

COMPENSATION BOARD DOCKET #09/11

May 20, 2009

EMPLOYEE RECOGNITION
NONE.

307-09-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCKINGHAM COUNTY	SHERIFF	<p>4-21-09 Officer requests an exception to the 90-Day Vacancy Policy for Pos. 00021, L7 budgeted at \$28,234 in order to switch the Compensation Board funded employee with a locally funded employee.</p> <p>These employees are switching job responsibilities within the Sheriff's office due to scheduling needs.</p>	\$7,058.49	Approved as an exception to policy, based upon the specific conditions stated by the officer.
PIEDMONT REGIONAL JAIL	SUPERINTENDENT	<p>5-1-09 Superintendent requests an exception to the 90-Day Vacancy Policy for Pos. 00006, R C9 budgeted at \$37,702 vacant effective 5-1-09.</p> <p>This position was vacated unexpectedly due to the death of the employee.</p>	\$9,425.49	Approved as an exception to policy, based upon the specific conditions stated by the officer.

307-09-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TAZEWELL COUNTY	SHERIFF	<p>5-4-09 Sheriff requests an exception to the 90-Day Vacancy Policy for Pos. 00009, L7 budgeted at \$28,234 vacant effective 5/1/2009.</p> <p>The employee that was previously in this position has been on leave without pay since 2/16/09. He was transferred to the county's 911 center on 4/30/09 because he is unable to return to full duty. Being that the employee has been on leave without pay since February the officer is requesting that the 90-day vacancy policy be waived.</p>	\$7,058.49	Approved as an exception to policy, based upon the specific conditions stated by the officer.
VIRGINIA PENINSULA REGIONAL JAIL	SUPERINTENDENT	<p>5-4-09 Superintendent requests approval to waive the 30 day break in service for the regrade by law policy when used in conjunction with the 90 day vacancy policy. The jail has hired Charles J. Cain on 4/27/09 as a C8 with a salary of \$30,863. He will remain locally funded until he can be entered into Compensation Board position 00003 currently a C7 budgeted at \$28,234 on 6/9/09. The Superintendent asks to hire this deputy in with a regraded salary of \$30,863 as a C8.</p> <p>Currently when a Sheriff/Superintendent hires a deputy from another locality the deputy is able to keep the regrade by law increase of 9.31% associated with the year (or more) of service as a deputy in a Compensation Board permanent position, provided the break in service is less than 30 days. Because the locality wishes to fund the deputy during the 90 day vacancy period, the position will have a break in service greater than 30 days as a Compensation Board funded position.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

307-09-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALLEGHANY COUNTY	SHERIFF	<p>5-5-09 Officer requests an exception to the 90 day vacancy policy for two positions. Pos. 00003, C10 budgeted at \$47,379 vacant effective 5/1/09 and Pos. 00042, C7 budget at \$28,987 vacant effective 4/18/09.</p> <p>Officer states that the jail is currently maintaining a daily population of 85-90 inmates, approximately 30 inmates over the rated capacity. Both of these vacant positions were previously filled with female employees. The jail has only 2 female employees left to help with 15 female inmates in the facility. The office normally experiences staff shortages during this time due to vacation schedules and sick leave absences which also creates a burden on the remaining staff to effectively maintain a safe working environment. The loss of these positions creates an extreme hardship on the facility. The loss of these 2 positions makes it impossible to staff all shifts.</p>	\$19,091.49	The Compensation Board approved as an exception to policy for one of the two recently vacated positions (Pos. 00003 or Pos. 00042)
MIDDLESEX COUNTY	SHERIFF	<p>5-12-09 Sheriff requests an exception to the 90-Day Vacancy Policy for Pos. 00010, L9 budgeted at \$36,854, vacant effective 4-22-09.</p> <p>The office has already satisfied the 90-Day Vacancy requirement on 25% of its positions this year, and this is the third of seven law enforcement deputy positions to separate this year.</p> <p>Officer states that their office is small and the loss of one deputy puts a great burden on the other deputies. The shift coverage is normally two per shift and this vacancy would cause the shift coverage to be on one deputy. This places a great jeopardy on the deputy as well as the safety of the county.</p>	\$9,213.51	Approved as an exception to policy, based upon the specific conditions stated by the officer.

772-09-11: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>												
HENRY COUNTY	COMMONWEALTH'S ATTORNEY	4-28-2009 Officer requests an exception to the \$500, 60-day reimbursement policy. The mileage expense in the last month of the case exceeds the \$500 policy.	\$674.85	Approved as an exception to policy, based upon the specific conditions stated by the officer.												
<table border="1"> <thead> <tr> <th><u>Prosecutor</u></th> <th><u>Expenses From - To</u></th> <th><u>Defendant</u></th> <th><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>Robert L. Bushnell</td> <td>1-11-08 to 4-17-09</td> <td>D. Jeffrey Oakes</td> <td>\$674.85</td> </tr> <tr> <td colspan="3" style="text-align: center;"><u>Total</u></td> <td>\$674.85</td> </tr> </tbody> </table>					<u>Prosecutor</u>	<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>	Robert L. Bushnell	1-11-08 to 4-17-09	D. Jeffrey Oakes	\$674.85	<u>Total</u>			\$674.85
<u>Prosecutor</u>	<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>													
Robert L. Bushnell	1-11-08 to 4-17-09	D. Jeffrey Oakes	\$674.85													
<u>Total</u>			\$674.85													
WASHINGTON COUNTY	COMMONWEALTH'S ATTORNEY	5-11-09 Officer requests an exception to the 90-day Vacancy Savings Rule to fill pos. #3, ATTIV budgeted at \$67,753, which became vacant April 30, 2009. NOTE: Officer states position #3 was on unpaid family medical leave for twelve full weeks, 2/1-09 thru 4-29-09. Since the Commonwealth has already saved 90-days worth of salary, it only seems reasonable that we be granted relief from the freeze.	\$16,938.25	Approved as an exception to policy, based upon the specific conditions stated by the officer.												
SOUTHAMPTON COUNTY	COMMONWEALTH'S ATTORNEY	5-1-09 Officer requests an exception to the 90-day Vacancy Savings Rule to fill pos. #2, ATTIV budgeted at \$50,908, which became vacant May 1, 2009 and pos. #6, ATTI budgeted at \$45,385, which became vacant May 8, 2009. NOTE: Officer states the only remaining assistant attorney, pos. #4, JATTI, is a new graduate who recently passed the Bar and is just beginning his first full time position as a lawyer.	Pos. 2 \$12,727.00 Pos. 6 \$11,346.25	The Compensation Board approved an exception to the 90 Day Vacancy Policy for one of the two newly vacated positions (Pos. 00002 or Pos. 00006).												
PAGE COUNTY	COMMONWEALTH'S ATTORNEY	5-1-09 Officer requests an exception to the 90-day Vacancy Savings Rule to fill pos. #4, ATTI budgeted at \$45,385, which will become vacant May 31, 2009. NOTE: Officer states this office has only one full-time assistant Commonwealth's Attorney.	\$11,346.25	Approved as an exception to policy, based upon the specific conditions stated by the officer.												

771-09-11: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PULASKI COUNTY	COMMISSIONER OF THE REVENUE	5-4-09 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00006, budgeted at \$23,738, which vacated on 04/19/2009. Officer states that keeping the position vacant jeopardizes her ability to complete August billing on time.	\$7,055.50	The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.
CITY OF BEDFORD	COMMISSIONER OF THE REVENUE	5-14-09 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00002, budgeted at \$23,594, which will become vacant on 06/5/2009. Position 00002 represents the only Compensation Board Funded deputy in her office. Officer states that Position 00002 is her only full-time employee.	\$5,898.50	Approved as an exception to policy, based upon the specific conditions stated by the officer.

774-09-11: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF RICHMOND	TREASURER	5-11-09 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00003, budgeted at \$28,230, which will become vacant on 06/5/2009. Position 00003 is one of three Compensation Board Funded positions in this office. Officer states that to keep Position 00003 vacant for the 90 days would severely impact her ability to accomplish vital office duties.	\$7,057.50	The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.

773-09-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BEDFORD COUNTY	CIRCUIT COURT CLERK	4-28-09 Officer requests \$42,600 from her FY09 \$4 available balance of \$50,773 for back scanning of indices and images of land records (deeds). The Clerk also re-certified to providing secure remote access to land records.	\$42,600	The Compensation Board approved your request for use of the equipment and services portion of your TTF funding based on the criteria set out in §17.1-279, B., <u>Code of Virginia</u> .
ESSEX COUNTY	CIRCUIT COURT CLERK	4-30-09 Officer requests the remaining TTF \$4 available balance of \$17,511 for back scanning of land records (deeds). The Clerk also re-certified to providing secure remote access to land records.	\$17,511	The Compensation Board approved your request for use of the equipment and services portion of your TTF funding based on the criteria set out in §17.1-279, B., <u>Code of Virginia</u> .

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket # 09/10.	N/A	Approved.
2.	MONTHLY ACTIVITY REPORT- LIDS AUDITS & JAIL COST REPORT REVIEWS	COMPENSATION BOARD	Staff presents monthly activity report for Local Inmate Data System (LIDS) Jail Audits and Jail Cost Report Reviews.	N/A	Noted.
3.	ANNUAL LIDS AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents annual LIDS audit status report	N/A	Noted.
4.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Thursday, June 25 th at 11:00 a.m. and Wednesday, July 15 th at 11:00 a.m.	N/A	Approved.
5.	EMERGENCY MEDICAL REQUESTS	COMPENSATION BOARD	Staff presents emergency medical requests for reimbursement.	\$31,249.22	Approved as Noted Below.

Facility Name	Inmate Name	Date(s) of medical services	State Responsible	Bonus Start Date (date inmate became state responsible)	Amount Requested	Amount Recommended for Approval	Compensation Board Action Approved/Not Approved
Richmond City Sheriff	Brooks, Ronaldo	11/7/2008	YES	9/22/2007	\$27,917.17	\$27,917.17	Approved
Richmond City Sheriff	Halderman, Kenneth	1/3/2009	YES	9/13/2008	\$1,034.74	\$1,034.74	Approved
Richmond City Sheriff	Johnson, Eric	12/8/2008	YES	8/30/2008	\$893.47	\$893.47	Approved
Richmond City Sheriff	Satterwhite, John	9/26/2008	YES	10/28/2007	\$464.60	\$464.60	Approved
Richmond City Sheriff	Everett, John	11/29/2008	YES	9/12/2008	\$939.24	\$939.24	Approved
TOTALS					\$31,249.22	\$31,249.22	

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	CIRCUIT COURT CLERK	<p>Collections: FY09 YTD collections totaled \$6,503,981.35, which is a 13.8% decrease compared to the same period in FY08.</p> <p>Expenditures: FY09 YTD expenditures through April 28, 2009, which represents the reimbursement for July through March, total \$6,511,309.62, which is 52% of budgeted funding.</p> <p>Projections:</p> <ol style="list-style-type: none">1. Based on current collections, FY09 TTF collections would be approximately \$7.8 million, a decrease of 14.17% over FY08 collections.2. Based on a projected reduction in recordings of an additional 10% over the remainder of FY09, collections for FY09 would be \$7.67 million, a decrease of 16.6% over FY08 collections.3. The 2009 Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget includes FY09 projected collections of \$7,682,761.	N/A	Noted.

FOR YOUR INFORMATION
NONE.

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CLOSED MEETING
COMPENSATION BOARD DOCKET #09/11
May 20, 2009

NO CLOSED MEETING

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

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

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

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

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

AND

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

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

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

H A N D C A R R Y
COMPENSATION BOARD DOCKET #09/11
May 20, 2009

EMPLOYEE RECOGNITION
 NONE.

307-09-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PAGE COUNTY	SHERIFF	<p>5-15-09 Sheriff requests an exception to the 90-Day Vacancy Policy for Pos. 00010, ADMSS budgeted at \$33,956, vacant effective 5-7-09.</p> <p>Officer states because of this resignation the office now has only one support staff person who is also the LIDS Technician. All functions of staff support personnel including personnel processing, receptionist duties, submitting bills to the County for payment, handling the Sheriffs correspondence and appointments, providing clerical assistance to both the Sheriff and the Major, and many other responsibilities are now being performed by this one person.</p> <p>Without another staff support person, it will be nearly impossible to maintain a fully functional office during the 90 day Vacancy requirement.</p>	\$8,489.01	Approved as an exception to policy, based upon the specific conditions stated by the officer.

772-09-11: COMMONWEALTH'S ATTORNEYS
 NONE.

771-09-11: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONERS' CAREER DEVELOPMENT COMMITTEE	COMMISSIONER OF THE REVENUE	<p>4-14-09 The Commissioner of the Revenue's Career Development Program Committee requests consideration for adjustment to their certification program for educational requirements. Commissioners request that educational requirements be changed to two courses over a two year period rather than one course per year.</p> <p>Committee states that, due to budget reductions, the ability for Officers to maintain their certifications by the annual coursework requirement are in jeopardy. She further states that, in order to encourage participation, the Career Development Committee has reduced the cost of courses where possible, but without some flexibility, she fears for the viability of program.</p> <p>Staff notes that in addition to the course requirements for recertification, Commissioners have a minimal points requirement that must be achieved. This requirement remains unchanged. The request of Commissioners has similarities to the Treasurers CDP, requiring minimum points to be accumulated in each year, with a total to be met in a 4 year period, thus providing some flexibility in meeting recertification requirements.</p>	-0-	Approved as requested. The Board asks that Staff update the Commissioner of the Revenue Career Development Program to reflect this modification.

774-09-11: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF VIRGINIA BEACH	TREASURER	<p>5-18-09 Officer requests reconsideration of his FY10 Approved Budget to reinstate three (3) full-time positions.</p> <p>Officer states that due to incomplete and missing workload data reported to the Compensation Board in the Budget Request, he is requesting reconsideration of his FY10 approved budget. With the loss of these three positions and previous cuts, it will be difficult to meet basic treasury functions. Officer also requests to correct workload data reported for the following items.</p> <p>Staff notes that for FY09, Officer was notified on May 1, 2008 that his office was subject to losing 10 Compensation Board Funded positions based upon reported workload data. During FY09, 3 positions became vacant and remained unfilled pursuant to the position reallocation policy.</p> <p>With the reporting of new data for CY08, the Treasurer's office was subject to lose 6 positions in FY10. The 3 vacant held positions were removed from the Treasurer's office and reallocated to other Treasurers in accordance with the Position Reallocation policy & Staffing Standards for FY10, and the Virginia Beach Treasurer's office remains subject to lose 3 positions in FY10.</p> <p>Proposed corrections change total Full-Time Equivalent Required from 33.79 to 37.04, resulting in positions in excess of 3.20 for FY10 prior to the reallocation of the 3 vacant held positions. The Treasurer's Workload Audit Committee concurs with the changes.</p>	-0-	<p>Compensation Board concurs with officer's request to update workload data for CY06, CY07, and CY08, and asks Compensation Board staff to update COIN with corrected data.</p> <p>The Compensation Board affirmed the reallocation of 3 vacant Deputy Treasurer positions from the Treasurer's office in FY10 in accordance with revised workload data, positions due per staffing standards, and the position reallocation policy. The Board notes that the Treasurer's office is no longer subject to losing additional positions in FY10 under the position reallocation policy.</p>

774-09-11: TREASURERS

Continued.

Current Workload							Proposed Changes			
FIPS	OFFICE	LOCALITY	Item No	2006	2007	2008	Item No	2006	2007	2008
810	774	Virginia Beach	4	150,791	155,877	154,872	4	301582	311754	314698
			6	5500	5740	6243	6	5500	5740	6408
			9	459332	492942	462509	9	486062	492942	462509
			11	16026	14739	150262	11	16026	14739	45000
			12	0	0	149201	12	85013	80929	76542
			13	23782	40526	40429	13	23782	24953	40456
			15	0	0	5198	15	0	0	5703
			18	1	2	1	18	568	505	443
			29	0	0	0	29	324903	320545	325292
			31	8774	8162	7248	31	8774	8162	7274
			42	19200	19412	12500	42	900	950	989
			43	25930	25488	27519	43	8997	8995	9078
			46	0	0	0	46	33279	28651	25145
			47	144	144	144	47	775550	822166	871830
			48	2695	2801	2750	48	8054	8253	8287
			50	99	302	126	50	513	316	347

773-09-09: CIRCUIT COURT CLERKS

NONE.

OTHER MATTERS

NONE.

FOR YOUR INFORMATION

NONE.

Public Body: Compensation Board
Date: May 20, 2009
Time: 11:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Frank Drew, Chairman (present)
Walt Kucharski (present)
Janie Bowen (present)