

# COMPENSATION BOARD DOCKET #10/12

## June 23, 2010

### EMPLOYEE RECOGNITION

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CENTRAL VIRGINIA REGIONAL JAIL	SUPERINTENDENT	5-24-10 Email from Carol Perkins, LIDS Technician, regarding Kari Bullock.  "I have spoken to several people this morning concerning the conference and everyone said it was great. I know you worked really hard on making sure everything was right! I have had several people comment on how knowledgeable you were about LIDS. They couldn't believe the short amount that you have been doing to know so much about it. One person even told me it was the best conference that they had been to so far. My hat off to you, great job!"	N/A	The Compensation Board wishes to thank the LIDS Technician for her kind remarks.

307-10-12: SHERIFFS & REGIONAL JAILS  
NONE.

717-10-12: DIRECTORS OF FINANCE  
NONE.

## 772-10-12: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MECKLENBURG COUNTY	COMMONWEALTH'S ATTORNEY	FY11 Officer requests, effective 7-1-2010, to transfer Base Temporary Funds at 4,009 to pos. 6 to fund a Class/Role Change and salary increase from SEC, at 23,723 to AAll, at 31,778. Cost to increase 8,055. Officer has sufficient Turnover funds to fund the balance of the cost to increase the salary.	\$0	This item was deferred until the July 28, 2010 Compensation Board meeting pending additional communications with officer.

## 771-10-12: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
WYTHE COUNTY	COMMISSIONER OF THE REVENUE	6-15-2010 Officer requests to correct CY08 workload data reported for the following items. Officer accidentally omitted data from 2008 reporting. Workload Audit Committee concurs with the changes.	\$0	The Compensation Board concurs with the officer's request to correct prior year workload data and asks Compensation Board staff to update COIN with corrected data.

#### CURRENT

FIPS	OFFICE	LOCALITY	ITEM NUMBER	CY07	CY08	CY09	Wkld Avg
017	771	Wythe	9	1121	0	1398	840
			10	16	0	35	17
			11	10	0	125	45
			13	574	0	384	319
			48	--	0	24694	12347

#### CORRECTION

Category	CY07	CY08	CY09	Wkld Avg
9	1121	1344	1398	1288
10	16	67	35	39
11	10	126	125	87
13	574	442	384	467
48	--	24638	24694	24666

774-10-12: TREASURERS  
NONE.

773-10-12: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
APPOMATTOX COUNTY	CIRCUIT COURT CLERK	<p>FY11 5-27-2010 Acting Circuit Court Clerk requests additional Temporary Funding at \$8,524.77. This is equivalent to position #00002 DCI at \$25,006 from July 1, 2010 to November 2, 2010. The special election will be held on November 2, 2010.</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 #00002 DCI is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.
RAPPAHANNOCK COUNTY	CIRCUIT COURT CLERK	<p>FY11 5-27-2010 Acting Circuit Court Clerk requests additional Temporary Funding at \$13,151.59. This is equivalent to position #00002 DCII at \$38,578 from July 1, 2010 to November 2, 2010. The special election will be held on November 2, 2010.</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 #00002 DCII is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.

## 773-10-12: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CRAIG COUNTY	CIRCUIT COURT CLERK	<p>FY11 5-27-2010 Acting Circuit Court Clerk requests additional Temporary Funding at \$10,362.61. This is equivalent to position #00002 DCII at \$30,397 from July 1, 2010 to November 2, 2010. The special election will be held on November 2, 2010.</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 #00002 DCII is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board.

# 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 #10/11.	N/A	Approved.
2.	MONTHLY ACTIVITY REPORT-LIDS AUDIT, JAIL COST REPORT REVIEWS & ANNUAL LIDS AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents monthly activity for Local Inmate Data Systems (LIDS), Jail Audits, Jail Cost Report Reviews & Annual LIDS Audit Status Report.	N/A	Noted.
3.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, July 28, 2010 at 11:00 a.m. and Wednesday August 25, 2010 at 11:00 a.m.	N/A	Approved.
4.	FINES & FEES FORMS	COMMONWEALTH'S ATTORNEYS AND CIRCUIT COURT CLERKS	Staff presents for Board review the Fines and Fees materials, including a Collection Form, Election of Collection Method Form, and Policy Statement, to be sent to Commonwealth's Attorneys and Circuit Court Clerks for FY10 assessment and collection of court and delinquent fines and fees.	N/A	Approved.
5.	LIDS CONFERENCE SUMMARY REPORT	COMPENSATION BOARD	The 2010 Local Inmate Data System (LIDS) Conference took place at the Marriott Richmond-West on May 20-21, 2010. There were 121 participants in attendance. Staff presents the 2010 LIDS Conference Summary Report for review.	N/A	Noted.

# OTHER MATTERS

## NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
6.	FY11 POLICY & PROCEDURE MANUAL	COMPENSATION BOARD	Staff presents FY11 Policy & Procedure Manual.	N/A	Approved.
7.	TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY10 year-to-date collections through May 2010, totaled \$7,079,220.65, which is a 2.16% decrease compared to the same period in FY09.</p> <p>Expenditures: FY10 YTD expenditures through June 10, 2010, which represents the reimbursement for July through May, total \$6,188,562.22 which is 68.63% of budgeted funding.</p> <p>Projections:</p> <ol style="list-style-type: none"> <li>1. Based on current collections, FY10 TTF total collections would be approximately \$7.72 million, a decrease of 4.95% over FY09 collections.</li> <li>2. Based on a projected reduction in recordings of an additional 10% in the final month of June, collections for FY10 would be \$7.66 million, a decrease of 5.75% compared to FY09 collections.</li> </ol> <p>The 2010 Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget includes FY10 projected collections of \$8.48 million</p>	N/A	Noted.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #10/12  
June 23, 2010**

**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.**

**HANDCARRY  
 COMPENSATION BOARD DOCKET #10/12  
 June 23, 2010**

EMPLOYEE RECOGNITION  
 NONE.

307-10-12: SHERIFFS & REGIONAL JAIL

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
RIVERSIDE REGIONAL JAIL	SUPERINTENDENT	6-4-10 Officer requests to transfer funds from vacancy savings to office expenses.	\$0	The Compensation Board did not approve this request. All requests for transfer of funds were to be submitted for consideration by the Compensation Board at its May meeting.

<b>FIPS</b>	<b>Office</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>To Category</b>	<b>Amount Available</b>	<b>Expendable Amount</b>	<b>Amount Requested</b>
465	307	Riverside RJ	06/08/10	Vacancy Savings	Office Expenses	\$66,421.08	\$66,421.08	\$66,421.08

717-10-12: DIRECTORS OF FINANCE  
 NONE.

## 772-10-12: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
SMYTH COUNTY	COMMONWEALTH'S ATTORNEY	<p>FY11 Officer requests, effective 7-1-2010, to transfer Base Temporary Funds at 9,356 and Office Expense Funds at 13,557 to fund a Class/Role Change and salary increases for two (2) positions.</p> <p>Total amount requested to transfer at 22,913.</p> <p>Pos. 6 ATTI, at 47,582 to become ATIII at 59,290. Cost to increase 11,708.</p> <p>Pos. 8 ATTI, at 48,085 to become ATIII at 59,290. Cost to increase 11,205.</p> <p>Total Cost to increase at 22,913</p>		This item was deferred until the July 28, 2010 Compensation Board meeting pending additional communications with officer.

## 771-10-12: COMMISSIONERS OF THE REVENUE

NONE.

## 774-10-12: TREASURERS

NONE.

## 773-10-12: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ARLINGTON COUNTY	CIRCUIT COURT CLERK	<p><b>FY11</b> 5-21-2010 Officer requests reconsideration of the FY11 reduction of 4 staff positions in accordance with the Position Reallocation Policy. Effective July 1, 2010, this office has lost 4 positions. Officer specifically requests restoration of funding for one position, with the remaining 3 positions to be held vacant until staffing standards indicate they are due in the office.</p> <p>Officer states: The Board's decision, based on statistical data compiled over the past three years is not reflective of the actual workload of this office, but rather on numbers driven wholly by the recession. This office's 2009 numbers have increased substantially over 2007 and 2008 and are more in keeping with the pre-recession figures justifying these additional positions.</p> <p>This office has also taken on additional job functions that were previously handled by other departments, including Jury Management, It Support for Circuit court, General District Court and J&amp;DR Court, preparing and processing transport orders and Scanning and redaction of Court Records.</p> <p>Officer requests the Compensation Board to consider the number of actual trial days. In the first quarter of 2010 the Court had 39 civil and criminal jury trial days. During this same time, the Court spent in excess of 30 days in actual multi-day bench trials.</p> <p>Staff notes that Officer was notified on May 1, 2009 that the office was subject to losing 4 positions in FY10 pursuant to the Position Reallocation Policy. On the August 2009 docket, the Compensation Board approved the officer's request to transfer unspent salary monies from vacant positions to temporary salaries. While the officer noted at that time an anticipated increase in workload, no exception from the Position Reallocation Policy was requested. While some increase in workload was noted in CY09, the increase did not significantly change the officer's status with respect to the number of positions in excess of staffing standards.</p>	\$0	The Compensation Board affirmed the reallocation of 4 vacant staff positions from the Clerk's office in FY11 in accordance with positions due per workload based staffing standards and the Position Reallocation Policy. The Board notes that the Clerk's office is no longer subject to losing additional positions in FY11 under the Position Reallocation Policy.

**FOR YOUR INFORMATION  
NONE.**

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Public Body: Compensation Board  
Date: June 23, 2010  
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, ex-officio member (present)  
Craig Burns, ex-officio member (present)