

COMPENSATION BOARD DOCKET #04/11

MAY 19, 2004

304-04-11: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---------------------|----------------|---|-------------------|--|
| VIRGINIA BEACH CITY | SHERIFF | <p>1/12/04 – OFFICER REQUESTS THAT IN LIEU OF OVERTIME OR COMPENSATORY TIME, ASSOCIATED WITH MOHAMMED TRIAL, THAT REIMBURSEMENT FOR CERTAIN EQUIPMENT AND OFFICE EXPENSE COSTS BE MADE. TOTAL REQUEST IS \$70,364.75, HOWEVER, COMPENSATION BOARD IS PRECLUDED BY CHAPTER 1042 FROM REIMBURSING COSTS OF MAGNETOMETERS. REQUEST INCLUDES \$20,829.90 FOR MAGNETOMETERS AND \$368.00 FOR TROOPERS MEALS. COST EXCLUDING MEALS AND MAGNETOMETERS \$49,166.85.</p> <p>AT THEIR JANUARY 21, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS ITEM UNTIL FEBRUARY 18, 2004.</p> <p>AT THEIR FEBRUARY 18, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS ITEM UNTIL MARCH 26, 2004.</p> <p>AT THEIR MARCH 26, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS ITEM UNTIL APRIL 23, 2004.</p> <p>AT THEIR APRIL 23, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS ITEM UNTIL MAY 19, 2004.</p> | \$70,364.75 | <p>Approved \$49,166.85 as an exception to policy, based upon the specific conditions stated by the officer. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05.</p> |

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| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|----------------|--|-------------------|---|
| CHESAPEAKE CITY | SHERIFF | <p>1/16/04 – OFFICER REQUESTS ADDITIONAL FUNDING FOR COMPENSATORY HRS 3055.5 \$28,416.00 AND OVERTIME TIME HOURS 1029.99 \$18,0666.74 FOR SECURITY PROVIDED DURING TRIAL OF LEE BOYD MALVO.</p> <p>AT THEIR FEBRUARY 18, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS ITEM UNTIL MARCH 26, 2004.</p> <p>AT THEIR MARCH 26, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS ITEM UNTIL APRIL 23, 2004.</p> <p>AT THEIR APRIL 23, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS ITEM UNTIL MAY 19, 2004.</p> | \$46,482.74 | Approved as an exception to policy, based upon the specific conditions stated by the officer. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |

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|--------------------|----------------|---|-------------------|---|
| AUGUSTA COUNTY | SHERIFF | 4/27/04 – OFFICER REQUESTS TO TRANSFER \$12190 FROM TURNOVER TO THE BASE TEMPORARY BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$2031.67 (MAY AND JUNE). | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| SHENANDOAH COUNTY | SHERIFF | 4/28/04 – OFFICER REQUESTS TO TRANSFER \$15575 FROM TURNOVER TO BASE TEMPORARY BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$2595.83 (MAY AND JUNE). | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| RAPPAHANOCK COUNTY | SHERIFF | 4/30/04 – OFFICER REQUESTS TO TRANSFER \$1718 FROM TURNOVER TO THE BASE TEMPORARY BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$286.33 (MAY AND JUNE). | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| DINWIDDIE COUNTY | SHERIFF | 4/30/04 – OFFICER REQUESTS TO TRANSFER \$5008 FROM TURNOVER TO THE BASE TEMPORARY BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$834.67 (MAY AND JUNE) | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| LYNCHBURG CITY | SHERIFF | 5/3/04 – OFFICER REQUESTS \$6510 IN ADDITIONAL FY04 FUNDING TO PURCHASE A REPLACEMENT SERVER. HE STATES HIS SERVER IS FAILING AND THAT HE HAS ALREADY LOST SOME DATA. THE STRESS FACTOR IS 89.81% AND THE STRESSED COST WOULD BE \$5846.63. | \$5,846.63 | Approved as an exception to policy, based upon the specific conditions stated by the officer. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |

304-04-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|----------------------|----------------|---|-------------------|---|
| FRANKLIN COUNTY | SHERIFF | 5/4/04 – OFFICER REQUESTS TO TRANSFER \$1404.00 FROM TURNOVER TO BASE TEMPORARY BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$234.00 (MAY AND JUNE). | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| DICKENSON COUNTY | SHERIFF | 5/5/04 – OFFICER REQUESTS TO TRANSFER \$329 FROM THE BASE TEMPORARY BUDGET TO PERMANENT SALARIES. THIS WILL BE USED TO RECLASSIFY ROBINSON (POS 15 AS SECI @ \$18661) TO A SECII @ \$20398. HE WILL USE TURNOVER TO COVER THE REST OF THE INCREASE. | -0- | Approved as an exception to policy, based upon the specific conditions stated by the officer. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| CHARLOTTESVILLE CITY | SHERIFF | 5/6/04 – OFFICER REQUESTS TO TRANSFER \$16021.00 FROM TURNOVER TO BASE TEMPORARY BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$2670.17 (MAY AND JUNE). | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| GRAYSON COUNTY | SHERIFF | 5/6/04 – OFFICER REQUESTS TO TRANSFER \$1087 FROM TURNOVER TO BASE TEMPORARY BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$181.17 (MAY AND JUNE). | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| TAZEWELL COUNTY | SHERIFF | 5/7/04 – OFFICER REQUESTS EXCEPTION TO THE POLICY THAT SAYS ONLY \$10,000 A MONTH CAN BE TRANSFERRED BETWEEN CATEGORIES. HE ASKS TO MOVE \$18700 FROM TEMPORARY TO OFFICE EXPENSES. THIS IS A ONE-TIME TRANSFER FOR FY04 ONLY. | -0- | Approved as an exception to policy, based upon the specific conditions stated by the officer. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |

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|------------------------------|----------------|--|-------------------|---|
| WARREN COUNTY | SHERIFF | 5/7/04 – OFFICER REQUESTS TO TRANSFER \$7550 FROM TURNOVER TO TEMPORARY BASE BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$1258.33 (MAY AND JUNE). | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| ROANOKE CITY | SHERIFF | 5/10/04 – OFFICER REQUESTS TO TRANSFER \$76628.06 FROM TURNOVER TO TEMPORARY BASE BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$12771.34 (MAY AND JUNE). | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| PIEDMONT REGIONAL JAIL | SUPERINTENDENT | 5/11/04 – OFFICER REQUESTS TO TRANSFER \$11693 FROM TURNOVER TO THE TEMPORARY BASE BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$1948.83 (MAY AND JUNE). | -0- | Approved as an exception to policy, based upon the specific conditions stated by the officer. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| PRINCE WILLIAM REGIONAL JAIL | SUPERINTENDENT | 5/12/04 – OFFICER REQUESTS TO TRANSFER \$54589.00 FROM TURNOVER TO THE TEMPORARY BASE BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$9098.17 (MAY AND JUNE). | -0- | Approved as an exception to policy, based upon the specific conditions state Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| PATRICK CO. | SHERIFF | 5/12/04 – OFFICER REQUESTS TO TRANSFER \$2712 FROM TEMPORARY BASE TO PERMENANT POSITION # 8 GARRY BROWN (CURRENTLY L9 @ \$29142). OFFICER WISHES TO RECLASSIFY THIS EMPLOYEE TO A L10 @ \$31854. | -0- | Approved as an exception to policy, based upon the specific conditions stated by the officer. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| CAMPBELL COUNTY | SHERIFF | 5/14/04 – OFFICER REQUESTS TO TRANSFER \$16117 FROM TURNOVER TO TEMPORARY BASE BUDGET. THE FY04 PRORATED AMOUNT WILL BE \$2686.17 | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |

320-04-11: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|-------------------------|---|-------------------|---|
| HOPEWELL CITY | COMMONWEALTH'S ATTORNEY | 4-28-04 Officer requests that \$8661.00 in turnover be transferred to base temporary salaries for FY04. This is due to an increase in workload due to tremendous increase in violent crimes and may dictate hiring of additional support. (Note: Prorated amount is \$721.75) | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Prorated funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| BEDFORD COUNTY | COMMONWEALTH'S ATTORNEY | 5-10-04 Officer requests emergency temporary funding in the amount of \$2143 for the month of June 04 to hire an Attorney to prosecute cases. Officer will be out of the office along with his secretary for the month of June 04 as a prosecutor in Orange County. Officer's legal assistant will be on medical leave with an uncertain return date, and the chief assistant will be out during this time as well for a military obligation. That leaves Officer with two assistant attorneys to handle four courts. | \$2,143.00 | Approved as an exception to policy, based upon the specific conditions stated by the officer. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| BEDFORD COUNTY | COMMONWEALTH'S ATTORNEY | 5-10-04 FY05 Officer requests emergency temporary funding in the amount of \$2143 monthly for the period of July 04 - Dec 04 to hire an Attorney to prosecute cases. Officer will be out of the office along with his secretary for the month of June 04 as a prosecutor in Orange County. Officer's legal assistant will be on medical leave with an uncertain return date, and the chief assistant will be out during this time as well for a military obligation. That leaves Officer with two assistant attorneys to handle four courts. | \$12,857.00 | Deferred until the June 16, 2004 meeting. |
| BRISTOL CITY | COMMONWEALTH'S ATTORNEY | 5-11-04 Officer requests permission to purchase one server and one printer with funds previously approved for three PC's and two printers. Total approved previously was \$5,969.28. Officer states that after further evaluation, this will better serve the technology needs of his office. | -0- | Approved at no additional cost to the Compensation Board. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |

320-04-11: COMMONWEALTH'S ATTORNEYS

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| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---------------------|-------------------------|---|-------------------|--|
| HENRICO COUNTY DRUG | COMMONWEALTH'S ATTORNEY | 5-12-04 Officer requests \$4,733.00 be transferred from turnover to base office expense. | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| RICHMOND CITY | COMMONWEALTH'S ATTORNEY | 5-12-04 Officer requests \$30,923.00 be transferred from vacancy savings to equipment to purchase the following: Note: Officer requested 15 PCs @\$1958, maximum allowed by Compensation Board for a PC is \$1200. | -0- | Compensation Board approved a transfer of \$18,353 from vacancy savings (\$15,728.52 stressed) to purchase 14 PC's not to exceed \$1,200 each (per policy), 5 printers and 2 network printers. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |

Officer's Request

| <u>Qty.</u> | <u>Description</u> | <u>Unit Cost</u> | <u>Total Cost</u> |
|----------------------|--------------------|------------------|-------------------|
| 15 | Computers | 1,958 | 29,370.00 |
| 5 | Printers | 155 | 775.00 |
| 2 | Network Printers | 389 | 778.00 |
| <u>Total Cost</u> | | 2,502.00 | 30,923.00 |
| <u>Stressed Cost</u> | | | 26,562.86 |

Per Policy

| <u>Qty.</u> | <u>Description</u> | <u>Unit Cost</u> | <u>Total Cost</u> |
|----------------------|--------------------|------------------|-------------------|
| 15 | Computers | 1,200 | 18,000.00 |
| 5 | Printers | 155 | 775.00 |
| 2 | Network Printers | 389 | 778.00 |
| <u>Total Cost</u> | | 1,744.00 | 19,553.00 |
| <u>Stressed Cost</u> | | | 16,796.03 |

734-04-11: COMMISSIONERS OF THE REVENUE
NONE.

732-04-11: TREASURERS
NONE.

321-04-11: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|------------------------|--|-------------------|--|
| WINCHESTER CITY | CIRCUIT COURT CLERK | 5-6-04 Officer requests \$8,948.00 turnover money be transferred to base temporary salaries. This is due to additional workload created by an ever-increasing criminal docket. Prorated amount is \$2,237.00 | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| YORK COUNTY | CIRCUIT COURT CLERK | 5-7-04 Officer requests \$9,015.84 be transferred from services of Technology Trust Fund to Equipment of Technology Trust Fund due to the upgrading of computer equipment. | -0- | 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> . Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |

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 #04/10 | N/A | Approved. |
| 2. | TRAINING STATUS REPORT | COMPENSATION BOARD | Staff presents the Training Status Report. | N/A | Noted. |
| 3. | MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT | COMPENSATION BOARD | Staff presents monthly Jail Audit Activity Status Report. | N/A | Noted. |
| 4. | AUDIT STATUS REPORT | COMPENSATION BOARD | Staff presents the Audit Status Report. | N/A | Noted. |
| 5. | NOT FOLLOW-UP REPORT | COMPENSATION BOARD | Staff presents 2003 New Officer Training (NOT) Three-Month Follow-Up Report. | N/A | Noted. |
| 6. | OPERATING MANUAL | COMPENSATION BOARD | Staff presents draft FY05 Operating Manual. | N/A | Approved. |
| 7. | ALLOCATION PACKAGES | COMPENSATION BOARD | Staff presents FY05 Allocation Packages. | N/A | The Compensation Board approved the allocation packages in concept subject to General Assembly action at the Veto Session on June 16. The Board instructed the staff to request a waiver from the Department of Planning and Budget regarding the sub-programs issue in the Appropriations Act. The Board will address the sub-programs issue on May 27 and 28, 2004. |

OTHER MATTERS

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|-------------------------------|----------------|--|--|--|
| 8. EMERGENCY MEDICAL REQUESTS | SHERIFFS/JAILS | Staff presents emergency medical requests for reimbursement. | \$258,333.18 (recommended for approval \$33,408.18) | The Compensation Board approved the 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 Regional Jail | Jeffery S. Hatfield | 07/10/02-10/17/02 | Yes | 08/04/02 | 270.00 | 177.00 | Approve only expenses incurred once becoming state responsible. |
| New River Valley Regional Jail | David J. Spencer | 03/05/03 | Yes | 04/23/03 | 75.00 | 0 | Do not approve; expenses incurred prior to becoming state responsible. |
| Central Virginia Regional Jail | Wilmer D. Dade, Sr. | 09/02/03-12/31/03 | Yes | 12/11/03 | 18,430.80 | 2,584.00 | Approve only expenses incurred once becoming state responsible. |
| Rappahannock Regional Jail | Thomas A. Greene | 11/17/03-11/24/03 | Yes | 02/03/04 | 114,983.51 | 0 | Do not approve; expenses incurred prior to becoming state responsible |
| Newport News Sheriff's Office | Albert J. Piggott | 09/13/03 | Yes | 12/11/03 | 91,097.02 | 0 | Do not approve; expenses incurred prior to becoming state responsible. |
| Prince William-Manassas Regional Adult Detention Center | Phillip M. Holiman | 01/06/04 | Yes | 09/03/03 | 1,052.12 | 1,052.12 | Approve. |
| Prince William-Manassas Regional Adult Detention Center | Dwight Montgomery | 11/20/03-12/12/03 | Yes | 11/05/03 | 804.94 | 804.94 | Approve. |
| Prince William-Manassas Regional Adult Detention Center | Corey A. Phillips | 08/26/03 | Yes | 07/23/03 | 2,033.82 | 2,033.82 | Approve. |
| Riverside Regional Jail | Michael Clark | 01/12/04-02/09/04 | Yes | 01/04/04 | 315.00 | 315.00 | Approve. |
| Riverside Regional Jail | Mona Robinson | 08/05/03-08/08/03 | Yes | 08/04/03 | 380.25 | 380.25 | Approve. |
| Riverside Regional Jail | Vernon Kizzie | 02/09/04-02/24/04 | Yes | 02/03/04 | 3,878.38 | 3,878.38 | Approve. |
| Riverside Regional Jail | Franklin Jaffeux | 12/18/03-01/20/04 | No | None | 2,829.67 | 0 | Do not approve; not state responsible. |
| Riverside Regional Jail | Christopher Stevens | 10/19/03-11/13/03 | Yes | 02/18/03 | 20,030.56 | 20,030.56 | Approve. |
| Riverside Regional Jail | Elvon Peay | 12/02/03 | Yes | 05/06/03 | 656.36 | 656.36 | Approve. |
| Riverside Regional Jail | Tracey West | 12/17/03- | Yes | 12/09/03 | 1,495.75 | 1,495.75 | Approve. |

| | | | | | | | |
|--------|--|----------|--|--|------------|-----------|--|
| | | 01/12/04 | | | | | |
| TOTALS | | | | | 258,333.18 | 33,408.18 | |

OTHER MATTERS

NEW BUSINESS:

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|--|-------------------------|---|-------------------|----------------------------------|
| 9. TECHNOLOGY TRUST FUND COLLECTIONS | CIRCUIT COURT CLERKS | <p>Collections: FY04 YTD collections total \$7,129,753.53. FY03 Collections for a similar period of time totaled \$6,426,290.91. This represents a 10.95% increase in collections over last fiscal year.</p> <p>Expenditures: Current YTD expenditures as of May 12, 2004, total \$2,512,433.61, which is 51.45% of current budgeted funds.</p> <p>Projected: Based on YTD collections, \$8,555,704.24 will be collected in FY04. This would represent an 8.01% increase over last fiscal year.</p> | N/A | Noted. |

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #04/11
MAY 19, 2004**

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 #04/11
MAY 19, 2004**

304-04-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-------------------|----------------|---|-------------------|---|
| NELSON COUNTY | SHERIFF | 5/14/04 – OFFICER REQUESTS TO TRANSFER \$431 FROM TURNOVER TO THE BASE TEMPORARY BUDGET. FY04 PRORATE AMOUNT WILL BE \$71.83 (MAY AND JUNE). | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| NEWPORT NEWS CITY | SHERIFF | 5/11/04 – OFFICER REQUESTS TO TRANSFER \$43000 FROM TURNOVER TO THE BASE TEMPORARY BUDGET. THE FY04 PRORATE AMOUNT WILL BE \$7166.67 (MAY AND JUNE). | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| NEWPORT NEWS CITY | SHERIFF | 5/11/04 – OFFICER REQUESTS EXCEPTION TO VACANCY SAVINGS POLICY FROM MAY 1, 2003 LETTER. OFFICER WISHES TO TRANSFER VACANCY SAVINGS FOR MAY AND JUNE FOR THE FOLLOWING POSITIONS: 11 – ADMSS, 26 – ADMSS, 91- ADMSS. THE TOTAL AMOUNT REQUESTED WOULD BE \$13147.66. | -0- | Not approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. |

320-04-11: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

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|------------------|-------------------------|--|-------------------|---|
| ROANOKE CITY | COMMONWEALTH'S ATTORNEY | 5-13-04 Officer requests to transfer Vacancy Savings @ \$14,538.91 to Office Expense and Temporary Funds @ \$27,000 to Office Expense. | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| WISE COUNTY | COMMONWEALTH'S ATTORNEY | 5-14-04 – FY05 Officer requests temporary funds in the amount of \$22,361.00 for fiscal year 2005 for a paralegal assistant. This is due to the increase associated with the Wallens Ridge Prisons and Red Onion State Prisons. The office must have administrative support to meet the criminal prosecution needs. 2005 Staffing Standards: Officer is due 2 Attorneys, 1 SEC and 1 PA positions and is in 40.49% of Need. | \$22,361.00 | Deferred until the June 16, 2004 meeting. |
| HOPEWELL CITY | COMMONWEALTH'S ATTORNEY | 5-17-04 Officer requests authorization to purchase 4 PC's with the \$4,392.68 authorized on a previous docket for 1 PC and 1 VCIN. | -0- | Approved at no additional cost to the Compensation Board. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| SUSSEX COUNTY | COMMONWEALTH'S ATTORNEY | 5-17-04 Officer requests \$5,760.00 to be transferred from turnover to base temporary salaries. The prorated amount is \$960.00. | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| GOOCHLAND COUNTY | COMMONWEALTH'S ATTORNEY | 5-17-04 Due to the appointment of The Commonwealth Attorney to a Judgeship effective June 1, 2004, the Acting Commonwealth Attorney is requesting temporary funds in the amount of \$5,869.75 for June 2004. These funds do not exceed the salary of the Assistant Commonwealth attorney for this time period. | \$5,869.75 | Approved at no additional cost to the Compensation Board. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |

320-04-11: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|------------------|----------------------------|---|-------------------|---|
| GOOCHLAND COUNTY | COMMONWEALTH'S ATTORNEY | 5-17-04 FY05 Due to the appointment of The Commonwealth Attorney to a Judgeship effective June 1, 2004, the Acting Commonwealth Attorney is requesting temporary funds in the amount of \$23,745.81 to cover the time period until the election on November 2, 2004. These funds do not exceed the salary of the Assistant Commonwealth Attorney for this time period. | \$23,745.81 | Deferred until the June 16, 2004 meeting. |

732-04-11: TREASURERS

NONE.

734-04-11: COMMISSIONERS OF THE REVENUE

NONE.

321-04-11: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-------------------|---------------------|---|-------------------|---|
| APPOMATTOX COUNTY | CIRCUIT COURT CLERK | 5-14-04 Officer request that \$4,329.00 be transferred from turnover to base temporary salaries. Prorated amount is \$721.50. This will enable them to hire retiree to train new employee and assist in workload of office. | -0- | Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |
| WISE COUNTY | CIRCUIT COURT CLERK | 5-14-04 – FY05 Officer requests funding for one additional deputy clerk position in the amount of \$17,124.00 for fiscal year 2005. This is due to the increased civil litigation proceedings filed by inmates housed at Red Onion State Prison and Wallen's Ridge State Prison. During the past year justice student interns have assisted in reading and processing inmate litigation. One student is departing for graduate school and the other has found employment in the private sector. Note: Officer ranks # 32 on the staffing standards with percent of need of 48.67% and is due 4.38 positions | \$17,124.00 | Deferred until the June 16, 2004 meeting. |

321-04-11: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|---------------------|--|-------------------|--|
| HANOVER COUNTY | CIRCUIT COURT CLERK | <p>5-18-04 – FY04 Officer requests to use a portion of previously budgeted TTF funding to purchase the following:</p> <ol style="list-style-type: none"> 1) \$2,100 for a locked storage unit for their servers, RAID arrays and UPS, which are currently located in an unsecured office. As of July 1, 2004, VITA standards will require physical security of their land records system. 2) \$15,000 - \$25,000 to purchase additional licenses for land records management software on Supreme Court Computers. 3) \$15,000 for annual maintenance on land records management system <p>This office has a current budgeted TTF balance of \$58,693.82 (\$23,000 in equipment and \$32,349.05 in services).</p> | -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> . Funds must be expended and reimbursement requested not later than the May Compensation Board reimbursement request (due June 4) as funds will not be available in FY05. |

OTHER MATTERS
NONE.

FOR YOUR INFORMATION

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|----------------|---|-------------------|----------------------------------|
| PAGE COUNTY | SHERIFF | 05-14-04 Sheriff Presgraves, Page County, called Bruce W. Haynes to express his appreciation to the Compensation Board for their action in the Budget Estimates and to thank both, Jennifer Burton and Jim Matthews for their assistance. | N/A | Noted. |

waddell\Docket\May04MINUTES