

COMPENSATION BOARD DOCKET #03/11

MAY 21, 2003

304-03-11: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WESTERN REGIONAL JAIL	TIDEWATER 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. AT THEIR APRIL 23, 2003 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL STAFF REVIEW.	N/A	Not approved as the criteria for exemption is set out by law and the facility does not meet the criteria.

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NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
4TH QUARTER PER DIEM PAYMENT	JAILS	AS A RESULT OF BUDGET REDUCTIONS IN THE JAIL PER DIEMS PROGRAM, 4TH QUARTER JAIL PER DIEM PAYMENTS TO SHERIFFS AND REGIONAL JAILS MADE IN APRIL WERE PRO-RATED TO 52% OF THE AMOUNT DUE, BASED UPON TOTAL AVAILABLE FUNDING. BASED UPON LANGUAGE IN THE APPROPRIATION ACT AUTHORIZING TRANSFERS BETWEEN THE SHERIFFS PROGRAM AND THE JAIL PER DIEMS PROGRAM, STAFF PROPOSES THE TRANSFER OF ANTICIPATED YEAR-END FUND BALANCES IN THE SHERIFFS PROGRAM TO THE JAIL PER DIEMS PROGRAM TO MAKE A SUPPLEMENTAL PRO-RATED 4TH QUARTER PAYMENT IN JUNE. THIS WILL ALLOW THE PAYMENT OF SOME PORTION OF THE TOTAL \$7,527,967 MILLION THAT REMAINED UNPAID WHEN THE 4TH QUARTER PAYMENT WAS PROCESSED IN APRIL.	-0-	Staff may use year-end fund balances to offset per diem reductions, or to prepay FY04 budget reductions, per the Chief of Staff's memo of May 16, 2003.
VA PENINSULA REGIONAL JAIL	SUPERINTENDENT	04/21/03- OFFICER REQUESTS NURSES POS#00079 BE UNVACATED AND FILLED EFFECTIVE 6/1/03 AT AR OF \$18,583. COST IS \$1,957. LOCALITY HAS \$8,703.00 IN TURNOVER VACANCY.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.
WESTERN TIDEWATER REGIONAL JAIL	SUPERINTENDENT	4-29-03 SUPERINTENDENT ASKS COMPENSATION BOARD TO REQUEST THAT THE DEPARTMENT OF CORRECTIONS CONDUCT A STAFFING STUDY.	N/A	Approved; Department of Corrections will be contacted.
PULASKI COUNTY	SHERIFF	5/5/03 - OFFICER REQUESTS TURNOVER IN THE AMOUNT OF \$8855.00 BE TRANSFERRED TO TEMPORARY BASE BUDGET. FY03 PRORATE IS \$1475.84.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

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ARLINGTON COUNTY	SHERIFF	5/6/03 - OFFICER REQUESTS TURNOVER IN THE AMOUNT OF \$12765.00 BE TRANSFERRED TO TEMPORARY BASE BUDGET. FY03 PRORATE IS \$2172.50	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
TAZEWELL COUNTY	SHERIFF	5/6/03 – OFFICER REQUESTS TURNOVER IN THE AMOUNT OF \$4801.00 BE TRANSFERRED TO TEMPORARY BASE BUDGET. FY03 PRORATE IS \$800.16.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
LOUDOUN COUNTY	SHERIFF	5/7/03 – OFFICER REQUESTS TURNOVER IN THE AMOUNT OF \$ 18414.00 BE TRANSFERRED TO TEMPORARY BASE BUDGET. FY03 PRORATE IS \$3069.00.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
MONTGOMERY COUNTY	SHERIFF	5/7/03 – OFFICER REQUESTS TURNOVER IN THE AMOUNT OF \$5825 BE TRANSFERRED TO TEMPORARY BASE BUDGET. FY03 PRORATE IS \$970.84.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
PETERSBURG CITY	SHERIFF	05/09/2003 – OFFICER REQUESTS BASE BUDGET TRANSFER OF TURNOVER (\$ 25,292.00 ANNUAL) TO OFFICE EXPENSES. \$4,215.34 IS THE PRORATED AMOUNT THAT WILL BE TRANSFERRED THIS YEAR.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
RUSSELL COUNTY	SHERIFF	5/13/03 – OFFICER REQUESTS TURNOVER IN THE AMOUNT OF \$7730.00 BE TRANSFERRED TO TEMPORARY BASE BUDGET. FY03 PRORATE IS \$1288.34.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

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GOOCHLAND COUNTY	SHERIFF	<p>5/13/03 – OFFICER REQUESTS EXEMPTION FROM THE POSITION REALLOCATION POLICY. BASED ON POPULATION, PAPERS SERVED, AND THE NUMBER OF COURT DAYS, OFFICE IS 1.20 POSITIONS IN EXCESS OF STAFFING STANDARDS. SHERIFF CITES NEED TO USE LAW ENFORCEMENT OFFICERS TO TRANSPORT INMATES AS COUNTY DOES NOT HAVE A JAIL. ALL TRANSPORTS ARE A MINIMUM OF 60 MILES ROUND TRIP. ALSO CITES HAVING TO MAKE TRIPS TO AT LEAST TWO OTHER JAILS PER COURT DATE.</p> <p>THE SHERIFF POINTS OUT THAT HIS OFFICE IS FRACTIONALLY OVER-STAFFED (LESS THAN ONE) IN LAW ENFORCEMENT AND COURT SERVICES AREAS, BUT WHEN COMBINED IS IN EXCESS OVER ONE. SHOULD THIS OFFICE LOOSE A LAW ENFORCEMENT POSITION, THEY WOULD NOT MEET THE 1:1500 RATIO. LIKEWISE, IF A CS POSITION WERE LOST, THE RATIO FOR COURT SERVICES WOULD NOT BE MET. SHOULD THE PROVISIONAL 2002 POPULATION BECOME FINAL, THIS OFFICE WILL NOT BE IN EXCESS IN FY05.</p>	-0-	Board granted an exception to the reallocation policy.
WAYNESBORO CITY	SHERIFF	<p>05/14/2003 – OFFICER REQUESTS BASE BUDGET TRANSFER OF TURNOVER (\$5,641.00 ANNUAL) TO OFFICE EXPENSES. \$940.16 IS THE PRORATED AMOUNT THAT WILL BE TRANSFERRED THIS YEAR.</p>	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
WISE COUNTY	SHERIFF	<p>5/14/03 – OFFICER HAS COMOPS (ROBERSON, POS 48 @ 20398) OUT ON LWOP DUE TO MEDICAL ISSUES. OFFICER REQUESTS TO TRANSFER HER UNUSED SALARY (WHICH TYPICALLY WOULD GO TO SPENDING REDUCTION) TO TEMPORARY, UNTIL ROBERSON'S RETURN, TO COVER THE DUTIES OF HER POSITION.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

304-03-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AUGUSTA COUNTY	SHERIFF	5/14/03 – OFFICER REQUESTS TURNOVER, IN THE AMOUNT OF \$36425.00, BE TRANSFERRED TO THE TEMPORARY BASE BUDGET. FY03 PRORATE IS \$6070.84.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
DICKENSON COUNTY	SHERIFF	DICKENSON COUNTY REPAYED THE FULL AMOUNT (\$72,156) DUE IN PER DIEM PAYMENTS.	-0-	Noted.

320-03-11: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LOUISA COUNTY	COMMONWEALTH'S ATTORNEY	<p>FY04 5-9-2003 Officer requests Emergency Temporary Funds @ \$4,203.52. Officer's AAIL employee will be on maternity leave for 8 weeks, 320 hours. This employee will have accrued annual leave @ 360 hours. Officer anticipates hiring a Temp Secretary @ \$13.14 per hour x 320 hours = \$4,203.52.</p>	\$4,203.52	Not approved, as no additional funding is available to the Compensation Board in FY04.
WASHINGTON COUNTY	COMMONWEALTH'S ATTORNEY	<p>5-13-2003 Officer requests correction to original hire salary for pos. #5 JATTI-G13 @ \$40,800. Budgeted @ \$49,856. Turnover generated @ \$9,056. Officer states when Mr. Haugh was hired, Jan. 6, 2003, his salary was \$74,000 per year based on 2 part time positions with private firms. Officer requests to correct the requested salary to be JATTI-G13 @ \$49,856. January 2003 Officer had transferred Turnover Funds @ \$9,056 to Base Temporary Funds. Officer asks to transfer Temporary Funds to fund the increase to this salary. Cost @ \$9,056. Prorated @ \$4,528 for FY03. Effective retro to January 6, 2003.</p> <p>5-13-2003 Officer requests to reduce the salary of pos. #1 from AAIL-G9 @ \$29,870 to AAIL-G9 @ \$26,722. Turnover Funds generated @ \$3,148. Officer requests to transfer Turnover Funds @ \$3,148 to Base Temporary Funds.</p>	-0-	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
			-0-	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

732-03-11: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-03-11: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

321-03-11: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCKINGHAM COUNTY	CIRCUIT CLERK	COURT	5-1-2003 Officer requests to transfer annual vacant funds from pos. #4 MT-G4 @ \$5,115 to Temporary Funds.	-0-	Approved per the Compensation Board's FY04 Budget Reduction Plan.
BEDFORD COUNTY	CIRCUIT CLERK	COURT	5-12-2003 Officer requests to transfer Turnover Funds @ \$2,752 to Base Temporary Funds. Prorated @ \$458.67 for FY03.	-0-	Not approved as no turnover funds are available.

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 #03/10	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.	EMERGENCY MEDICAL REQUESTS	COMPENSATION BOARD	Staff presents emergency medical requests for reimbursement.	\$65,411.27 (recommended for approval \$41,745.96)	Compensation Board 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
Riverside Regional Jail	Delvin Dalton	01/03/03-02/07/03	Yes	02/02/03	56,185.85	32,866.54	Approve only those expenses incurred once inmate became state responsible.
Prince William-Manassas Reg	Shelia Weatherholtz	10/10/02-11/08/02	Yes	09/04/02	4,202.54	4,202.54	Approve.
New River Valley Reg Jail	John G. Stokes	10/17/02-01/29/03	Yes	09/29/02	3,460.25	3,460.25	Approve.
New River Valley Reg Jail	Charles T. Lane	10/11/02-10/30/02	Yes	06/30/02	486.00	476.00	Approve 476.00. Remainder does not appear to be a medical emergency.
Chesterfield Sheriff's Office	Cheryl D. Avery	12/11/02-02/09/03	Yes	02/05/03	428.68	362.68	Approve only those expenses incurred once inmate became state responsible.
Chesterfield Sheriff's Office	Joshua Poindexter	10/25/02-12/10/02	Yes	12/15/02	270.00	0	Do not approve. Expenses incurred prior to becoming state responsible.
Chesterfield Sheriff's Office	David Jackson	12/04/02	Yes	11/26/02	377.95	377.95	Approve.

TOTALS					65,411.27	41,745.96	
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OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
6.	TECHNOLOGY TRUST FUND COLLECTIONS § 17.1 – 279	CIRCUIT CLERKS	COURT <u>COLLECTIONS:</u> FY03 YTD collections total \$6,426,291. FY03 collections for a similar period of time totaled \$5,401,705. This represents a 19.0% increase in collections over last fiscal year. <u>EXPENDITURES:</u> Current YTD expenditures as of April 15, 2003, total \$2,542,549.21. This represents 54.8% of budgeted TTF funds. <u>PROJECTIONS:</u> Based on YTD projections, \$7,711,549.09 will be collected in FY03. This would represent a 17.1% increase over last fiscal year.	N/A	Noted.
7.	IT STRATEGIC PLAN	COMPENSATION BOARD	Staff presents IT Strategic Plan.	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. ISLE OF WIGHT	COMMISSIONER OF THE REVENUE	5-9-03 – Memo to Bruce W. Haynes from Janice A. Hardison stating the following: "The purpose of this memo is to inform you of the wonderful assistance we have received from Sharon Woo. I have new personnel and sometimes need assistance myself as a new commissioner we have called on Sharon numerous times. She is extremely knowledgeable and helpful. When Sharon is given a task to do, she not only performs it well, but also in my opinion, exceeds it with much kindness. Sharon has helped our office in a number of ways. She is truly an asset to your office and we are fortunate to have Sharon.	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #03/11
MAY 21, 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 #03/11
MAY 21, 2003**

304-03-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
JAMES CITY COUNTY	SHERIFF	5/14/03 – (FY04) OFFICER REQUEST RECONSIDERATION OF THE RE-ALLOCATION POLICY, IN REFERENCE TO BEING IN EXCESS 1 PERMANENT POSITION. OFFICER CITES WORK LOAD AND SAFETY CONCERNS IN THE NEW COURT HOUSE, IF THE POSITION WERE LOST.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

320-03-11: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ORANGE COUNTY	COMMONWEALTH'S ATTORNEY	<p>3-18-2003 Officer requests, due to the appointment of the Commonwealth's Attorney to the Bench, the acting Officer requests additional Temporary Funds \$22,710 for FY04. This is based on step 1 salary @ \$54,503. This office has only 1 assistant attorney position, which now remains vacant until the special election to be held the end of November 2003.</p> <p>Note: Chief Deputy position, budgeted at \$54,503, will remain vacant during this period, generating vacancy funds equivalent to this request.</p> <p>AT THEIR MARCH 19, 2003 MEETING, THE COMPENSATION BOARD APPROVED \$13,626 FOR FY03 AT NO ADDITIONAL COST TO THE COMPENSATION BOARD. THE FY04 REQUEST WAS DEFERRED.</p>	FY04 @ \$22,710	Approved per Compensation Board FY04 Budget Reduction policy at no additional cost to the Compensation Board.
FREDERICK AND CLARKE COUNTIES	COMMONWEALTH'S ATTORNEYS	<p>5-20-03 Commonwealth's Attorneys of Frederick and Clarke Counties seek Compensation Board approval to share an Assistant Commonwealth's Attorney, per 15.2-1534, <u>Code of Virginia</u>. (Note: Agreement appears to be in accordance with Compensation Board policy adopted May 1, 2003 regarding sharing of Assistant Commonwealth's Attorneys)</p>	N/A	Approved per Compensation Board policy of May 1, 2003.

732-03-11: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-03-11: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

321-03-11: 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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