

# COMPENSATION BOARD DOCKET #05/12

## JUNE 22, 2005

### EMPLOYEE RECOGNITION

#### 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	6-1-05 Phone call to Bruce W. Haynes from Barbara Williams, Clerk of Appomattox, with a CB10 question and she made a point of personally complimenting Lisa Carson's (Senior Policy Analyst) prompt return of phone calls and assistance to her.	N/A	Noted.
NORFOLK CITY	CIRCUIT COURT CLERK	6-2-05 Email to Bruce W. Haynes from Thomas Larson, Chief Deputy Clerk, Norfolk Circuit Court, regarding Paige G. Curtis, Senior Fiscal Technician:  "Just wanted to say thanks for the kind words and enthusiasm. I have attached all the files as we discussed. Hope they are helpful. As an aside, when I returned to my office, I had a message from Paige about CB10's that I had submitted. Again, her tone of voice, pleasant demeanor and helpfulness are a real blessing. Your staff's assistance is second to none. Thanks for everything."	N/A	Noted.

# EMPLOYEE RECOGNITION

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PITTSYLVANIA COUNTY JAIL	DEPUTY	<p>6-9-05 Email to Alice Coe, Customer Service Manager, from Deputy Jenny Newman, Pittsylvania County Jail, regarding Sue Kelly-Graham:</p> <p>"Alice I just wanted to drop a few lines to tell you I was trying to certify yesterday and was in a panic because I was so off with my adjustments. I couldn't reach anybody because of the meeting being held and I left a message for Sue Kelly Graham to call me. She did and I just wanted to say she is probably one of the nicest most professional people I have talked with. I couldn't have felt more at ease by time I got off the phone with her. She sat right there and walked me through different things that I needed to do to try and straighten the problem out. I know she had to have been busy but you would never have been able to tell it in her voice. I can never thank her enough and just thought somebody should know what a wonderful employee the Comp. Board has in her. Thank you."</p>	N/A	Noted.

## 304-05-12: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LYNCHBURG CITY	SHERIFF	6-3-05 Officer requests reconsideration of Compensation Board budget approval and seeks an additional \$30,000 in Temporary Salaries to address court security issues. Office is due 22.2 CS positions and has 21; office is at 5.80% percent of need. Statewide, a total of 164 additional CS positions are due based upon staffing standards. Lynchburg has passed a local ordinance per 53.1-120. Total approved Compensation Board Temporary Salary budget is currently \$23,156.	\$30,000	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2005, additional funding is not available this year.
SOUTHWEST REGIONAL JAIL	SUPERINTENDENT	6-16-05 Officer requests a salary increase for Tazewell employee coming over to Southwest Regional Jail (SWRJ). Employee's current salary is below other jail administrators and doesn't reflect his responsibilities in overseeing the jail's activities. Amount being requested was not provided.	-0-	Per Compensation Board's May 1, 2005 Budget Priorities and Policies, no additional funding is available for salary increases. However, Compensation Board funds currently provided may be used to increase salary of the incumbent consistent with Compensation Board Pay and Classification policies.
SOUTHWEST REGIONAL JAIL	SUPERINTENDENT	6-16-05 Officer requests additional positions to allow the Tazewell facility 24/7 coverage for medical services, support, and kitchen services that are provided at the other three authority facilities at Southwest Regional Jail (SWRJ). The additional positions and costs requested are: two (2) nurses (RPMED) @ \$16380 each for a total of \$32760, one (1) secretary (SECI) @ \$17584, and one (1) cook (CKA) @ \$17584. Total cost for these additions are \$67928.	\$67,928.00	Per Compensation Board staffing standards, Compensation Board approved two nurse positions (RPMED) at \$16,380 each and one secretary position (SECI) at \$17,584.

# 304-05-12: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SOUTHWEST REGIONAL JAIL	SUPERINTENDENT	<p>6-16-05 Confirmation of May 25, 2005 docket request from Tazewell County Sheriff. Southwest Regional Jail (SWRJ) states that Tazewell jail facility becomes a part of SWRJ effective 7/1/05. The following actions are requested:</p> <ul style="list-style-type: none"> <li>• Abolish 29 CO positions in Tazewell Sheriff's Office</li> <li>• Establish 30 CO positions in SWRJ</li> <li>• Abolish 11 EC positions in Tazewell Sheriff's Office</li> <li>• Reclass 5 EC positions in Tazewell Sheriff's Office</li> <li>• Abolish 2 PMED positions in Tazewell Sheriff's Office</li> <li>• Establish 2 PMED positions in SWRJ</li> <li>• Abolish 2 CK positions in Tazewell Sheriff's Office</li> <li>• Establish 2 CK positions in SWRJ</li> <li>• Abolish 1 LT position in Tazewell Sheriff's Office</li> <li>• Establish 1 LT position in SWRJ</li> </ul>	—\$(250,004)	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies.

# 304-05-12: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	SHERIFF	Officers request to transfer turnover to base temporary or base office expense.	\$201,244	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies; approved as a base budget transfer.

<i>FIPS</i>	<i>LOCALITY</i>	<i>Request Date</i>	<i>FROM Category</i>	<i>TO Category</i>	<i>Amount Available</i>	<i>Amount Requested</i>
007	Amelia	06/02/05	TURNOVER	TEMP	1,295	1,295
013	Arlington	06/02/05	TURNOVER	TEMP	7,073	7,073
015	Augusta	06/09/05	TURNOVER	TEMP	4,941	4,941
027	Buchanan	05/26/05	TURNOVER	TEMP	24,847	24,847
031	Campbell	06/09/05	TURNOVER	TEMP	17,437	17,437
033	Caroline	05/26/05	TURNOVER	TEMP	528	528
043	Clarke	06/02/05	TURNOVER	TEMP	5,654	5,654
053	Dinwiddie	05/25/05	TURNOVER	TEMP	5,405	5,405
059	Fairfax	06/15/05	TURNOVER	TEMP	3,322	3,322
061	Fauquier	06/09/05	TURNOVER	TEMP	3,505	3,505
065	Fluvanna	06/07/05	TURNOVER	TEMP	20,011	20,011
085	Hanover	06/02/05	TURNOVER	TEMP	13,717	13,717
093	Isle of Wight	06/03/05	TURNOVER	TEMP	2,463	2,463
113	Madison	06/02/05	TURNOVER	TEMP	5,543	5,543
119	Middlesex	06/01/05	TURNOVER	TEMP	473	473
141	Patrick	06/09/05	TURNOVER	TEMP	227	227
143	Pittsylvania	06/10/05	TURNOVER	TEMP	13,461	13,461
147	Prince Edward	06/15/05	TURNOVER	TEMP	6,932	6,932
149	Prince George	06/02/05	TURNOVER	TEMP	3,458	3,458
167	Russell	06/02/05	TURNOVER	TEMP	36,837	36,837
183	Sussex	05/26/05	TURNOVER	TEMP	3,186	3,186
185	Tazewell	05/26/05	TURNOVER	TEMP	3,428	3,428

# 304-05-12: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

LOCALITY                      OFFICER                      REQUEST                      TOTAL COST                      COMPENSATION BOARD ACTION

**Continued.**

<i>FIPS</i>	<i>LOCALITY</i>	<i>Request Date</i>	<i>FROM Category</i>	<i>TO Category</i>	<i>Amount Available</i>	<i>Amount Requested</i>
187	Warren	06/10/05	TURNOVER	TEMP	4,869	4,869
195	Wise	06/08/05	TURNOVER	TEMP	4,908	4,908
105	Lee	6/15/05	TURNOVER	TEMP	7,724	7,724

LISTED BELOW

SHERIFF/  
SUPERINTENDENT

Officers request vacant positions to be transferred for  
FY06.

-0-

Approved per the Compensation Board's May 1, 2005 Budget  
Priorities and Policies; not in the base budget.

<b>FIPS</b>	<b>LOCALITY</b>	<b>Request Date</b>	<b>FROM POSITION #</b>	<b>CLASS</b>	<b>TO Category</b>	<b>AMT</b>	<b>Total by Locality</b>
019/304	Bedford	05/17/05	48	CS7	Temp	\$26,143.00	
<b>019/304</b>	<b>Bedford</b>						<b>\$26,143</b>
091/304	Highland	05/26/05	17	SECI	Temp	\$3,000.00	
091/304	Highland	05/26/05	17	SECI	Office	\$16,221.00	
<b>091/304</b>	<b>Highland</b>						<b>\$19,221</b>
107/304	Loudoun	6/2/2005	111	PMED	Temp	\$29,102.00	
107/304	Loudoun	6/2/2005	112	PMED	Temp	\$22,871.00	
107/304	Loudoun	6/2/2005	113	PMED	Temp	\$16,380.00	
<b>107/304</b>	<b>Loudoun</b>						<b>\$68,353</b>
121/304	Montgomery	05/19/05	95	L7	Office	\$25,004.00	
121/304	Montgomery	05/19/05	96	L7	Office	\$25,004.00	
121/304	Montgomery	05/19/05	97	L7	Office	\$25,004.00	
<b>121/304</b>	<b>Montgomery</b>						<b>\$75,012</b>
147/304	Prince Edward	04/07/05	12	Comops	Temp	\$21,010.00	
<b>147/304</b>	<b>Prince Edward</b>						<b>\$21,010</b>

304-05-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY                      OFFICER                      REQUEST                      TOTAL COST                      COMPENSATION BOARD ACTION

**Continued.**

FIPS	LOCALITY	Request Date	FROM POSITION #	CLASS	TO Category	AMT	Total by Locality
161/304	Roanoke	05/02/05	100	CK B	Office	\$22,460.00	
161/304	Roanoke	05/02/05	66	CK A	Office	\$20,547.00	
161/304	Roanoke	05/02/05	111	CK A	Office	\$19,652.00	
<b>161/304</b>	<b>Roanoke</b>						<b>\$62,659</b>
165/304	Rockingham	6/3/2005	119	PMED	Office	\$23,384.00	
165/304	Rockingham	6/3/2005	121	PMED	Office	\$17,125.00	
165/304	Rockingham	6/3/2005	122	PMED	Office	\$16,380.00	
165/304	Rockingham	6/3/2005	123	PMED	Office	\$16,380.00	
165/304	Rockingham	6/3/2005	124	PMED	Office	\$16,749.00	
165/304	Rockingham	6/3/2005	125	PMED	Office	\$17,125.00	
<b>165/304</b>	<b>Rockingham</b>						<b>\$107,143</b>
171/304	Shenandoah	06/01/05	50	CS7	Temp	\$25,004.00	
<b>171/304</b>	<b>Shenandoah</b>						<b>\$25,004</b>
191/304	Washington	05/03/05	29	L12	Temp	\$56,954.00	
<b>191/304</b>	<b>Washington</b>						<b>\$56,954</b>
450/304	Rappahannock RJ	06/13/05	9	R CKB	Office	\$21,483.00	
450/304	Rappahannock RJ	06/13/05	48	R CKA	Office	\$21,010.00	
450/304	Rappahannock RJ	06/13/05	49	R CKA	Office	\$19,221.00	
450/304	Rappahannock RJ	06/13/05	61	R CKB	Office	\$24,011.00	
450/304	Rappahannock RJ	06/13/05	157	R CKB	Office	\$21,010.00	
<b>450/304</b>	<b>Rappahannock RJ</b>						<b>\$106,735.00</b>

304-05-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY                      OFFICER                      REQUEST                      TOTAL COST                      COMPENSATION BOARD ACTION

Continued.

FIPS	LOCALITY	Request Date	FROM POSITION #	CLASS	TO Category	AMT	Total by Locality
475/304	Hampton Rds. Reg.	06/01/05	242	R PMED	Office	\$16,380.00	
475/304	Hampton Rds. Reg.	06/01/05	241	R PMED	Office	\$16,380.00	
475/304	Hampton Rds. Reg.	06/01/05	240	R PMED	Office	\$16,380.00	
475/304	Hampton Rds. Reg.	06/01/05	239	R PMED	Office	\$16,380.00	
475/304	Hampton Rds. Reg.	06/01/05	238	R PMED	Office	\$16,380.00	
475/304	Hampton Rds. Reg.	06/01/05	237	R PMED	Office	\$16,380.00	
475/304	Hampton Rds. Reg.	06/01/05	236	R PMED	Office	\$16,380.00	
475/304	Hampton Rds. Reg.	06/01/05	235	R PMED	Office	\$16,380.00	
475/304	Hampton Rds. Reg.	06/01/05	234	R PMED	Office	\$16,380.00	
475/304	Hampton Rds. Reg.	06/01/05	233	R PMED	Office	\$16,380.00	
<b>475/304</b>	<b>Hampton Rds. Reg.</b>						<b>\$163,800.00</b>
595/304	Emporia City	06/06/05	3	SECI	Temp	\$19,221.00	
<b>595/304</b>	<b>Emporia City</b>						<b>\$19,221.00</b>
740/304	Portsmouth City	05/24/05	125	PREC	Office	\$25,559.00	
740/304	Portsmouth City	05/24/05	126	PREC	Office	\$25,559.00	
740/304	Portsmouth City	05/24/05	127	PREC	Office	\$23,910.00	
740/304	Portsmouth City	05/24/05	128	PREC	Office	\$23,910.00	
<b>740/304</b>	<b>Portsmouth City</b>						<b>\$98,938.00</b>

304-05-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY                      OFFICER                      REQUEST                      TOTAL COST                      COMPENSATION BOARD ACTION

**Continued.**

<b>FIPS</b>	<b>LOCALITY</b>	<b>Request Date</b>	<b>FROM POSITION #</b>	<b>CLASS</b>	<b>TO Category</b>	<b>AMT</b>	<b>Total by Locality</b>
810/304	VA Beach City	06/13/05	262	PMED	Office	\$16,380.00	
810/304	VA Beach City	06/13/05	261	PMED	Office	\$16,380.00	
810/304	VA Beach City	06/13/05	260	PMED	Office	\$16,380.00	
810/304	VA Beach City	06/13/05	259	PMED	Office	\$16,380.00	
810/304	VA Beach City	06/13/05	258	PMED	Office	\$16,380.00	
810/304	VA Beach City	06/13/05	257	PMED	Office	\$16,380.00	
810/304	VA Beach City	06/13/05	256	PMED	Office	\$16,380.00	
810/304	VA Beach City	06/13/05	255	PMED	Office	\$16,380.00	
<b>810/304</b>	<b>VA Beach City</b>						<b>\$131,040.00</b>
<b>TOTAL</b>						<b>\$981,233.00</b>	

# 320-05-12: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SALEM CITY	COMMONWEALTH'S ATTORNEY	6-8-05 Acting Officer requests additional Temporary Funding @ \$18,564. This is equivalent to position #1 ATTI @ \$37,127 from July 1, 2005 to November 7, 2005. This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #1 ATTI is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.	-0-	Approved at no additional cost to the Compensation Board.

LISTED BELOW	COMMONWEALTH'S ATTORNEY	The following officers request to transfer Turnover and Annual Vacant Funds to the categories listed.	\$2,564	Approved per the Compensation Board's May 1, 2005 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
029	Buckingham	6/8/05	Vacancy Savings	Temporary	23,813	23,813	0
163	Rockbridge	6/9/05	Turnover	Temporary	1,282		1,282
163	Rockbridge	6/9/05	Turnover	Office Exp.	1,282		1,282
	TOTAL				26,377	23,813	2,564

## 320-05-12: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	COMMONWEALTH'S ATTORNEY	The following officers request to transfer Restoration Funds to the categories listed.	-0-	Approved per Compensation Board memo of May 5, 2005 to all Commonwealth's Attorneys.

FIPS	LOCALITY	Request Date	FROM	TO POSITION	AMOUNT	PRO-RATED
011	Appomattox	6/8/05	Office Expense	Perm Salary	3,170	0
031	Campbell	5/19/05	Office Expense	Perm Salary	3,998	0
035	Carroll	6/3/05	Office Expense	Perm Salary	3,321	0
083	Halifax	5/27/05	Office Expense	Perm Salary	4,218	0
091	Highland	6/10/05	Office Expense	Perm Salary	678	0
113	Madison	6/6/05	Office Expense	Perm Salary	2,120	0
115	Mathews	6/15/05	Office Expense	Perm Salary	1,371	0
135	Nottoway	5/27/05	Office Expense	Perm Salary	1,507	0
510	Alexandria	6/14/05	Office Expense	Perm Salary	8,681	0
650	Hampton	6/7/05	Office Expense	Perm Salary	10,534	0
651	Hampton	6/7/05	Office Expense	Perm Salary	1,673	0
680	Lynchburg	6/7/05	Office Expense	Temporary	7,508	0
	TOTAL				48,779	0

734-05-12: COMMISSIONERS OF THE REVENUE  
NONE.

732-05-12: TREASURERS  
NONE.

## 321-05-12: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHARLES CITY COUNTY	CIRCUIT COURT CLERK	<p>5-26-05 Acting Officer requests additional Temporary Funding @ \$3,198.20. This is equivalent to position #2 DCII @ \$30,438 from July 1, 2005 to August 9, 2005. The Special Election will be held on August 9, 2005.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #2 DCII is not vacant during the period in which I am the Acting Clerk, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.
MADISON COUNTY	CIRCUIT COURT CLERK	<p>5-27-05 Officer has vacant pos. #4 MT @ budgeted \$22,032. Officer requests additional salary funds @ \$5,568 to hire an employee who qualifies for a salary @ \$27,600. Based on current salary @ \$24,000 times 15% = \$27,600.</p> <p>Officer has no available Turnover or other budgeted funds. FY06 Staffing Standards: Officer is ranked 116, is due -.03 FTE and is in -.75% of Need.</p>	\$5,568	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2005, additional funding is not available this year.
BLAND COUNTY	CIRCUIT COURT CLERK	<p>6-10-05 Acting Officer requests additional Temporary Funding @ \$9,208.06. This is equivalent to position #2 DCII @ \$26,139 from July 1, 2005 to November 7, 2005. The Special Election will be held on November 8, 2005.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #2 DCII is not vacant during the period in which I am the Acting Clerk, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.

# 321-05-12: CIRCUIT COURT CLERKS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WISE COUNTY	CIRCUIT COURT CLERK	6-10-2005 <b>FY06</b> Officer requests additional Temporary Funds equivalent to DC1 @ \$21,010.  Officer states the Circuit Court Judges are planning to hold three simultaneous courts due to the backlog of criminal caseload docket. This office also handles the scheduling for retired and two non-resident judges visiting the court. Officer also states this court handles the appeals of hundreds of inmates at the Red Onion and Wallens Ridge State Prisons.  FY06 Staffing Standards: Officer is Ranked 57, is due 3.5 FTE and is in 38.89% of Need.	\$21,010	Not approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies.

## LISTED BELOW

CIRCUIT COURT CLERK

The following officers request to transfer Turnover and Annual Vacant Funds to the categories listed.

\$7,141

Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies.

FIPS	LOCALITY	Request Date	FROM Position	TO Category	AMOUNT	Annual One Time Transfer Approved	Transfer Approved in Base
027	Buchanan	6/2/05	Vacancy	Office Exp.	4,148	4148	0
029	Buckingham	6/2/05	Vacancy	Temporary	5,387	5387	0
167	Russell	6/15/05	Vacancy	Temporary	6,433	6433	0
161	Roanoke County	6/6/05	Turnover	Office Exp.	4,809		4,809
680	Lynchburg	6/15/05	Turnover	Office Exp.	602		602
810	Virginia Beach	6/8/05	Turnover	Office Exp.	1,730		1,730
	<b>TOTAL</b>				23,109	15,968	7,141

# 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 #05/11	N/A	Due to the Chairman's absence, minutes will be approved next month.
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.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, November 16, 2005 and Wednesday, December 21, 2005.	N/A	Approved.
6.	FY06 COPYING COST POLICY	COMPENSATION BOARD	Staff presents FY06 copying cost policy.	N/A	Approved.
7.	\$1 TTF PROCESS	CIRCUIT COURT CLERKS	Staff and Clerks' Technology Committee recommend \$1 TTF budget process for FY06.	Approximately \$1,900,000	Approved.

## OTHER MATTERS

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
8.	SHERIFFS' CDP	COMPENSATION BOARD	Staff presents draft Sheriffs' CDP (Accreditation & Certification). With Compensation Board consent, staff will forward CDP to the Secretary of Administration for review and comment prior to July 13 <sup>th</sup> for final Compensation Board action July 20 <sup>th</sup> . CDP is to be approved by August 1 <sup>st</sup> , per paragraph M, Item 64, Chapter 951.	N/A	Approved as draft. The Board instructed the staff to send CDP to Secretary of Administration for comments or suggestions. CDP will return on July 20 <sup>th</sup> docket for final action.
9.	FINES & FEES	COMPENSATION BOARD	Staff presents FY05 Fines and Fees forms, memorandums and workplan.	N/A	Approved.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #05/12**  
**JUNE 22, 2005**

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 #05/12  
JUNE 22, 2005

304-05-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE WILLIAM COUNTY	SHERIFF	6-16-05 Officer requests reconsideration of reallocation policy. This is due to our responsibilities to supervise prisoners in our custody, transport prisoners and mental patients, along with the expected increase in the population and the residual effects that brings. The total number of prisoners received was 14,253 in 2004. The impact of these prisoners is more man hours and more miles driven due to longer distances required to travel is much longer and longer transports require 2 deputies, thus placing a strain on manpower.	-0-	Deferred to July 20 meeting pending staff review.

# 320-05-12: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE COUNTY	COMMONWEALTH'S ATTORNEY	The following officer requests to transfer Turnover and Annual Vacant Funds to the categories listed.	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies as a base budget transfer.

FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT	Annual One Time Transfer Approved	Transfer Approved in Base
161	Roanoke County	6/17/05	Turnover	Office Exp.	1,830		1,830
	TOTAL				1,830	0	1,830

# 734-05-12: COMMISSIONERS OF THE REVENUE

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALLEGHANY COUNTY	COMMISSIONER OF THE REVENUE	Officer requests transfer of annual vacant funds.	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies.

FIPS	LOCALITY	Request Date	FROM Position	TO Category	AMOUNT	Annual One Time Transfer Approved	Transfer Approved in Base
005	Alleghany	6/22/05	00005	Temporary	12,594	12,594	
	TOTAL				12,594	12,594	0

# 732-05-12: TREASURERS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>
GILES COUNTY	TREASURER	6-8-05 Officer requests additional funds to purchase a web server.	\$1,700

### COMPENSATION BOARD ACTION

The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2005, additional funding is not available this year.

LISTED BELOW	TREASURER	The following officers request to transfer Turnover and Annual Vacant Funds to the categories listed.	-0-
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Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies.

FIPS	LOCALITY	Request Date	FROM Position	TO Category	AMOUNT	Annual One Time Transfer Approved	Transfer Approved in Base
001	Accomack	6/22/05	Turnover	Office Expense	3,732		3,732
161	Roanoke	6/22/05	Turnover	Temporary	4,258		4,258
640	Galax City	6/22/05	00002	Temporary	7,539	7,539	
740	Portsmouth	6/22/05	Temporary	Internal Salary Adjustment	8,939		8,939
	TOTAL				24,468	7,539	16,929

## 321-05-12: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	CIRCUIT COURT CLERK	The following officer requests to transfer Turnover and Annual Vacant Funds to the categories listed.	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies; not in the base budget.

FIPS	LOCALITY	Request Date	FROM Position	TO Category	AMOUNT	Annual One Time Transfer Approved
099	King George	6/20/05	Vacancy	Temporary	7,841	7,841
	TOTAL				7,841	7,841

## OTHER MATTERS

1.	LEGISLATION	COMPENSATION BOARD	Staff has no legislative proposals for FY06.	N/A	Noted.
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FOR YOUR INFORMATION  
NONE.

waddell\Docket\June05MINUTES