

COMPENSATION BOARD DOCKET #03/01 JULY 23, 2002

304-03-01: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHARLOTTE COUNTY	SHERIFF	6/25/02 – OFFICER REQUESTS TO TRANSFER POSITION 8 (C9 @ 31153) FROM PERMANENT SALARIES TO TEMPORARY SALARIES FOR YEAR.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
MONTGOMERY COUNTY	SHERIFF	7/16/02 – OFFICER REQUESTS TO TRANSFER THE ANNUAL SALARY OF POS. 95 (L7 @ 23229) FROM PERMANENT TO OFFICE EXPENSES.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
VIRGINIA PENINSULA REG JAIL	SUPERINTENDENT	07/18/02 – OFFICER REQUESTS \$16,260 FUNDS TRANSFERRED FROM POSITION#00080 RPMED TO OFFICE EXPENSES BE REVERSED. LOCALITY HAS INDIVIDUAL WITH TOTAL OF 15 YEARS AS A LICENSED PRACTICAL NURSE INTERESTED AT AR OF \$24,392.00 (\$16,260 COMPENSATION BD 2/3 RD SALARY.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

320-03-01: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKINGHAM COUNTY	COMMONWEALTHS ATTORNEY	<p>FY03 4-22-2002 Officer requests an exception to the Spending Reduction Policy. Officer has a JATTI G13 Attorney who qualifies for the Career Prosecutor Program September 1, 2002. Officer states it is unfair to this employee who has worked diligently to qualify for the program, only to have the funding withdrawn at the time he qualifies.</p> <p>AT THEIR APRIL 23, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL THEIR JULY 23, 2002 MEETING.</p>	-0-	Per Officer request, this request for exception has been withdrawn. No Board action required.
SMYTH COUNTY	COMMONWEALTHS ATTORNEY	<p>FY03 4-25-2002 Officer requests exception to the Spending Reduction Policy regarding Career Prosecutor classifications. Officer has a JATTI who will qualify for the program December 16, 2002.</p> <p>AT THEIR MAY 28, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL THEIR JULY 23, 2002 MEETING.</p> <p>6-07-2002 Regarding Officer's request for exception to Career Prosecutor Policy, deferred from May Docket; Officer states his request to his Board of Supervisors for local funding for the Career Prosecutor classification salary was not approved.</p>	-0-	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

320-03-01: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BRUNSWICK COUNTY	COMMONWEALTHS ATTORNEY	<p>FY03 5-20-2002 Officer requests an exception to the Spending Reduction Policy. Officer has a JATTI G13 Attorney who qualifies for the Career Prosecutor Program August 1, 2002. Officer states it is unfair to this employee who has worked diligently to qualify for the program, only to have the funding withdrawn at the time he qualifies.</p> <p>AT THEIR MAY 28, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL THEIR JULY 23, 2002 MEETING.</p>	-0-	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
TAZEWELL COUNTY	COMMONWEALTHS ATTORNEY	<p>FY03 5-22-2002 Officer requests an exception to the Spending Reduction Policy. Officer has a JATTI G13 Attorney who qualifies for the Career Prosecutor Program May 1, 2002. Officer states it is unfair to this employee who has worked diligently to qualify for the program, only to have the funding withdrawn at the time he qualifies.</p> <p>AT THEIR MAY 28, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL THEIR JULY 23, 2002 MEETING.</p>	-0-	Per Officer request, this request for exception has been withdrawn. No Board action required.
BOTETOURT COUNTY	COMMONWEALTHS ATTORNEY	<p>FY03 5-23-2002 Officer requests an exception to the Spending Reduction Policy. Officer has a JATTI G13 Attorney who qualifies for the Career Prosecutor Program July 1, 2002.</p> <p>AT THEIR MAY 28, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL THEIR JULY 23, 2002 MEETING.</p>	-0-	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

320-03-01: COMMONWEALTH'S ATTORNEYS

OLD 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>FY03 6-4-2002 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>AT THEIR JUNE 25, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL INFORMATION FROM VIRGINIA STATE POLICE AND DEPARTMENT OF CRIMINAL JUSTICE SERVICES.</p>	<p>\$840</p> <p>\$1,076 Stressed Cost</p>	Deferred until the August 27, 2002 Board meeting.

<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

320-03-01: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MARTINSVILLE CITY	COMMONWEALTHS ATTORNEY	<p>7-15-2002 Officer requests an exception to the Spending Reduction Policy to hire an employee currently working with Daniel Crandall and Associates @ \$50,000.</p> <p>Officer requests to hire this employee in pos. #4 JATTI-G13 @ \$55,730 (step 18). Position is budgeted @ \$39,022 (step 2). Cost to increase @ \$16,708.</p> <p>Officer states this office has extenuating circumstances; she only has 2 Assistant Atty. positions and is currently trying 3 Capital Murder cases and 3 First Degree Murder cases. Officer anticipates an arrest in another Capital Murder case in the very near future.</p> <p>Officer has -0- Turnover Funds available.</p> <p>FY 03 Officer is due 1.02 additional Atty positions and is in 33.86% of Need</p> <p>NOTE: Officer states the lowest salary this employee will accept is JATTI-G13 @ \$50,980 (step 14). Cost to increase @ \$11,958.</p> <p>Officer only has 2 assistant attorney positions and her current assistant attorney will be on emergency medical leave July 17, 2002 to September 11, 2002.</p>	<p>\$16,708</p> <p>\$11,958</p>	<p>Approved as an exception to policy based upon the extended absence of one of two Assistant Commonwealth's Attorneys and current workload. Compensation Board will approve the salary of the new hire at \$50,980.</p>

732-03-01: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF VIRGINIA BEACH	TREASURER	<p>7/18 Officer does not have Delegation of Classification Authority. Officer requests to reclassify an employee currently classified DII/ step 16 @ \$27,866 to a DIII/step 12 @ \$30,461.</p> <p>Officer has Turnover Funds @ \$7,457 to fund this increase. Cost of Increase \$2595.00. C.B. Cost \$1297.50</p>	\$00	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

734-03-01: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF NORFOLK	COMMISSIONER THE REVENUE	OF 7/9 Officer requests a transfer of Base Temporary Funds in the amount of \$40,945 to Base Permanent Salaries for the reclassification of the following positions. Office is in excess of staffing standards by 2.99 F.T.E. positions.	\$00	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

Position	Current Class/Step	Current Salary	Requested Class/Step	Request Salary	Cost	C.B. Cost
#00005	DIII/9	\$28,494	DIV/9	\$31,145	\$2,651	\$1,325.50
#00022	DIII/step11	\$29,791	DIV/step 11	\$32,563	\$2,772	\$1,386.00
#00001	DIV/step 13	\$34,044	CDI/step 13	\$37,213	\$3,169	\$1,584.50
#00014	DIV/step 11	\$32,563	CDI/step 11	\$35,593	\$3,030	\$1,515.00
#00034	DIII/step 1	\$23,848	DIV/step 11	\$26,068	\$2,220	\$1,110.00
#00037	DIII/step 2	\$24,385	DIV/step 2	\$26,654	\$2,269	\$1,134.50
#00004	DIV/step 5	\$28,494	CDI/step 5	\$31,145	\$2,651	\$1,325.50
#00012	DIV/step 1	\$26,068	CDI/step 1	\$28,494	\$2,426	\$1,213.00
#00013	DIV/step 12	\$33,296	CDI/step 12	\$36,396	\$3,100	\$1,550.00
#00002	DIII/step 1	\$23,848	DIV/step 1	\$26,068	\$2,220	\$1,110.00
#00030	DIV/step 1	\$26,068	CDI/step 1	\$28,494	\$2,426	\$1,213.00
#00023	DIII/step 2	\$24,385	DIV/step 2	\$26,654	\$2,269	\$1,134.50
#00020	CDI/step 1	\$28,494	CDII/step 1	\$31,145	\$2,651	\$1,325.50
#00003	CDI/step 1	\$28,494	CDII/step 1	\$31,145	\$2,651	\$1,325.50
#00032	DIII/step 1	\$23,848	DIV/step 1	\$26,068	\$2,220	\$1,110.00
#00006	DIII/step 1	\$23,848	DIV/step 1	\$26,068	\$2,220	\$1,110.00
	Total Cost			\$480,913	\$40,945	\$20,473

321-03-01: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GRAYSON COUNTY	CIRCUIT CLERK	COURT 7-16-2002 Officer requests to transfer Turnover Funds @ \$406 to BASE Temporary Funds.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
CLARKE COUNTY	CIRCUIT CLERK	COURT 7-16-2002 Officer requests additional Temporary Funds @ \$2,000. Officer is Ranked 25, is due 1.03 FTE and is in 34.33% of Need.	\$2,000	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
HANOVER COUNTY	CIRCUIT CLERK	COURT 7-16-2002 Officer requests to hire an employee currently working for Grayson S. Johnson, Esq. @ \$29,000. Officer requests to hire this employee in pos. #9 SCT-G7 @ \$29,869 (step 15). Position is budgeted @ \$21,871 (step 1). Cost to increase @ \$7,998. Effective July 17, 2002. Officer is Ranked 16, is due 4.25 FTE and is in 36.92% of Need.	\$7,998	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
NELSON COUNTY	CIRCUIT CLERK	COURT 7-16-2002 Officer does not have Delegation of Classification Authority. Officer requests to hire an employee currently working for Commissioner of Accounts. @ \$24,500. Officer requests to hire this employee in pos. #3 DCI-G6 @ \$26,723 (step 14). Position is budgeted @ \$25,561 (step 12). Cost to increase @ \$1,162. Effective July 22, 2002. Officer has Turnover Funds @ \$5,694 to fund this increase. 7-18-02 Officer requests to transfer Turnover Funds @ \$1,083 to BASE Temporary Funds. Officer is Ranked 93, is due .31 FTE and is in 6.97% of Need.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

321-03-01: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORFOLK CITY	CIRCUIT CLERK	COURT	7-17-2002 Officer has Delegation Of Classification Authority. Officer requests to reduce the salary of vacant pos. #22 DCI-G6 @ \$24,997 (step 11) to DCI-G6 @ \$22,868 (step7). Turnover funds generated @ \$2,129 Officer requests this for the purpose of funding 1 promotion and 1 reclassification for 2 of his positions. Officer is Ranked 41, is due 12.95 FTE and is in 25.66% of Need.	-0-	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 #02/12.	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.	LOCAL INMATE DATA SYSTEM (LIDS)	COMPENSATION BOARD	Staff presents 2002 LIDS Enhancement Training Survey Results.	N/A	Noted.
6.	TREASURERS' ASSOCIATION OF VIRGINIA	COMPENSATION BOARD	Congratulations and thank you letters to incoming and outgoing Presidents of Treasurers' Association of Virginia.	N/A	Approved.
7.	FY03 BUDGET AMENDMENTS	COMPENSATION BOARD	Staff presents memo highlighting anticipated budget amendments for the DPB budget process this fall for your review and discussion.	N/A	Approved.
8.	VARISK	COMPENSATION BOARD	Staff presents draft letter to State Treasurer regarding VaRisk. (Documents faxed to Compensation Board Members on July 16, 2002)	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> Preliminary FY02 TTF Collections total \$6,580,397.93. FY01 Collections for a similar period totaled \$4,525,473.96. This represents a 45.41% increase in collections over last fiscal year. <u>EXPENDITURES:</u> Final FY02 Expenditures totaled \$6,800,199.60. Year-end Expenditures for FY01 totaled \$4,757,461.75. This represents a 42.94% increase in expenditures over last fiscal year.	N/A	Noted.
10.	CAREER PROSECUTOR PROGRAM	COMPENSATION BOARD	Staff presents memorandum/spreadsheet regarding Career Prosecutor Program.	N/A	Noted.
11.	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.	PULASKI COUNTY	SHERIFF	6-26-02 Jim Matthews received a call from the Pulaski Sheriff praising Jennifer Anderson for all the help she had been to him recently in researching some salary issues. He also told Jim that his secretary had in the past few days commented on how much assistance Jennifer had been to her over the past several months.	N/A	Noted.
2.	CHESAPEAKE CITY	SHERIFF	7-2-02 Sgt. Mark Kirkby, Records Supervisor, Chesapeake Sheriff's Office email to Alice Coe. "First, I want to apologize for sending Kristen Reeves to you unexpectedly yesterday. She and I both showed Monday, July 1st as her LIDS training day. I hope we did not create a hardship for you, or your office. Second, I want to thank you for taking your day to teach Kristen the basic LIDS program. It is not often someone is willing to take the time to sit down and train others on such unexpected notice! Thanks, Alice; we in Chesapeake sincerely appreciate the effort you put forth for Kristen. If I can be of service to you, or your staff, please do not hesitate to ask."	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #03/01
JULY 23, 2002**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman _____ . (_____ 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) _____: **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,**

, 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.

, 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 #03/01
 JULY 23, 2002**

304-03-01: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FLUVANNA COUNTY	SHERIFF	7/22/02 – OFFICER REQUESTS \$447 BASE TRANSFER FROM TEMP TO POS. 19 ON PERMANENT PAYROLL. HE WISHES TO FILL THE VACANT L7 POSITION (VACANT AT \$26074) WITH MELISSA FIELDING AT \$29142. OFFICER SITES FIELDING'S PREVIOUS EXPERIENCE AND SALARY AS REASONS. HE WILL USE HIS TURNOVER TO COVER THE REST (\$2621).	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

320-03-01: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BRUNSWICK COUNTY	COMMONWEALTHS ATTORNEY	7-22-2002 Regarding Officer's request for exception to Career Prosecutor Policy, deferred from May Docket; Officer states her request to her Board of Supervisors for local funding for the Career Prosecutor classification salary was not approved. Officer states this is her only assistant attorney position and will lose this exceptional employee if this funding is not reinstated.	N/A	Noted.
CARROLL COUNTY	COMMONWEALTHS ATTORNEY	7-22-2002 Officer requests to transfer Turnover Funds @ \$11,958 to BASE Temporary Funds.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

732-03-01: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-03-01: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

321-03-01: CIRCUIT COURT CLERKS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

OTHER MATTERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

FOR YOUR INFORMATION

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

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