 28, 2002

304-05-00: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u>      | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|----------------------|----------------|--|-------------------|---|
| HIGHLAND COUNTY      | SHERIFF        | 5/16/02 – FY02: OFFICER REQUESTS TO TRANSFER \$2000 FROM VACANCY TO OFFICE EQUIPMENT TO PURCHASE A MUCH NEEDED REPLACEMENT PC. THESE FUNDS ARE NON-SPENDING REDUCTION.                           | -0-               | Approved as an exception to policy based upon the specific conditions stated by the officer.  |
| WAYNESBORO CITY      | SHERIFF        | 5/22/02 – (FY03) – OFFICER REQUESTS ADDITIONAL FUNDING TO PURCHASE 2 PERSONAL COMPUTERS TO BE USED BY DEPUTIES IN NEW QUARTERS IN JULY 2002 IN THE AMOUNT OF \$2,800. STRSSED COST IS \$2,392.88 | \$2,392.88        | Based on the information you provided and the criteria considered by the Compensation Board in reviewing exception requests, this request was not approved. |
| PRINCE EDWARD COUNTY | SHERIFF        | 5/23/02 - FY03 – OFFICER REQUESTS THE ANNUAL SALARY FOR POS. 12 (COMOP @ \$19949) BE TRANSFERRED TO TEMPORARY FUNDS.   | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.  |
| FLUVANNA COUNTY      | SHERIFF        | 5/24/02 – FY02 – OFFICER REQUESTS \$898.00 OF TURNOVER BE TRANSFERRED TO TEMPORARY FUNDS.  | -0-               | Not approved.   |

## 320-01-00: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

| <u>LOCALITY</u>  | <u>OFFICER</u>         | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|------------------|------------------------|--|-------------------|--|
| ROANOKE CITY     | COMMONWEALTHS ATTORNEY | 5-10-02 Officer requests to transfer Turnover Funds @ \$15,087 to BASE Office Expense.   | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.                           |
| SALEM CITY       | COMMONWEALTHS ATTORNEY | 5-20-2002 Officer requests to transfer Annual Vacancy Savings from pos. #3 AAI-G71 @ \$ 28,568 to BASE Temporary Funds.<br>FY03 – Officer is due .70 ATTI positions, 1 SEC and 1 PA positions  | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.                           |
| TAZEWELL COUNTY  | COMMONWEALTHS ATTORNEY | 5-22-2002 <b>FY03</b> Officer requests an exception to the Spending Reduction Policy..<br>Officer has a JATTI G13 Attorney who qualifies for the Career Prosecutor Program May 1, 2002.<br>Officer states it is unfair to this employee who has worked diligently to qualify for the program, only to have the funding withdrawn at the time he qualifies. | -0-               | Deferred until the July 23, 2002 meeting.  |
| PETERSBURG CITY  | COMMONWEALTHS ATTORNEY | 5-22-2002 <b>FY03</b> Officer requests to transfer Annual Vacancy Savings from pos. # 2 ATIII @ \$ 52,128.<br>Officer requests to transfer \$27,128 to Temporary Funds and \$25,000 to Office Expense Funds.<br>Note: Change to transfer amounts made based upon conversation of 5/23/02.  | -0-               | Approved per the Compensation Board's May 1 Budget Reduction Plan.                           |
| PETERSBURG CITY  | COMMONWEALTHS ATTORNEY | 5-22-2002 Officer requests exception to 60-day reimbursement policy.<br>Officer requests reimbursement for Annual Leave @ \$2,004.92 for an employee who separated October 19, 2001. Annual Leave  | \$2,004.80        | Approved as an exception to policy based upon the specific conditions stated by the officer. |
| BOTETOURT COUNTY | COMMONWEALTHS ATTORNEY | <b>FY03</b> 5-23-2002 Officer requests an exception to the Spending Reduction Policy..<br>Officer has a JATTI G13 Attorney who qualifies for the Career Prosecutor Program July 1, 2002.   | -0-               | Deferred until the July 23, 2002 meeting.  |

## 732-02-00: TREASURERS

### NEW BUSINESS:

| <u>LOCALITY</u>      | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>                               |
|----------------------|----------------|--|-------------------|--|
| CITY OF HARRISONBURG | TREASURER      | 5/15 Officer requests a transfer of \$3,872.00 from Office Equipment funding to Office Expenses. | \$00 (FY02)       | Not approved based on letters of May 1 and September 25, 2001. |

# 734-02-00: COMMISSIONERS OF THE REVENUE

## NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>              | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|-----------------------------|---|-------------------|---|
| NELSON COUNTY   | Commissioner of the Revenue | 5/21 Officer requests a transfer of \$1818 from part time funding to full time funding for the reclassification of position #00001 currently DI @ 19521 (step4) to DII @ \$21,339 (step 4).<br><br>Based on FY03 Staffing Standards office is in need 1.48 FTE. | \$00 (FY02)       | Based upon the information provided and the criteria considered by the Compensation Board in reviewing exception requests, this request was not approved. |
| BATH COUNTY     | Commissioner of the Revenue | 5/22 Officer requests an exception to Spending Reduction in a transfer of \$310.00 from temporary salaries to office expenses.  | \$00 (FY02)       | Not approved based on letters of May 1 and September 25, 2001.  |
| RICHMOND COUNTY | Commissioner of the Revenue | 5/23 Officer requests to use \$200 of approved equipment funds to purchase a tabletop lighted viewing area for tracing maps.<br><br>Locality Fiscal Stress 77.19%   | \$00 (FY02)       | Based upon the information provided and the criteria considered by the Compensation Board in reviewing exception requests, this request was not approved. |

## 321-06-00: CIRCUIT COURT CLERKS

### NEW BUSINESS:

| <u>LOCALITY</u>     | <u>OFFICER</u>   |       | <u>REQUEST</u>  | <u>TOTAL COST</u>   | <u>COMPENSATION BOARD ACTION</u>   |
|---------------------|------------------|-------|---|---------------------|--|
| RAPPAHANNOCK COUNTY | CIRCUIT<br>CLERK | COURT | 05/22/02 – Officer requests \$5,640.55 of the unbudgeted \$2 portion of their TTF funding which, in combination with currently budgeted funding, will be used to make her land records Internet accessible. | \$3,540.55<br>(NGF) | Approved based on criteria set out in §17.1-279, B., <u>Code of Virginia</u> . |

## 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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