

COMPENSATION BOARD DOCKET #04/12

JUNE 23, 2004

304-04-12: 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	4-8-04 – OFFICER REQUESTS TO TRANSFER TURNOVER IN THE AMOUNT OF \$42300 TO THE FOLLOWING BASE BUDGET CATEGORIES - \$2300 TO TEMPORARY BASE AND \$40000.00 TO OFFICE EXPENSE BASE. FY04 PRORATED AMOUNTS ARE AS FOLLOWS: \$383.33 (MAY AND JUNE) TEMPORARY AND \$6666.67 (MAY AND JUNE) OFFICE EXPENSES.	-0-	Confirmation of transfer to base temporary and office expenses.
RAPPAHANNOCK REGIONAL JAIL	SUPERINTENDENT	6-1-04 FY05 SUPERINTENDENT REQUESTS LIVE SCAN FINGER PRINTING EQUIPMENT IN THE AMOUNT OF \$39,000.00 (STRESS \$30,369). THIS IS DUE TO FINGER PRINTING ALL OFFENDERS COMMITTED TO RAPPAHANNOCK REGIONAL JAIL.	\$14,046 stressed cost	Compensation Board approved cost of new unit at \$18,038 (stressed cost \$14,046).
LUNENBURG COUNTY	SHERIFF	6-1-04 DUE TO THE DEATH OF THE SHERIFF, THE ACTING SHERIFF IS REQUESTING TEMPORARY FUNDS IN THE AMOUNT OF \$17,054.00 FROM JULY 2004 UNTIL CERTIFICATION OF THE ELECTION ON OR ABOUT NOVEMBER 15, 2004. THIS DOES NOT EXCEED THE SALARY OF THE CHIEF DEPUTY.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
RADFORD CITY	SHERIFF	6-2-04 FY05 DUE TO THE RETIREMENT OF THE SHERIFF EFFECTIVE JANUARY 31, 2004, THE ACTING SHERIFF IS REQUESTING TEMPORARY FUNDS IN THE AMOUNT OF \$11,351.00 FOR MONTHS JULY 04 – OCTOBER 04. THESE FUNDS DO NOT EXCEED THE SALARY OF THE CHIEF DEPUTY.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

304-04-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PATRICK COUNTY	SHERIFF	6-04-04 – FOR FY05 OFFICER REQUESTS ADDITIONAL FUNDING OF \$11,460.00 DUE TO ADDITIONAL TRAVEL EXPENSES AND OVERTIME. THIS IS DUE TO INVESTIGATION OF A DOUBLE HOMICIDE AND 3 TRIPS TO BROWNSVILLE, TEXAS.	\$11,460	Deferred pending additional review by Compensation Board staff.
SOUTHWEST REGIONAL JAIL	CHAIRMAN	6-9-04 REQUESTS THAT A SUPPLEMENTAL STAFFING ANALYSIS BE DONE TO INCLUDE THE NEED FOR ADDITIONAL STAFFING SHOULD TAZEWELL COUNTY JOIN SOUTHWEST VIRGINIA REGIONAL JAIL AUTHORITY.	-0-	The Compensation Board will request a staffing study by the Department of Corrections.
GREENE COUNTY	SHERIFF	6-11-04 FY05 OFFICER REQUESTS TO TRANSFER \$2,221.00 FROM BASE TEMPORARY SALARIES TO PERMANENT SALARIES TO INCREASE SALARY FOR NEW HIRE IN POS 00018 FROM \$23,854 TO \$26,075.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
GILES COUNTY	SHERIFF	6-15-04 FY05 OFFICER REQUESTS \$6,641.00 BE TRANSFERRED FROM BASE TEMPORARY SALARIES TO PERMANENT SALARIES TO INCREASE THE SALARY OF POSITION 00007 FROM \$46,498 TO \$53,139, SO AS TO HIRE INDIVIDUAL WITH PREVIOUS EXPERIENCE.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

304-04-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALL OFFICES	SHERIFFS	6-16-04 FY05 requests to transfer turnover to base temporary salaries and base office expense	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

FIPS	LOCALITY	Request Date	FROM POSITION #	TO Category	AMT	Approved Total by Locality
121/304	Montgomery	04/08/04	Turnover	Temp	\$2,300	
121/304	Montgomery	04/08/04	Turnover	Office	\$40,000	
121/304	Montgomery *					\$42,300
027/304	Buchanan	06/15/04	Turnover	Temp	\$7,770	
027/304	Buchanan					\$7,770
089/304	Henry	06/09/04	Turnover	Temp	\$6,154	
089/304	Henry					\$6,154
033/304	Caroline	06/15/04	Turnover	Temp	\$929	
033/304	Caroline					\$929
059/304	Fairfax	06/15/04	Turnover	Temp	\$30,794	
059/304	Fairfax					\$30,794
167/304	Russell	6/14/2004	Turnover	Temp	\$684	
167/304	Russell					\$684
175/304	Southampton	6/14/2004	Turnover	Temp	\$8,650	
175/304	Southampton					\$8,650

*Montgomery County is for confirmation

304-04-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALL OFFICES	SHERIFFS/ REGIONAL JAILS	6-16-04 FY05 Requests to transfer salaries from vacant positions for fiscal 05 to temporary salaries and office expense.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

FIPS	LOCALITY	Request Date	FROM POSITION #	CLASS	TO Category	AMT	Approved Total by Locality
001/304	Accomack	05/05/04	62	L7	Office	\$23,854	
001/304	Accomack	05/07/03	55	CS7	Office	\$23,854	
001/304	Accomack						\$47,708
147/304	Prince Edward	02/14/04	12	ComOp	Temp	\$20,398	
147/304	Prince Edward						\$20,398
191/304	Washington	05/03/04	29	L12	Temp	\$54,335	
191/304	Washington						\$54,335
475/304	Hamp Rd Reg Jails	05/19/04	231	RPMED	Office	\$15,903	
475/304	Hamp Rd Reg Jails	05/19/04	233	RPMED	Office	\$15,903	
475/304	Hamp Rd Reg Jails	05/19/04	234	RPMED	Office	\$15,903	
475/304	Hamp Rd Reg Jails	05/19/04	235	RPMED	Office	\$15,903	
475/304	Hamp Rd Reg Jails	05/19/04	236	RPMED	Office	\$15,903	
475/304	Hamp Rd Reg Jails	05/19/04	238	RPMED	Office	\$15,903	

304-04-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY
Continued.

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

FIPS	LOCALITY	Request Date	FROM POSITION #	CLASS	TO Category	AMT	Approved Total by Locality
475/304	Hamp Rd Reg Jails	05/19/04	239	RP MED	Office	\$15,903	
475/304	Hamp Rd Reg Jails	05/19/04	240	RP MED	Office	\$15,903	
475/304	Hamp Rd Reg Jails	05/19/04	241	RP MED	Office	\$15,903	
475/304	Hamp Rd Reg Jails	05/19/04	232	RP MED	Office	\$15,903	
475/304	Hamp Rd Reg Jails	05/19/04	237	RP MED	Office	\$15,903	
475/304	Hamp Rd Reg Jails	05/19/04	242	RP MED	Office	\$15,903	
	Hamp Rd Reg Jails						\$190,836
740/304	Portsmouth City	06/01/04	125	PREC	Office	\$24,815	
740/304	Portsmouth City	06/01/04	126	PREC	Office	\$24,815	
740/304	Portsmouth City	06/01/04	127	PREC	Office	\$23,214	
740/304	Portsmouth City	06/01/04	128	PREC	Office	\$23,214	
740/304	Portsmouth City						\$96,058

304-04-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY OFFICER REQUEST TOTAL COST COMPENSATION BOARD ACTION
Continued.

FIPS	LOCALITY	Request Date	FROM POSITION #	CLASS	TO Category	AMT	Approved Total by Locality
121/304	Montgomery	05/28/04	95	L7	Office	\$23,854	
121/304	Montgomery	05/28/04	96	L7	Office	\$23,854	
121/304	Montgomery	05/28/04	97	L7	Office	\$23,854	
121/304	Montgomery						\$71,562
019/304	Bedford	5/27/2004	48	CS7	Temp	\$24,941	
019/304	Bedford						\$24,941
091/304	Highland	6/1/2004	17	SECI	Office	\$18,661	
091/304	Highland						\$18,661
650/304	Hampton City	6/1/2004	110	PMED	Office	\$16,261	
650/304	Hampton City	6/1/2004	103	PMED	Office	\$16,261	
650/304	Hampton City	6/1/2004	101	PMED	Office	\$16,626	
650/304	Hampton City	6/1/2004	102	PMED	Office	\$16,626	
650/304	Hampton City	6/1/2004	100	PMED	Office	\$16,626	
650/304	Hampton City	6/1/2004	107	PMED	Office	\$16,261	
650/304	Hampton City	6/1/2004	105	PMED	Office	\$16,261	
650/304	Hampton City	6/1/2004	109	PMED	Office	\$16,261	
650/304	Hampton City	6/1/2004	106	PMED	Office	\$16,261	
650/304	Hampton City	6/1/2004	108	PMED	Office	\$16,261	
650/304	Hampton City						\$163,705
171/304	Shenandoah	6/2/2004	2	C7	Temp	23,854	
171/304	Shenandoah	6/2/2004	50	CS7	Temp	23,854	
171/304	Shenandoah						47,708

304-04-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY
Continued.

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

<u>FIPS</u>	<u>LOCALITY</u>	<u>Request Date</u>	<u>FROM POSITION #</u>	<u>CLASS</u>	<u>TO Category</u>	<u>AMT</u>	<u>Approved Total by Locality</u>
540/304	Charlottesville City	6/2/2004	5	CS9	Temp	34,821	
540/304	Charlottesville City						34,821
107/304	Loudoun	6/1/2004	111	PMED	Office	28,254	
107/304	Loudoun	6/1/2004	112	PMED	Office	22,205	
107/304	Loudoun	6/1/2004	113	PMED	Office	15,903	
							66,362
TOTAL						\$837,095	

320-04-12: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BEDFORD COUNTY	COMMONWEALTH'S ATTORNEY	<p>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.</p> <p>AT THEIR MAY 19, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL JUNE 16, 2004.</p> <p>NOTE: JUNE 16, 2004 COMPENSATION BOARD MEETING RESCHEDULED FOR JUNE 23, 2004.</p>	\$12,857.00	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
WISE COUNTY	COMMONWEALTH'S ATTORNEY	<p>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.</p> <p>2005 Staffing Standards: Officer is due 2 Attorneys, 1 SEC and 1 PA positions and is in 40.49% of Need.</p> <p>AT THEIR MAY 19, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL JUNE 16, 2004.</p> <p>NOTE: JUNE 16, 2004 COMPENSATION BOARD MEETING RESCHEDULED FOR JUNE 23, 2004.</p>	\$22,361.00	At the request of the Governor, the General Assembly approved additional funding for Commonwealth's Attorneys' offices. The Compensation Board has approved an additional \$4,265 for this office.

320-04-12: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GOOCHLAND COUNTY	COMMONWEALTH'S ATTORNEY	<p>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.</p> <p>AT THEIR MAY 19, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL JUNE 16, 2004.</p> <p>NOTE: JUNE 16, 2004 COMPENSATION BOARD MEETING RESCHEDULED FOR JUNE 23, 2004.</p>	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

320-04-12: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DINWIDDIE COUNTY	COMMONWEALTH'S ATTORNEY	5-27-2004 Officer requests exception to the 60-day \$300 reimbursement policy. Substitute Prosecutor did submit CB22 forms to Dinwiddie CA within the 60 days. Due to limited staff and workload, CA's office had not submitted to Compensation Board.	FY03 \$850	FY04: Not approved, as funding is not available for prior year expenses.
			FY04 \$2825	FY05: Approved as an exception to policy.

<u>Prosecutor</u>	<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>
Nelson Fisher	2-4-03 / 3-7-03	William C. Marston	\$225.00
Nelson Fisher	4-15-03 / 07-08-03	Danny Upton	\$175.00
Nelson Fisher	5-27-03 / 5-027-03	Michael J. Smith	\$200.00
Nelson Fisher	6-22-03 / 7-15-03	Mike Smith	\$250.00
Total FY03			\$850.00
Nelson Fisher	7-10-03 / 7-22-03	John C. Thomas	\$425.00
Nelson Fisher	9-11-03 / 11-24-03	Dennis Sullivan	\$200.00
Nelson Fisher	12-7-03 / 12-8-03	Dennis Sullivan	\$200.00
Nelson Fisher	2-5-04 / 2-13-04	Edward Batts	\$350.00
Nelson Fisher	2-5-04 / 2-14-04	David Smith	\$562.50
Nelson Fisher	2-6-04 / 2-13-04	Jack Reale	\$187.50
Nelson Fisher	2-6-04 / 2-13-04	Timothy Simmons-Shannon	\$375.00
Nelson Fisher	2-7-04 / 2-13-04	Mike Fisher	\$225.00
Nelson Fisher	2-10-04 / 2-13-04	Carlos G. Colon	\$162.50
Nelson Fisher	2-16-04 / 02-18-04	Jeffrey L. Robinson	\$137.50
Total FY04			\$2,825.00

320-04-12: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RADFORD CITY	COMMONWEALTH'S ATTORNEY	6-3-2004 Acting Officer requests additional Temporary Funding @ \$15,305.68. This is equivalent to position #3 ATTIV-G17 @ \$45,917 from July 1 to October 29, at which time a Special Election is to be held on November 2nd. This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as the officer understands that the Compensation Board's interpretation of §24.2-226 and 228 is that position #3, ATTIV is not vacant during the period in which the Acting Commonwealth's Attorney serves, consequently funds cannot be transferred from this position.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

FUND TRANSFERS COMMONWEALTH'S ATTORNEYS **FY05** The following offices request to transfer Annual Vacancy and Turnover Funds to the categories listed. -0- Approved per the Compensation Board's FY05 Budget Priorities and Policies.

FIPS	LOCALITY	Request Date	FROM	TO	Category	AMOUNT	Annual One Time Transfer Approved	Transfer Approved Base	in
023	Botetourt	5/25/04	Turnover		Base Temp	1,040		1,040	
084	Halifax Drug Pros.	6/4/04	Turnover		Base Office	3,523		3,523	
650	Hampton	6/15/04	Turnover		Base Office	1,289		1,289	
760	Richmond City	6/14/04	Turnover		Base Office	1,469		1,469	
093	Isle of Wight	6/16/04	00003		Office Exp.	22,399	22,399		
730	Petersburg	6/2/04	00012		Temp	20,135	20,135		
730	Petersburg	5/21/04	00006		Temp	5,774	5,774		
	TOTAL					55,629	48,308	7,321	

734-04-12: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PITTSYLVANIA COUNTY	COMMISSIONER OF THE REVENUE	5-17-2004 FY05 Officer requests to reinstate Temporary Funds budget @ \$35,588. Current budgeted funds @ \$5,828. Officer request additional Temporary Funds @ \$29,760.	\$29,760	Not approved, as the General Assembly did not restore any budget reductions for Commissioners of the Revenue.
		FY05 Officer requests to purchase the following equipment.	-0-	Not approved, as the General Assembly did not restore any budget reductions for Commissioners of the Revenue.

Requested

<i>Qty.</i>	<i>Description</i>	<i>Unit Cost</i>	<i>Total Cost</i>
3	Printers	650	1,950.00
2	Personal Computer	2,300	4,600.00
<u>Total Cost</u>		2,950.00	6,550.00
<u>Stressed Cost</u>		4,705.52	

per policy

<i>Qty.</i>	<i>Description</i>	<i>Unit Cost</i>	<i>Total Cost</i>
3	Printers	650	1,950.00
2	Personal Computer	1,200	2,400.00
<u>Total Cost</u>		1,850.00	4,350.00
<u>Stressed Cost</u>		3,125.04	

FUND TRANSFERS	COMMISSIONERS OF THE REVENUE	FY05 Officer requests to transfer Turnover Funds to Base category listed:	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
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FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT	Annual One-Time Transfer Approved	Transfer Approved in Base
015	Augusta	6/16/04	Turnover	Base Temp	2,985		2,985
067	Franklin County	6/7/04	Turnover	Base Temp	3,762		3,762
TOTAL					6,747		6,747

732-04-12: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FUND TRANSFERS	TREASURERS	FY05 Officer requests to transfer Annual Vacancy and Turnover Funds to categories listed:	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT	Annual One-Time Transfer Approval	Transfer Approved in Base
003	Albemarle	6/16/04	Turnover	Base Office	16,064		16,064
005	Allegheny	6/16/04	Turnover	Base Office	3,567		3,567
047	Culpeper	6/16/04	Turnover	Base Office	817		817
061	Fauquier	6/16/04	Turnover	Base Office	496		496
191	Washington	5/28/04	Turnover	Base Temp	428		428
810	Virginia Beach	6/16/04	Turnover	Base Office	4,400		4,400
640	Galax	6/14/04	00002	Temp	14,858	14,858	
	TOTAL				14,858	14,858	25,772

321-04-12: CIRCUIT COURT CLERKS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WISE COUNTY	CIRCUIT COURT CLERK	<p>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.</p> <p>Note: Officer ranks # 32 on the staffing standards with percent of need of 48.67% and is due 4.38 positions.</p> <p>AT THEIR MAY 19, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL JUNE 16, 2004.</p> <p>NOTE: JUNE 16, 2004 COMPENSATION BOARD MEETING RESCHEDULED FOR JUNE 23, 2004.</p>	\$17,124.00	Not approved as no additional funding for Clerks' offices was approved by the General Assembly.

321-04-12: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESAPEAKE CITY	CIRCUIT COURT CLERK	05-19-2004 FY05 Officer requests an additional position, DCII @ \$24,447. Officer states the loss of funding for 2 positions due to budget reductions in FY04, and workload creates the necessity for a new position. Officer has -0- Turnover Funds. FY05 Staffing Standards show Office is Ranked 31, due 14.75 FTE and is in 49.35% of Need.	-0-	Not approved as no additional positions were established by the General Assembly for allocation to Clerks.
ALEXANDRIA CITY	CIRCUIT COURT CLERK	5-19-04 Officer requests \$50,000 be transferred from services of Technology Trust Fund to Equipment of Technology Trust Fund due to the upgrading of images to digital disk and to develop program to upload records as part of the AJIS system to a public server.	-0-	Confirmation: 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> .
HAMPTON CITY	CIRCUIT COURT CLERK	6-4-04 Officer requests confirmation of \$200 being transferred from Equipment of Technology Trust Fund to Services of Technology Trust Fund for the purchase of Records Management System Server.	-0-	Confirmation: 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> .
		6-4-04 Officer requests confirmation of \$9,500 being transferred from Equipment of Technology Trust Fund to Services of Technology Trust Fund for the purchase of IBM Plat System with software.	-0-	Confirmation: 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> .
HANOVER COUNTY	CIRCUIT COURT CLERK	6-4-04 Officer requests confirmation of \$4,100 being transferred from Services of Technology Trust Fund to Equipment of Technology Trust Fund for the purchase of equipment approved in May 04 docket.	-0-	Confirmation: 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> .

321-04-12: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FUND TRANSFERS	CIRCUIT COURT CLERKS	FY05 Officers request to transfer Annual Vacancy and Turnover Funds to the categories listed:	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

FIPS	LOCALITY	Request Date	FROM Position	TO Category	AMOUNT	Annual One Time Transfer Approved	Transfer Approved in Base
019	Bedford	6/16/04	Turnover	Base Office	354		354
083	Halifax	6/8/04	Turnover	Base Temp	6,898		6,898
121	Montgomery	6/2/04	Turnover	Base Temp	8,322		8,322
153	Prince William	6/16/04	Turnover	Base Office	14,875		14,875
165	Rockingham	6/16/04	Turnover	Base Office	287		287
173	Smyth	6/16/04	Turnover	Base Office	5,694		5,694
179	Stafford	6/16/04	Turnover	Base Office	1,152		1,152
590	Danville	6/3/04	Turnover	Base Temp	117		117
690	Martinsville	6/16/04	Turnover	Base Office	97		97
029	Buckingham	5/24/04	00004	Temp	5,230	5,230	
093	Isle of Wight	5/21/04	00006	Temp	681	681	
	TOTAL				43,353	5,911	37,442

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 #04/11	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.	FY05 COPYING COST POLICY	COMPENSATION BOARD	Staff presents FY05 copying cost policy.	N/A	Approved.
6.	TTF CERTIFICATION PROCESS	COMPENSATION BOARD	Mr. Kucharski would like to discuss the TTF certification process. Information provided to Clerks at regional meetings is attached.	N/A	Compensation Board will further discuss this matter at the July 21, 2004 meeting.
7.	CAREER DEVELOPMENT PROGRAMS	COMPENSATION BOARD	Staff presents (COR/Deputy COR/Deputy Treasurer) Career Development Programs; Appropriation Act language requires Compensation Board approval of these plans by July 15 th .	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>
8. FY05 COMMONWEALTH'S ATTORNEYS' BUDGET AMENDMENT	COMMONWEALTH'S ATTORNEYS	Staff presents revised Commonwealth's Attorneys' allocation package reflecting June 16 th General Assembly action approving the Governor's amendment request to provide an additional \$552,500 to Commonwealth's Attorneys' budgets. Funds have been added on a pro-rata basis to each Commonwealth's Attorneys' office expense line item, as requested by Virginia Association of Commonwealth's Attorneys on June 9 th .	\$552,500	Confirmation.
9. RIVERSIDE REGIONAL JAIL EMERGENCY MEDICAL REQUEST	SUPERINTENDENT	May 27, 2004 Officer requests reconsideration of Compensation Board action dated May 19, 2004.	\$2,829.67	Compensation Board asks that this matter be resubmitted at the November meeting as emergency medical funds are no longer available in FY04.

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	Franklin Jaffeux	12/18/03-01/20/04	Yes	09/17/03	2,829.67	2,829.67	Inmate's charge was miscoded as a misdemeanor in LIDS. The charge should have been coded as a felony.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
10. SUPPLEMENTAL 4 TH QUARTER PER DIEM PAYMENT	JAILS	Per your action of April 23rd, we made two requests to the Department of Planning and Budget: 1) we requested the transfer of the remaining balance of \$2m from the Sheriffs program to per diems; 2) we requested the allotment of \$821,794 (the previously unallotted portion of the additional \$1.3 million approved by the GA for per diems). DPB approved the allotment of \$821,794, and did not approve our request to transfer any of the remaining balances from the Sheriffs' program to per diems. Using balances remaining in the jails program after these transactions, we have processed a supplemental 4th quarter per diem payment to local and regional jails in the amount of \$1,350,580 (approx 8% of the total payment due).	N/A	Confirmation. Compensation Board requested that staff seek Department of Planning and Budget approval to reappropriate carry over funds to address per diem shortfall, regrade shortfall, and Constitutional Officer equipment needs.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
11. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY04 YTD collections total \$7,774,578,81. FY03 Collections for a similar period of time totaled \$7,179,987.95. This represents an 8.28% increase in collections over last fiscal year.</p> <p>Expenditures: Current YTD expenditures as of June 15, 2004, total \$2,879,630.27, which is 58.97% of current budgeted funds.</p> <p>Projected: Based on YTD collections, \$8,481,358.70 will be collected in FY04. This would represent a 7.07% increase over last fiscal year.</p>	N/A	Noted.
12. NEW DEPUTY TRAINING	COMPENSATION BOARD	Staff presents New Deputy Training Report.	N/A	Noted.

FOR YOUR INFORMATION

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	PAGE COUNTY	SHERIFF	May 25, 2004 letter to Richard A. Lampman, Manager, Policy and Planning, from Sheriff Presgraves, Page County, stating: "Last week Oliver Bradshaw and Mark Wood visited our office to conduct a LIDS audit. I want to let you know how very much we appreciated their courteous and helpful manner during this audit. ... The Compensation Board should be proud of the work of these two gentlemen. They are indeed a credit to your agency. We look forward to working with them in the future."	N/A	Noted.
2.	STAFFORD COUNTY	COMMONWEALTH'S ATTORNEY	June 7, 2004 letter to Sharon V. Woo, Training and Development Coordinator, from Stephanie Woodson, Office Administrator/Paralegal, stating: "I want to take a moment and let you know how much I enjoyed the training program for Office Administrators held in Richmond last month. I thought the event was well organized and the speakers were great. It was by far one of the most informative programs I've attended in a long time... I hope the Comp Board is able to continue this type of educational program for support staff in the future."	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #04/12
JUNE 23, 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 #04/12 JUNE 23, 2004

304-04-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RIVERSIDE REGIONAL JAIL	SUPERINTENDENT	6-15-04 Superintendent requests staffing study.	-0-	Compensation Board will request that the Department of Corrections conduct a staffing study of the facility.
VIRGINIA BEACH CITY	SHERIFF	6-16-04 Officer requests to transfer vacant positions for fiscal year 05 to office expense.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

810/304	VA Beach City	6/14/2004	255	PMED	Office	15,903	
810/304	VA Beach City	6/14/2004	258	PMED	Office	15,903	
810/304	VA Beach City	6/14/2004	260	PMED	Office	15,903	
810/304	VA Beach City	6/14/2004	256	PMED	Office	15,903	
810/304	VA Beach City	6/14/2004	257	PMED	Office	15,903	
810/304	VA Beach City	6/14/2004	259	PMED	Office	15,903	
810/304	VA Beach City	6/14/2004	261	PMED	Office	15,903	
810/304	VA Beach City	6/14/2004	262	PMED	Office	15,903	
VA Beach City						127,224	

RICHMOND COUNTY	SHERIFF	6-18-04 FY05 Officer requests turnover of \$1,087.00 be transferred to base temporary salaries	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
COLONIAL HEIGHTS CITY	SHERIFF	6-18-04 FY05 Officer requests turnover of \$1,087.00 be transferred to base temporary salaries.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
RICHMOND CITY	SHERIFF	6-21-04 FY05 Officer requests to transfer \$97,166.00 from turnover to base temporary salaries.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

320-04-12: COMMONWEALTH'S ATTORNEYS
NONE.

732-04-12: TREASURERS
NONE.

734-04-12: COMMISSIONERS OF THE REVENUE
NONE.

321-04-12: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WARREN COUNTY	CIRCUIT COURT CLERK	FY05 Officer requests to transfer Turnover Funds to the category listed:	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

FIPS	LOCALITY	Request Date	FROM Position	TO Category	AMOUNT	Annual One Time Transfer Approved	Transfer Approved in Base
187	Warren	6/17/04	Turnover	Base Office	460		460
	TOTAL				460	0	460

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	June 18, 2004 memo to Compensation Board Members regarding Conversion of Part-time Commonwealth's Attorneys to Full-time.	N/A	Approved.

FOR YOUR INFORMATION
NONE.

waddell\Docket\June04MINUTES