

# COMPENSATION BOARD DOCKET #02/12

## JUNE 25, 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>
JAMES CITY COUNTY	SHERIFF	5/17/02 – (FY03) OFFICER REQUEST RECONSIDERATION OF THE RE-ALLOCATION POLICY, IN REFERENCE TO BEING IN EXCESS 1 PERMANENT POSITION. OFFICER CITES WORK LOAD AND SAFETY CONCERNS IF THE POSITION WERE LOST.	-0-	Approved as an exception to policy; based upon the specific conditions stated by the officer.
LOUDOUN COUNTY	SHERIFF	5/21/02 – (FY03) OFFICER REQUESTS ANNUAL SALARIES OF POS 111,112, AND 113 (ALL PMED) BE TRANSFERRED TO OFFICE EXPENSES. TOTAL OF SALARIES IS\$ 64901.	-0-	Approved as an exception to policy; based upon the specific conditions stated by the officer.
ACCOMACK COUNTY	SHERIFF	5/24/02 – (FY03) OFFICER REQUESTS ANNUAL SALARY OF POS. 55 (CS7 @ \$23329) TO TEMPORARY AND POS. 41 (C7 @ \$25501) TO OFFICE EXPENSES.	-0-	Approved as an exception to policy; based upon the specific conditions stated by the officer.
SUSSEX COUNTY	SHERIFF	5/31/02 – (FY03) OFFICER REQUESTS ANNUAL SALARY OF POS 33 (SECII @\$ 20398) BE TRANSFERRED 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:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MONTGOMERY COUNTY	SHERIFF	6/4/02 – (FY03) MULTIPLE ITEMS LISTED BELOW <ul style="list-style-type: none"> <li>• OFFICER REQUESTS TO TRANSFER ANNUAL SALARIES OF POS 96 AND POS 97 (BOTH VACANT AS L7 @ 23329) TO OFFICE EXPENSES.</li> <li>• OFFICER REQUESTS TO TRANSFER ANNUAL SALARY OF PARTIN – POS 18 (MDL9 @ 38061) TO TEMPORARY AS HE IS OUT ON MILITARY LEAVE.</li> <li>• OFFICER REQUESTS TO BE ABLE TO TRANSFER VACANCY SAVINGS (MONTHLY) TO TEMPORARY WHEN AN EMPLOYEE IS OUT ON WORKERS COMP. EXAMPLE: POS 36, AKERS HAS BEEN ON WORKERS COMP SINCE AUGUST 2001.</li> </ul>	-0-	<p>Approved as an exception to policy; based upon the specific conditions stated by the officer.</p> <p>Approved as an exception to the Compensation Board's September 25, 2001 Transfer Policy based upon the vacancy occurring as a result of the national emergency.</p> <p>Based upon the information you provided and the criteria considered by the Compensation Board in reviewing exception requests, this request was not approved.</p>
MATHEWS COUNTY	SHERIFF	6/5/02 – (FY03) OFFICER REQUESTS ANNUAL SALARY OF POSITION 10 (L9 @ 29142) BE TRANSFERRED TO TEMPORARY.	-0-	Approved as an exception to policy; based upon the specific conditions stated by the officer.
ROCKINGHAM COUNTY	SHERIFF	6/5/02 – (FY03) OFFICER REQUESTS ANNUAL SALARY OF POS 119, 121, 122, 123, 124, AND 125 ((ALL PMED POSITIONS TOTALING \$ 101732.00) BE TRANSFERRED TO OFFICE EXPENSES.	-0-	Approved as an exception to policy; based upon the specific conditions stated by the officer.
SOUTHAMPTON COUNTY	SHERIFF	6/7/02 – (FY03) OFFICER REQUESTS ANNUAL SALARY OF POS 32, (SECI @ 18250) BE TRANSFERRED TO TEMPORARY.	-0-	Approved as an exception to policy; based upon the specific conditions stated by the officer.
NEWPORT NEWS CITY	SHERIFF	06/07/02- (FY03) OFFICER REQUESTS ANNUAL SALARY OF POSITION#00143 PMED AT AR OF \$15,553 BE TRANSFERRED TO TEMPORARY ALLOWANCE TO OFF-SET NURSING SERVICES UNTIL THE POSITION CAN BE PERMANENTLY FILLED.	-0-	Approved as an exception to policy; based upon the specific conditions stated by the officer.

## 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>
VIRGINIA PENINSULA REGIONAL JAIL	SUPERINTENDENT	06/07/02- (FY03) OFFICER REQUESTS TRANSFER OF SALARY IN POSITIONS #00079, #00080, AND #00107 ALL VACANT PERM MEDICAL POSITIONS IN THE AMOUNT OF \$48,439.00 BE TRANSFERRED TO OFFICE EXPENSES.	-0-	Approved as an exception to policy; based upon the specific conditions stated by the officer.
HAMPTON CITY	SHERIFF	06/13/02- (FY03) OFFICER REQUESTS TRANSFER OF SALARY IN POSITIONS #00100, 00101, 00102, 00103, 00105, 00106, 00107, 00108, AND 00109 BE TRANSFERRED TO OFFICE EXPENSES TO FUND CONTRACTED MEDICAL SERVICES IN THE AMOUNT OF \$144,198.00.	-0-	Approved as an exception to policy; based upon the specific conditions stated by the officer.
ROANOKE COUNTY	SHERIFF	6/14/02 – (FY03) LETTER OF JUNE 14 PROVIDING NOTICE THAT DEPT. IS SEEKING INFORMATION FROM FOOD SERVICE CONTRACTORS TO PROVIDE FOOD SERVICES TO THE JAIL. UPON SELECTION OF CONTRACTOR, SHERIFF WILL REQUEST REMAINING SALARIES OF COOK POSITIONS BE TRANSFERRED TO OFFICE EXPENSES TO FUND CONTRACT. THIS ADVANCE NOTICE IS GIVEN IN RESPONSE TO THE COMP BD LETTER OF 5/1/02, REQUESTING TRANSFERS OF SALARIES TO OTHER AREAS OF BUDGET BE DONE BY JUNE 15.	-0-	Compensation Board will approve the transfer of cooks' salaries upon the Sheriff's notification that a food service contract has been signed.
PAGE COUNTY	SHERIFF	6/17/02 – (FY03) OFFICER REQUESTS ANNUAL SALARY OF POS 10 (ADMSS @ \$23836) BE TRANSFERRED TO TEMPORARY SALARIES.	-0-	Approved as an exception to policy; based upon the specific conditions stated by the officer.
VIRGINIA BEACH CITY	SHERIFF	06/18/02-(FY03) OFFICER REQUESTS TRANSFER OF SALARY IN 8 PMED POSITIONS BE TRANSFERRED TO OFFICE EXPENSES TO FUND CONTRACTED MEDICAL SERVICES IN THE AMOUNT OF \$124,424.00. POSITIONS HAVE BEEN VACANT SINCE 07/01/02.	-0-	Approved as an exception to policy; based upon the specific conditions stated by the officer.

# 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>																				
PRINCE EDWARD COUNTY	COMMONWEALTHS ATTORNEY	<p><b>FY03 6-4-2002</b> Officer requests exception to Spending Reduction Policy.                      Due to State Police converting VCIN Network to a Virtual Private Network, Internet cost will rise from current \$19.95 to \$90 monthly. Officer requests additional Office Expense Funds @ \$840 for this expense.                      Also due to this conversion, Officer requests Equipment funds to purchase the following:</p>	<p>\$840</p> <p>\$1,076 Stressed Cost</p>	Deferred requests pending additional information from Virginia State Police and Department of Criminal Justice Services.																				
		<table border="1"> <thead> <tr> <th><u>Qty.</u></th> <th><u>Description</u></th> <th><u>Unit Cost</u></th> <th><u>Stressed Cost</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nortel 600 Contivity Box</td> <td>1,200</td> <td>957</td> </tr> <tr> <td>1</td> <td>Installation</td> <td>150</td> <td>120</td> </tr> <tr> <td colspan="2"><i>Total Cost</i></td> <td>1,350</td> <td></td> </tr> <tr> <td colspan="2"><i>Total Stressed</i></td> <td></td> <td>1,076</td> </tr> </tbody> </table>	<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Stressed Cost</u>	1	Nortel 600 Contivity Box	1,200	957	1	Installation	150	120	<i>Total Cost</i>		1,350		<i>Total Stressed</i>			1,076		
<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Stressed Cost</u>																					
1	Nortel 600 Contivity Box	1,200	957																					
1	Installation	150	120																					
<i>Total Cost</i>		1,350																						
<i>Total Stressed</i>			1,076																					
LEE COUNTY	COMMONWEALTHS ATTORNEY	<p><b>FY03 6-5-2002</b> Officer requests reconsideration of the FY03 approved budget.                      Officer had requested an increase, @ \$18,091, in budgeted Temporary Funds from \$1,795 to \$19,886. This was not approved.                      Officer states this office does not receive any funding from the locality. Lee County is adjacent to three other states creating unique situations with out of state witness and document subpoenas, an extremely large number of extraditions and out of state criminal history notices.                      FY03 Officer is due 1.84 addl. Atty. Positions and is in 91.90% of Need.</p>	\$18,091	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.																				
PAGE OCUNTY	COMMONWEALTHS ATTORNEY	<p>6-6-2002 Officer requests additional Temporary Funds @ \$35,567 to fund a part time attorney position due to increased workload.                      FY03 Office is due .73 additional Atty positions and is ranked 48.89%.</p>	\$35,567	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.																				

## 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>
HAMPTON CITY	COMMONWEALTHS ATTORNEY	6-13-2002 Officer requests to transfer Turnover Funds @ \$5,872.00 to BASE Temporary Funds.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
GREENSVILLE COUNTY	COMMONWEALTHS ATTORNEY	<b>FY03</b> 6-13-2002 Officer requests to transfer annual vacant funds from pos. # 5 JATTA-G13 @ \$19,082 to Temporary Funds. FY03 Officer is due-.35 addit. Atty positions and is in - 10.07% of Need	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
RICHMOND CITY	COMMONWEALTHS ATTORNEY	6-14-2002 Officer requests to transfer Turnover Funds @ \$308 to BASE Temporary Funds. FY03 Officer is due -.05 additional Atty positions and is in -.18% of Need.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
LOUISA COUNTY	COMMONWEALTHS ATTORNEY	6-17-2002 Officer requests to transfer Turnover Funds @ \$4,875 to BASE Temporary Funds.  FY03 Officer is due -.51 additional Atty positions and is in -25.71% of Need.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
CRAIG COUNTY	COMMONWEALTHS ATTORNEY	<b>FY03</b> 6-18-2002 Officer requests to transfer annual vacant funds from pos. #2 SECB-G7 @ \$12,779 to Temporary Funds. FY03 Officer is due -.82 additional Atty positions and is in -81.90% of Need.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

# 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>
PRINCE EDWARD COUNTY	COMMONWEALTHS ATTORNEY	<b>FY03</b> 6-19-2002 Officer requests to transfer annual vacant funds from pos. # 3 JATTA-G13 @ \$19,082 to Temporary Funds. FY03 Officer is due.74 additional Atty positions and is in 29.52% of Need.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
BUCKINGHAM COUNTY	COMMONWEALTHS ATTORNEY	<b>FY03</b> 6-19-2002 Officer requests to transfer annual vacant funds from pos. # 2 SEC-G6 @ \$26,722 to Temporary Funds. FY03 Officer is due-.31 additional Atty positions and is in -20.63% of Need	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

## 732-02-00: TREASURERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BOTETOURT COUNTY	TREASURER	5/29 Officer requests to transfer the entire salary of Position #6 (DI/Step 2 @ \$18,673) to Temporary Funding effective FY03.	\$00 (FY03)	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
ALLEGHANY COUNTY	TREASURER	5/29 Officer requests remaining approved balance of \$3306.00 in equipment funding (FY02) used for the purchase of a laser printer.  Maximum reimbursable amount allowed by the Compensation Board \$2000.00  Locality Fiscal Stress 79.22%	\$00 (FY02)	Based upon changed conditions reported by the officer subsequent to the Compensation Board's May 1 approval of specific equipment for which reimbursement was authorized, the Treasurer's request was approved at no additional cost to the Compensation Board. The Compensation Board will authorize up to \$2,000 for the purchase of a laser printer.
CITY OF GALAX	TREASURER	6/14 Officer requests to transfer the entire salary of Position #2 (GC/step 12 @ \$21,339) to Temporary Funding effective FY03.	\$00 (FY03)	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

## 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>
FRANKLIN COUNTY	COMMISSIONER THE REVENUE	OF	5/17 Officer requests to transfer the entire salary of Position #4 (DIII/Step 1 @ \$23848) to Temporary Funding effective FY03.	\$00 (FY03)	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
SMYTH COUNTY	COMMISSIONER THE REVENUE	OF	5/24 Officer requests to transfer the entire salary of Position #5 (GC/Step 1 @ \$16704) to Temporary Funding effective FY03.	\$00 (FY03)	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
PATRICK COUNTY	COMMISSIONER THE REVENUE	OF	6/6 Officer requests reconsideration of previous Board action dated May 29,2002.	\$00	Compensation Board confirmed its action of May 28, 2002.
CITY OF DANVILLE	COMMISSIONER THE REVENUE	OF	6/11 Officer requests a transfer of \$3476 Temporary Funding to Permanent Salaries to reclassify Position #5 currently DI/Step 3 @ \$19092 to DII/Step 1 @ \$19,961 and Position #8 currently DII/Step 2 @ \$20,409 to DIII/Step 1 @ \$23,848 effective July 1, 2002.  Based on FY03 Staffing Standards Locality is excess .45	\$00 (FY03)	The Compensation Board approved a transfer of \$3,476 from base temporary funds to effect the classification(s) requested by the Commissioner 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 funds budget in the current as well as subsequent fiscal years.
ISLE OF WIGHT COUNTY	COMMISSIONER THE REVENUE	OF	6/11 Officer requests to hire an employee currently working for the Postal Service, having taken H & R Block Tax Courses. Current salary \$13.91 hourly. Officer requests to hire this employee into Position #2 DI/Step 17 @ \$26,068. Position is budgeted at Step 8 \$21,339. Cost to increase \$4,729.00  Officer has -0- Turnover Funds	\$2364.50	Mr. Thorson requested an explanation of the Compensation Board's recent policy change regarding 9.3% salary increases for new hires. Due to FY03 and FY04 budget reductions totaling \$26 million, the Compensation Board is unable to continue increasing officers' budgets to allow 9.3% salary increases for new hires. Consequently, this request was not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

# 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>
ALLEGHANY COUNTY	COMMISSIONER THE REVENUE	OF 6/12 Officer requests to transfer Turnover Funds @ \$1598.00 to BASE FY03 Temporary Salary Funding FY03. If this request to Temporary is not granted officer requests a transfer to BASE FY03 office expenses.  Note: This request is an exception to policy based upon the Alleghany/Clifton Forge Agreement.  Based on FY03 Staffing Standards locality is in need .08 FTE.	.00 (FY03)	Approved as requested based upon the Alleghany/Clifton Forge Agreement.

## 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>
AMHERST COUNTY	CIRCUIT CLERK	COURT <b>FY03</b> 6-17-2002 Officer requests to transfer annual vacant funds from pos. #5 GOC-G5 @ \$22,364 to Temporary Funds. <b>FY03</b> Officer is ranked 73, is due .71 FTE and is in 13.35% of Need.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
CHESAPEAKE CITY	CIRCUIT CLERK	COURT 6-20-2002 <b>FY03</b> Officer requests additional Temporary Funds @ \$20,010.  FY03 Officer is ranked 18, is due 10.86 FTE and is in 36.13% of Need.	\$20,010	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

# 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 #02/11.	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.	APA REPORT	COMPENSATION BOARD	Staff presents January 1, 2000 – December 31, 2001 APA report.	N/A	Noted.
6.	FY03 COPYING COST POLICY	COMPENSATION BOARD	Staff presents copying cost policy for FY03.	N/A	Approved.
7.	CUSTOMER SERVICE SURVEY WORKPLAN	COMPENSATION BOARD	Staff presents Customer Service Survey Workplan.	N/A	Approved.
8.	COMMONWEALTH'S ATTORNEYS CONVERSION PROCESS	COMPENSATION BOARD	June 13, 2002 memo to Compensation Board Members regarding Conversion of Part-time Commonwealth's Attorneys to Full-time.	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>
9. TECHNOLOGY TRUST FUND COLLECTIONS § 17.1 – 279	CIRCUIT CLERKS	COURT  <u>COLLECTIONS:</u> FY02 YTD Collections total \$6,010,220.80. FY01 Collections for a similar period totaled \$4,525,473.96. This represents a 33% increase in collections over last year.  <u>PROJECTIONS:</u> At the current rate of collections, we are projecting \$6,556,605 for FY02. Collections in FY01 totaled \$5,122,196.96. This represents a 28% increase with one additional month of collections remaining.  <u>EXPENDITURES:</u> FY02 YTD Expenditures total \$5,156,626.33. Year-end Expenditures for FY01 totaled \$4,757,461.75. This represents an 8% increase in expenditures with one additional month of reimbursements remaining.	N/A	Noted.

TECHNOLOGY TRUST FUND PROJECTIONS FOR FY02	AVERAGE	LOW MONTH	HIGH MONTH
PROJECTION	6,556,605	4,703,026	7,472,356
IMPACT STATEMENT	4,200,000	4,200,000	4,200,000
VARIANCE	<b>2,356,605</b>	<b>503,026</b>	<b>3,272,356</b>

10. YEAR-END BALANCE	COMPENSATION BOARD	<u>Confirmation:</u> Per Bruce W. Haynes' memo of June 11, 2002, staff projects year-end balance in excess of \$3.5 million, and requests approval to use this balance to offset FY03 budget reductions.	N/A	Approved.
11. DIVISION OF RISK MANAGEMENT LIABILITY INSURANCE PREMIUM	STATE TREASURER	Staff presents request from the State Treasurer to provide the Compensation Board with a briefing on August 27 regarding DRM Liability Insurance premium increase.	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>
12. COURT DEBT CONTINGENCY FEE RATE INCREASE	DEPARTMENT OF TAXATION	June 19, 2002 – Tax Commissioner requests Compensation Board approval to increase court debt collection fee from 14% to 17% of fees collected.	Increase from 14% to 17%	Approved.
13. CHESAPEAKE CITY	CIRCUIT COURT CLERK	5-22-02 Officer requests Board approval of proposed agreement between the Officer and the City of Chesapeake in lieu of fees.	N/A	Upon advice of Counsel, the Compensation Board authorized the Executive Secretary to sign the contract on behalf of the Compensation Board, with the following amendments:  Page 2, paragraph 3, strike “ ... the 2002-2003 fiscal year; ...” and insert “FY03”.  Page 2, paragraph 3, after “... needs to be re-negotiated.” insert “However, under no circumstances will this contract be renewed beyond FY07, which ends June 30, 2007, without the approval of the Compensation Board.”
14. LIDS 2002 CONFERENCE SURVEY RESULTS	COMPENSATION BOARD	Staff presents 2002 Local Inmate Data System (LIDS) Conference Survey Results.	N/A	Noted.
15. ALLOWABLE EXPENSES FOR JAIL CANTEEN PROFITS	SHERIFFS AND REGIONAL JAILS	Staff presents draft of allowable expenses for use of jail canteen profits.	N/A	Approved with change in wording to read “workforce” clothing.
16. APPEALS STATUS	COMPENSATION BOARD	Closed Meeting.	N/A	Closed Meeting.

# FOR YOUR INFORMATION

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. WILLIAMSBURG/JAMES CITY COUNTY	CLERK OF THE CIRCUIT COURT	6/13/02 email to Charlotte Luck and Paige Curtis from Betsy Woolridge regarding CB10 issue : "Thank you! I just wanted to keep the auditors off my back - if you know what I mean. I have to say, you guys/gals at the CB are absolutely the best! You must have the patience of a saint. You are most helpful and quick with your responses and they are most appreciated. Thanks again!"	N/A	Noted.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #02/12  
JUNE 25, 2002**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Bernie K. Day. ( \_\_\_\_\_ 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

2) **Mr. Day: 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,**

Barnie K. Day, 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.**

Barnie K. Day, 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 #02/12  
JUNE 25, 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>
HOPEWELL CITY	SHERIFF	6/24/02 – OFFICER REQUESTS ADDITIONAL FUNDING TO HIRE APPLICANT CURRENTLY WITH CAPITOL POLICE AT \$28,501. POSITION IS VACANT AT \$23,329.	\$5,172	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

# 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>
GLOUCESTER COUNTY	COMMONWEALTHS ATTORNEY	<p><b>FY03</b> 6-18-2002 Officer requests to hire an employee currently working in his office in a part-time V-STOP grant position @ \$28,513.</p> <p>Officer requests to hire this employee in pos. #5 JATTI-G13 @ \$46,634 (step 10). Position is budgeted @ \$39,022 (step 2). Cost to increase @ \$7,612.</p> <p>Officer has -0- Turnover Funds available.</p> <p>FY 03 Officer is due .26 additional Atty positions and is in 8.57% of Need</p>	\$7,612	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
ROANOKE CITY	COMMONWEALTHS ATTORNEY	<p>6-21-2002 Officer requests to transfer Turnover Funds @ \$12,775 to BASE Temporary Funds.</p> <p>FY03 Officer is due 1.82 additional Atty positions and is in 15.14% of Need.</p>	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

# 732-02-00: TREASURERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COUNTY OF AMHERST	TREASURER	6/24 Officer requests the transfer of 6 months of salary for position #5 @ \$1521.67 monthly to Temporary Salary Funding effective FY03.  Total transfer requested \$ 9,130.02	\$00 (FY03)	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

# 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>
COMMISSIONERS WORKLOAD COMMITTEE	AUDIT  COMMISSIONER OF THE REVENUE	Per audit committee recommendations revisions to the workload data as submitted in Allocation Package per the following:	N/A	Approved.

Rank	FIPS	Locality Name	Total Full Time	FTE Part time	Temporary Base	FTE Total	FTE Required	FTE Difference	Weighted	Need %
<b>BEFORE</b>										
117	710	NORFOLK	31	2.5	45704	33.5	28.57	-4.93	91518	-14.72%
121	790	STAUNTON	5	0.27	4923	5.27	4.23	-1.04	8349	-19.73%
<b>AFTER</b>										
117	710	NORFOLK	31	2.5	45704	33.5	30.51	-2.99	98125	-8.93%
121	790	STAUNTON	5	0.27	4923	5.27	4.43	-0.84	9023	-15.94%

321-06-00: CIRCUIT COURT CLERKS

NEW BUSINESS:

LOCALITY                      OFFICER                      REQUEST                      TOTAL COST                      COMPENSATION BOARD ACTION

**NONE.**

# OTHER MATTERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. COMMONWEALTH'S ATTORNEYS CONVERSION PROCESS	COMPENSATION BOARD	6-24-02 Staff presents backup spreadsheets indicating rank order for conversion of part-time Commonwealth's Attorneys to full-time status to accompany June 13, 2002 memo on regular docket.	N/A	Noted.

# FOR YOUR INFORMATION

## NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

**NONE.**

h:\waddell\Docket\June02MINUTES