

# COMPENSATION BOARD DOCKET #09/01

## July 16, 2008

EMPLOYEE RECOGNITION  
NONE

### 307-09-01: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|----------------|---|-------------------|---|
| HIGHLAND COUNTY | SHERIFF        | 06-19-08 officer requests to transfer the salaries of positions that will remain vacant for the entire fiscal year 2009 to office expenses. | \$0               | The Compensation Board did not approve the request to transfer the salaries of fully budgeted positions to Office Expense |

| FIPS | Office | Locality        | Request Date | FROM POSITION # | CLASS | To Category     | Amount Requested |
|------|--------|-----------------|--------------|-----------------|-------|-----------------|------------------|
| 091  | 307    | Highland County | 06/22/08     | 00017           | SECI  | Office Expenses | \$21,705         |

|                  |         |   |         |   |
|------------------|---------|---|---------|---|
| CITY OF DANVILLE | SHERIFF | <p>07-02-08 Officer requests an exception to the 90 day vacancy policy. The officer states that the office has a vacancy in their PMED positions due to an unexpected death of his PMED position at an annual salary of \$19,362.</p> <p>Officer states that according to Compensation Board staffing standards, and based upon their average daily population of 237 they require 9 PMED positions. This vacancy leaves them with a total of 3 PMED positions.</p> | \$4,841 | Approved as an exception to policy, based upon the specific conditions stated by the officer. |
|------------------|---------|---|---------|---|

# 307-09-01: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

|                 |                         |  |                   |   |
|-----------------|-------------------------|--|-------------------|---|
| <u>LOCALITY</u> | <u>OFFICER</u>          | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
| VARIOUS         | SHERIFFS/SUPERINTENDENT | The following localities are requesting to transfer the salaries of positions that will remain vacant for the entire fiscal year 2009 to office expenses to pay for contracted services. | \$0               | Approved per the Compensation Board's FY09 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. |

| FIPS | Office | Locality               | Request Date | FROM POSITION # | CLASS | To Category             | Amount Requested | Total by Locality |
|------|--------|------------------------|--------------|-----------------|-------|-------------------------|------------------|-------------------|
| 810  | 307    | City of Virginia Beach | 06/30/08     | 00255           | PMED  | OE/Contractual Services | \$18,496         |                   |
| 810  | 307    | City of Virginia Beach | 06/30/08     | 00256           | PMED  | OE/Contractual Services | \$18,496         |                   |
| 810  | 307    | City of Virginia Beach | 06/30/08     | 00257           | PMED  | OE/Contractual Services | \$18,496         |                   |
| 810  | 307    | City of Virginia Beach | 06/30/08     | 00258           | PMED  | OE/Contractual Services | \$18,496         |                   |
| 810  | 307    | City of Virginia Beach | 06/30/08     | 00259           | PMED  | OE/Contractual Services | \$18,496         |                   |
| 810  | 307    | City of Virginia Beach | 06/30/08     | 00260           | PMED  | OE/Contractual Services | \$18,496         |                   |
| 810  | 307    | City of Virginia Beach | 06/30/08     | 00261           | PMED  | OE/Contractual Services | \$18,496         |                   |
| 810  | 307    | City of Virginia Beach | 06/30/08     | 00262           | PMED  | OE/Contractual Services | \$18,496         |                   |
|      |        |                        |              |                 |       |                         | Total            | \$147,968         |
| 460  | 307    | Pamunkey Regional Jail | 06/30/08     | 00109           | RCKB  | OE/Contractual Services | \$23,723         |                   |
| 460  | 307    | Pamunkey Regional Jail | 06/30/08     | 00110           | RCKA  | OE/Contractual Services | \$21,705         |                   |
| 460  | 307    | Pamunkey Regional Jail | 06/30/08     | 00111           | RCKA  | OE/Contractual Services | \$21,705         |                   |
|      |        |                        |              |                 |       |                         | Total            | \$67,133          |

# 307-09-01: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>          | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|-------------------------|--|-------------------|---|
| VARIOUS         | SHERIFFS/SUPERINTENDENT | The following localities are requesting to transfer the salaries of positions that will remain vacant for the entire fiscal year 2009 to office expenses to pay for contracted services. | \$0               | Approved per the Compensation Board's FY09 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. |

### CONTINUED

| FIPS | Office | Locality               | Request Date | FROM POSITION # | CLASS  | To Category             | Amount Requested | Total by Locality |
|------|--------|------------------------|--------------|-----------------|--------|-------------------------|------------------|-------------------|
| 475  | 307    | Hampton Roads Reg Jail | 06/30/08     | 00233           | RP MED | OE/Contractual Services | \$18,496         |                   |
| 475  | 307    | Hampton Roads Reg Jail | 06/30/08     | 00234           | RP MED | OE/Contractual Services | \$18,496         |                   |
| 475  | 307    | Hampton Roads Reg Jail | 06/30/08     | 00235           | RP MED | OE/Contractual Services | \$18,496         |                   |
| 475  | 307    | Hampton Roads Reg Jail | 06/30/08     | 00236           | RP MED | OE/Contractual Services | \$18,496         |                   |
| 475  | 307    | Hampton Roads Reg Jail | 06/30/08     | 00237           | RP MED | OE/Contractual Services | \$18,496         |                   |
| 475  | 307    | Hampton Roads Reg Jail | 06/30/08     | 00238           | RP MED | OE/Contractual Services | \$18,496         |                   |
| 475  | 307    | Hampton Roads Reg Jail | 06/30/08     | 00239           | RP MED | OE/Contractual Services | \$18,496         |                   |
| 475  | 307    | Hampton Roads Reg Jail | 06/30/08     | 00240           | RP MED | OE/Contractual Services | \$18,496         |                   |
| 475  | 307    | Hampton Roads Reg Jail | 06/30/08     | 00241           | RP MED | OE/Contractual Services | \$18,496         |                   |
| 475  | 307    | Hampton Roads Reg Jail | 06/30/08     | 00242           | RP MED | OE/Contractual Services | \$18,496         |                   |
|      |        |                        |              |                 |        |                         | Total            | \$184,960         |
| 740  | 307    | City of Portsmouth     | 06/19/08     | 00125           | PREC   | OE/Contractual Services | \$28,861         |                   |
| 740  | 307    | City of Portsmouth     | 06/19/08     | 00126           | PREC   | OE/Contractual Services | \$28,861         |                   |
| 740  | 307    | City of Portsmouth     | 06/19/08     | 00127           | PREC   | OE/Contractual Services | \$26,998         |                   |
| 740  | 307    | City of Portsmouth     | 06/19/08     | 00128           | PREC   | OE/Contractual Services | \$26,998         |                   |
|      |        |                        |              |                 |        |                         | Total            | \$111,718         |
| 107  | 307    | Loudoun County         | 06/17/08     | 00111           | PMED   | OE/Contractual Services | \$32,861         |                   |
| 107  | 307    | Loudoun County         | 06/17/08     | 00112           | PMED   | OE/Contractual Services | \$25,825         |                   |
| 107  | 307    | Loudoun County         | 06/17/08     | 00113           | PMED   | OE/Contractual Services | \$18,496         |                   |
| 107  | 307    | Loudoun County         | 06/17/08     | 00270           | PMED   | OE/Contractual Services | \$18,496         |                   |
| 107  | 307    | Loudoun County         | 06/17/08     | 00271           | PMED   | OE/Contractual Services | \$18,496         |                   |
| 107  | 307    | Loudoun County         | 06/17/08     | 00273           | PMED   | OE/Contractual Services | \$18,496         |                   |
|      |        |                        |              |                 |        |                         | Total            | \$132,670         |
|      |        |                        |              |                 |        |                         | <b>Total</b>     | <b>\$644,449</b>  |

# 307-09-01: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

|                 |                |   |                   |   |
|-----------------|----------------|---|-------------------|---|
| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
| VARIOUS         | SHERIFFS       | The following localities are requesting to transfer the salaries of positions that will remain vacant for the entire fiscal year 2009 to temporary funds. | \$0               | Approved as an exception to policy, based upon the specific conditions stated by the officer, and the condition that all positions have met the current policy requirement of being vacant for the preceding 90 days. |

| FIPS | Office | Locality                      | Request Date | FROM POSITION # | CLASS | To Category     | Amount Requested | Total by Locality |
|------|--------|-------------------------------|--------------|-----------------|-------|-----------------|------------------|-------------------|
| 455  | 307    | Western Tidewater Reg         | 07/01/08     | 00111           | RCKB  | Temporary Funds | \$26,518         |                   |
| 455  | 307    | Western Tidewater Reg         | 07/01/08     | 00112           | RCKB  | Temporary Funds | \$26,518         |                   |
| 455  | 307    | Western Tidewater Reg         | 07/01/08     | 00113           | RCKB  | Temporary Funds | \$26,518         |                   |
| 455  | 307    | Western Tidewater Reg         | 07/01/08     | 00114           | RCKB  | Temporary Funds | \$26,518         |                   |
|      |        |                               |              |                 |       |                 | Total            | \$106,072         |
| 405  | 307    | Albemarle/Charlottesville Reg | 06/30/08     | 00030           | RC13  | Temporary Funds | \$48,158         |                   |
| 405  | 307    | Albemarle/Charlottesville Reg | 07/01/08     | 00117           | RC11  | Temporary Funds | \$40,306         |                   |
|      |        |                               |              |                 |       |                 | Total            | \$88,464          |
| 139  | 307    | Page County                   | 07/16/08     | 00006           | L12   | Temporary Funds | \$64,513         |                   |
| 139  | 307    | Page County                   | 07/16/08     | 00007           | CS7   | Temporary Funds | \$35,894         |                   |
|      |        |                               |              |                 |       |                 | Total            | \$100,407         |
|      |        |                               |              |                 |       |                 | <b>Total</b>     | <b>\$294,943</b>  |

|         |         |   |     |   |
|---------|---------|---|-----|---|
| VARIOUS | SHERIFF | The following localities are requesting Base Budget Fund transfers for Personnel Changes. Salary increases are within Compensation Board guidelines. The officers are requesting that the salary increases be effective July 1, 2008. | \$0 | The Compensation Board approved a transfer of \$2,632 from base Temporary Funds (Accomack, \$2,400; Patrick, \$232) to effect the salary actions requested by the officers in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officers' Temporary Fund budgets in the current as well as subsequent fiscal years. |
|---------|---------|---|-----|---|

| FIPS | Office | Locality Name   | Request Date | From Category | To Category     | Amount Available | Amount Requested | Prorated Amount |
|------|--------|-----------------|--------------|---------------|-----------------|------------------|------------------|-----------------|
| 001  | 307    | Accomack County | 06/17/08     | Temporary     | Position #00039 | \$3,797          | \$1,200          | \$1,200         |
| 001  | 307    | Accomack County | 06/17/08     | Temporary     | Position #00005 | \$2,597          | \$1,200          | \$1,200         |
| 141  | 307    | Patrick County  | 07/16/08     | Temporary     | Position #00002 | \$232            | \$232            | \$232           |
|      |        | <b>Totals</b>   |              |               |                 |                  | Total            | <b>\$2,632</b>  |

# 307-09-01: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

| <u>LOCALITY</u>  | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|------------------|----------------|---|-------------------|--|
| LUNENBURG COUNTY | SHERIFF        | <p>07-09-08 Officer requests an exception to the restrictions on the use of vacancy savings in order to transfer one month's salary of his ADMSS position to Temporary funds.</p> <p>Officer states this is the only administrative position in the office and the employee will be out on FMLA during the month of July.</p> | \$2602.67         | The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. Accrued vacancy savings is not available for transfer to other budget categories as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09. |

| <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>Amount Requested</b> |
|-------------|---------------|----------------------|---------------------|----------------------|--------------------|-------------------------|-------------------------|
| 111         | 307           | Lunenburg County     | 07/09/08            | Pos. 00011           | Temporary Funds    | \$2,602.67              | \$2,602.67              |
|             |               | <b>Totals</b>        |                     |                      |                    | <b>\$2,602.67</b>       | <b>\$2,602.67</b>       |

|                       |                |  |             |   |
|-----------------------|----------------|--|-------------|---|
| RAPPAHANNOCK REG JAIL | SUPERINTENDENT | <p>07-10-08 Officer requests funding for 53 additional positions to staff the addition to the Rappahannock Regional Jail. Officer states they will begin housing inmates on August 15, 2008 with an official completion date of August 14, 2008.</p> <p>Officer requests early funding for positions based upon a delay from the budgeted opening date of August 1, 2008, in accordance with the provisions of paragraph D, Item 69, Chapter 879, 2008 Acts of Assembly.</p> | \$1,498,802 | Approved per the Compensation Board FY09 Budget Priorities & Policies, to begin reimbursement effective August 1, 2008 as positions are filled. |
|-----------------------|----------------|--|-------------|---|

# 307-09-01: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|----------------|---|-------------------|---|
| AMELIA COUNTY   | SHERIFF        | <p>07-07-08 Officer requests an exception to the 90 day vacancy policy to fill a position vacated 7/1/08.</p> <p>Officer states that on 6/26/08 he was notified of an approval for the DCJS School Resource Grant. Will Jones, L9 at an annual salary of \$39,419 was selected as the school resource officer. Due to the last minute notification and prior to the effective date of the hiring freeze, there was no opportunity to fill this position. As a small rural department, the loss of an officer for 90 days would be a great hardship. Providing 24 hour law enforcement is important to the citizens of Amelia.</p> | \$9854.75         | The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.  |
| GRAYSON COUNTY  | SHERIFF        | <p>07-10-08 Officer requests an exception to the turnover restriction policy to give a 10% salary increase to Morris, Position #14, ADMSS, at the current salary of \$31,687. Turnover is available due to three retirements effective July 2008.</p> <p>Officer states that the Admin. Staff Specialist is an asset to the department and does an excellent job. The employee is currently searching for part-time employment in order to make ends meet.</p> <p>If the Board does not approve the use the turnover funds to the increase salary, the officer requests that the turnover be transferred to temporary funds.</p>  | \$3169            | <p>The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. Restrictions on the use of turnover funds for in-band salary adjustments are in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.</p> <p>Turnover savings is not available for transfer to other budget categories as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.</p> |

## 307-09-01: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|-----------------|----------------|--|-------------------|--|
| CARROLL COUNTY  | SHERIFF        | <p>07-16-08 Officer requests an exception to the 24 hours of Virginia Sheriff's Institute Management or Supervision training needed to re-certify the FY09 Career Development certification program and that the training he is scheduled to receive July 14-18 be approved to meet the training requirements of the program.</p> <p>Officer states he had previously attended the management training held in Lynchburg and was notified the training class would not be officered this year. On March 31, 2008 the Virginia Sheriff's Institute approved for the Sheriff to attend the Mid-Managers training being held on July 14-18, 2008 at the New River Criminal Justice Academy.</p> | \$0               | <p>The Compensation Board did not approve the Sheriff's request to consider training scheduled for July 14-18, 2008 as meeting the 24 hour management training requirement that needed to have been met prior to June 30, 2008 pursuant to the Sheriff's Certification Program.</p> <p>The Compensation Board did, however, acknowledge the VSI approval of this training course as meeting the management training course requirements for certification in June, 2009.</p> |

## 717-09-01: DIRECTORS OF FINANCE

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>       | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|----------------------|---|-------------------|---|
| LISTED BELOW    | DIRECTORS OF FINANCE | FY09 The following officers request to transfer funds from a vacant position to the categories listed for FY09. Officers do not intend to fill these positions within FY09. | \$66,991          | The Compensation Board did not approve the request to transfer the salaries of fully budgeted positions to Office Expenses. |

| FIPS | Office | Locality           | Request Date | From Position | CLASS | To Category    | Amount Requested |
|------|--------|--------------------|--------------|---------------|-------|----------------|------------------|
| 510  | 717    | City of Alexandria | 07/01/08     | 00017         | CDI   | Office Expense | \$45,594         |
| 510  | 717    | City of Alexandria | 07/01/08     | 00018         | DII   | Office Expense | \$21,397         |
|      |        |                    |              |               |       | <b>Total</b>   | <b>\$66,991</b>  |

# 772-09-01: COMMONWEALTH'S ATTORNEYS

## NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>          | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|-------------------------|--|-------------------|---|
| WYTHE COUNTY    | COMMONWEALTH'S ATTORNEY | 6-26-2008 Officer requests an exception to the 90-Day Vacancy Rule for position 00005 budgeted at \$45,385 and position 00008 budgeted at \$45,385, both of which became vacant 6-30-2008.<br>Officer states these two positions represent 50% of the assistant attorney positions in this office and performing the duties of this office efficiently and effectively is hindered by these vacancies. | \$22,692.50       | The Compensation Board approved an exception to the 90-Day Vacancy Rule for one of the two positions (pos. 00005 or pos. 00008), based upon specific conditions stated by the officer.                                |
| VARIOUS         | COMMONWEALTH'S ATTORNEY | Officers request to transfer the annual salaries from vacant positions to Temporary Funds.   | \$0               | Approved as an exception to policy, based upon the specific conditions stated by the officer, and the condition that all positions have met the current policy requirement of being vacant for the preceding 90 days. |

| FIPS | Office | Locality Name      | Request Date | From Category | Class | To Category | Amount Available | Amount Requested  |
|------|--------|--------------------|--------------|---------------|-------|-------------|------------------|-------------------|
| 045  | 772    | Craig County       | 06/18/08     | pos. 00002    | SECB  | Temporary   | 11,231.00        | 11,231.00         |
| 093  | 772    | Isle of Wight      | 07/09/08     | pos. 00004    | JATTI | Temporary   | 9,874.00         | 9,874.00          |
| 093  | 772    | Isle of Wight      | 07/09/08     | pos. 00007    | PA    | Temporary   | 23,723.00        | 23,723.00         |
| 105  | 772    | Lee County         | 06/25/08     | pos. 00004    | ATTI  | Temporary   | 45,385.00        | 45,385.00         |
| 111  | 772    | Lunenburg County   | 06/26/08     | pos. 00003    | ATTI  | Temporary   | 45,385.00        | 45,385.00         |
| 175  | 772    | Southampton County | 06/27/08     | pos. 00007    | PA    | Temporary   | 23,723.00        | 23,723.00         |
| 775  | 772    | Salem City         | 06/18/08     | pos. 00005    | PA    | Temporary   | 23,723.00        | 23,723.00         |
| 820  | 772    | Waynesboro City    | 06/23/08     | pos. 00008    | ATTI  | Temporary   | 45,385.00        | 45,385.00         |
| 820  | 772    | Waynesboro City    | 06/23/08     | pos. 00009    | SEC   | Temporary   | 23,723.00        | 23,723.00         |
|      |        | <b>Totals</b>      |              |               |       |             |                  | <b>252,152.00</b> |

# 771-09-01: COMMISSIONERS OF THE REVENUE

## NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>              | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|-----------------------------|--|-------------------|---|
| LISTED BELOW    | COMMISSIONER OF THE REVENUE | <p>FY09 The following officers request to transfer funds from a vacant position to the categories listed for FY09. Officers do not intend to fill these positions within FY09.</p> <p>Staff notes position salary is below the entry level of the pay band due to previous budget reduction.</p> | \$14,221          | Approved as an exception to policy, based upon the specific conditions stated by the officer, and the condition that all positions have met the current policy requirement of being vacant for the preceding 90 days. |

| FIPS         | Office | Locality         | Request Date | FROM POSITION | CLASS | To Category | Amount Requested |
|--------------|--------|------------------|--------------|---------------|-------|-------------|------------------|
| 005          | 771    | Alleghany County | 06/24/08     | 00005         | DII   | Temporary   | \$14,221         |
| <b>Total</b> |        |                  |              |               |       |             | <b>\$14,221</b>  |

|                   |                             |  |     |   |
|-------------------|-----------------------------|--|-----|---|
| COUNTY OF ROANOKE | COMMISSIONER OF THE REVENUE | <p>6-26-08 Officer requests the following corrections to CY05, CY06 and CY07 Workload. Using current workload the office is in excess of staffing standards by 1.80 positions. With corrected workload data the office is in excess of staffing standards by .42 positions. The change in rank and percent of need would be as follows:</p> <ul style="list-style-type: none"> <li>• Current Need: (-15.22%) Updated Need: (-3.54%)</li> <li>• Current Rank: 125th Updated Rank: 117th</li> </ul> <p>The Commissioners' Staffing Standards Committee has reviewed the request and concurs.</p> | N/A | Compensation Board concurs with the officer's request to update workload data for CY05, CY06, & CY07 and asks Compensation Board staff to update COIN with corrected data. The Roanoke County Commissioner of the Revenue is no longer subject to losing a position per the position reallocation policy in FY09. |
|-------------------|-----------------------------|--|-----|---|

### CURRENT W/ ERROR

| Category                                    | CY05 | CY06 | CY07 |
|---|------|------|------|
| Item. 32 Gen Admin Duties                   | 110  | 826  | 384  |
| Item 42. Num of Pers Reg Renewals           | 0    | 0    | 0    |
| Item 43. Num of Pers Prop New Registrations | 0    | 0    | 0    |

### CORRECTION

| Category                                    | CY05   | CY06   | CY07   |
|---|--------|--------|--------|
| Item 32. Gen Admin Duties                   | 11,050 | 15,500 | 11,600 |
| Item 42. Num of Pers Reg Renewals           | 86,002 | 88,530 | 90,726 |
| Item 43. Num of Pers Prop New Registrations | 22,145 | 21,371 | 20,672 |

## 771-09-01: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>              | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|-----------------------------|--|-------------------|---|
| BEDFORD COUNTY  | COMMISSIONER OF THE REVENUE | 6-30-08 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00005, budgeted at \$26,176 which will become vacant July 31 <sup>st</sup> . Officer cites that this is her busiest season, preparing the personal property tax book.  | \$6,544.02        | The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.  |
| CITY OF BRISTOL | COMMISSIONER OF THE REVENUE | 07-01-08 On July 1, 2007 pursuant to Compensation Board staffing methodology, officer was allocated a DI position, pos. 00006, @ \$19,856. This position has remained unfilled for the whole of FY08. Officer requests a base budget transfer of \$3,000 from pos. 00006 to Office Expense, \$13,856 to Temporary Funds, and \$3,000 to Permanent Personnel to fund a salary increase associated with an out of band class change for pos. 00002 Barker. | \$0               | The Compensation Board did not approve this request. Approval of this request would have the effect of eliminating a position recently established. Elimination of a position would add to the overall staffing due the office for which the General Assembly has already appropriated and the Compensation Board has allocated staffing and funding. |

## 774-09-01: TREASURERS

### NEW BUSINESS:

| <u>LOCALITY</u>      | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|----------------------|----------------|--|-------------------|---|
| CITY OF NEWPORT NEWS | TREASURER      | 07-09-08 FY09 Officer requests to transfer annual vacancy savings of position 00004, budgeted @ \$19,856 to Office Expense. Due to Compensation Board position reallocation policy, officer is unable to fill this position for the entire FY09.   | \$19,856          | Approved per the Compensation Board's FY09 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. |
| BLAND COUNTY         | TREASURER      | 07-09-08 Officer states that effective June 26, 2008 Mutter, in pos. 00002 budgeted @ \$17,584, is on leave without pay through December 31, 2008. In the absence of Mutter the office will be operating with only one full time deputy. Officer requests an exception to policy to transfer the vacancy savings earned from this position to Temporary Funds, as this position represents 50% of the officer's staff. | \$9,001.34        | Approved as an exception to policy, based upon the specific conditions stated by the officer.                                   |

## 774-09-01: TREASURERS

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|-----------------|----------------|---|-------------------|--|
| CITY OF SUFFOLK | TREASURER      | 07-11-08 Sylvia Duck, pos. 00004, MCDI, currently budgeted at \$38,341, was erroneously included in the FY09 allocation package as a continuing participation certified Deputy Treasurer. Staff has been notified by the Weldon Cooper Center for Public Service that this deputy has not met continuing educational requirements necessary to maintain Deputy Treasurer certification. Staff seeks board concurrence to revise FY09 budget allocation to remove the deputy's career development stipend, reverting the salary to \$36,482, and decreasing the total salary budget of this office by \$1,859. | (-\$1,859)        | The Compensation Board concurs with the proposed change to the deputy's salary and to the total salary budget for the Treasurer's office for FY09. |

## 773-09-01: CIRCUIT COURT CLERKS

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>      | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|---------------------|---|-------------------|---|
| PULASKI COUNTY  | CIRCUIT COURT CLERK | 6-19-2008 Officer requests to transfer the annual salary from vacant position to Temporary Funds.<br><br>Officer does not intend to fill this position within FY09. Staff notes position salary is below the entry level of the pay band due to previous budget reductions. | \$0               | Approved as an exception to policy, based upon the specific conditions stated by the officer, and the condition that all positions have met the current policy requirement of being vacant for the preceding 90 days. |

| FIPS | Office | Locality Name  | Request Date | From Category | Class | To Category | Amount Available | Amount Requested |
|------|--------|----------------|--------------|---------------|-------|-------------|------------------|------------------|
| 155  | 773    | Pulaski County | 06/19/08     | pos. 00006    | SCT   | Temporary   | 11,951.00        | 11,951.00        |
|      |        | <b>Totals</b>  |              |               |       |             |                  | <b>11,951.00</b> |

## 773-09-01: CIRCUIT COURT CLERKS

### NEW BUSINESS:

| <u>LOCALITY</u>   | <u>OFFICER</u>      | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|-------------------|---------------------|--|-------------------|--|
| MONTGOMERY COUNTY | CIRCUIT COURT CLERK | <p>7-7-2008 Officer requests an exception to the 90-Day Vacancy Rule for pos. 00002, budgeted at \$28,793.</p> <p>Officer states this position has already been vacant for over a month and another employee will be on maternity leave for at least eight weeks leaving this office staffed at 80% during the busiest months of the year.</p> | \$7,198.25        | The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09. |

# 773-09-01: CIRCUIT COURT CLERKS

## NEW BUSINESS:

| <u>LOCALITY</u>   | <u>OFFICER</u>      | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|---|---------------------|---|-------------------|---|
| FY08 Technology Trust Fund (TTF) \$1 Fund Carryover to FY09 | CIRCUIT COURT CLERK | <p>When making their request from the FY08 TTF \$1 Fund in August 2007, Circuit Court Clerks made the following certification:</p> <p>I certify that the amount of my request from the \$1 Fund is based upon a shortfall of funds needed to provide secure remote access to land records on or before July 1, 2008.</p> <p>Initial FY08 TTF \$1 Fund requests from Clerks were approved by the Compensation Board on September 19, 2007. The minutes of that meeting stated the clear intention of the Board that Clerks would use TTF funds to obtain secure remote access to land records by July 1, 2008:</p> <p>It is the clear intent of the Compensation Board that all Clerks use Technology Trust Fund monies in order to provide secure remote access to land records on or before July 1, 2008.</p> <p>Additional requests for \$1 Fund allocations with certifications made by Clerks to provide secure remote access (SRA) to land records on or before July 1, 2008 were approved by the Compensation Board at subsequent Compensation Board meetings in FY08.</p> <p>Therefore, the Compensation Board may wish to inform the Circuit Court Clerks that any FY08 budgeted, unexpended \$1 Fund monies will carryover and be available for budgeting during the TTF FY09 budget request period in August 2008 and available for FY09 TTF reimbursement (beginning October 1, 2008) only if the Clerk provides written certification to the Compensation Board by 5:00 p.m. July 23, 2008, that SRA to land records is available to public subscribers in their locality. If SRA to land records is not available to public subscribers, the Compensation Board may wish to inform the Clerks that the \$1 Fund monies will not be automatically provided in the Clerk's FY09 TTF \$4 available balance in August 2008 and will be subject to appropriation to all Circuit Court Clerks in the FY09 \$1 Fund.</p> <p>In FY08, the Compensation Board approved \$2,281,769 in \$1 Fund monies for 69 Clerks. In FY08, 59 Clerks (85.5%) expended all or some of their \$1 Fund monies, totaling \$1,891,932. Forty Clerks (58.0%) left \$389,837 in unspent \$1 Fund monies in FY08. Twenty-nine Clerks (42.0%) expended 100% of their \$1 Fund monies; 30 Clerks (43.5%) expended some of their \$1 Fund monies; and 10 Clerks (14.5%) expended none of their \$1 Fund monies.</p> | \$0               | <p>The Compensation Board informs Clerks that in order to carryover any unspent TTF \$1 Fund allocations to their FY09 \$4 available balance, the Clerk must certify to the Compensation Board to providing SRA to land records to public subscribers no later than July 23, 2008, in accordance with original certifications to providing such access.</p> <p>If certification of providing SRA to land records to public subscribers is not made to the Compensation Board by close of business on July 23, the Clerk's \$1 Fund monies will not carry-forward in their \$4 available balance, and will be subject to appropriation to all Circuit Court Clerks in the FY09 \$1 Fund.</p> |

## 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 #08/12.  | N/A               | Approved.                        |
| 2. | MONTHLY ACTIVITY REPORT- LIDS AUDITS & JAIL COST REPORT REVIEWS | COMPENSATION BOARD                                | Staff presents monthly activity report for Local Inmate Data System (LIDS) Jail Audits and Jail Cost Report Reviews.  | N/A               | Noted.                           |
| 3. | ANNUAL LIDS AUDIT STATUS REPORT                                 | COMPENSATION BOARD                                | Staff presents annual LIDS audit status report  | N/A               | Noted.                           |
| 4. | COMPENSATION BOARD MEETINGS                                     | COMPENSATION BOARD                                | Confirmation of upcoming Board meetings: Wednesday, August 20, 2008 at 11:00a.m., and Wednesday September 17, 2008 at 11:00a.m.   | N/A               | Approved                         |
| 5. | FY08 TECHNOLOGY TRUST FUND COLLECTIONS                          | CIRCUIT COURT CLERKS                              | <p>Collections:<br/> FY08 PRELIMINARY year-end TTF collections total \$9,087,793.43, which is a 17.02% decrease compared to FY07.</p> <p>Expenditures:<br/> FY08 year-end TTF expenditures (Sept-Jun) totaled \$9,923,053.28 which is 65.61% of budgeted funding.</p> | N/A               | Noted.                           |
| 6. | FINES AND FEES FORMS  | COMMONWEALTH'S ATTORNEYS AND CIRCUIT COURT CLERKS | Staff presents for Board review the Fines and Fees materials, including a Policy Statement, to be sent to Commonwealth's Attorneys and Circuit Court Clerks for FY08 assessment and collection of court and delinquent fines and fees.                                | N/A               | Approved.                        |

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #09/01  
July 16, 2008**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. ( \_\_\_\_\_ 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 CHAIRMAN FRANK DREW: 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 CHAIRMAN FRANK DREW: 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.**

**H A N D C A R R Y**

# COMPENSATION BOARD DOCKET #09/01 JULY 16, 2008

EMPLOYEE RECOGNITION  
NONE.

## 307-09-01: 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        | <p>07-15-08 Officer requests the Compensation Board approve a course offered through the Fairfax County Criminal Justice Training Academy as meeting the 8 hour requirement for Lawful Employment Training for participation in the Sheriff's Accreditation Career Development Program. The Sheriff states that he anticipates having accreditation through VALEPSC by January 2009 and that neither the Sheriff nor a member of his command staff was able to attend the Lawful Employment Training course offered by the Compensation Board this spring.</p> <p>The course being offered through the Fairfax County Criminal Justice Training Academy will be held October 14<sup>th</sup> and 15<sup>th</sup> and is 16 hours of training. The officer states that the course will be taught by Attorney John Gibney who also does sessions for the Compensation Board Lawful Employment course. The agenda items for the course include sessions on documentation &amp; examples of documentation, avoiding age and disability discrimination, grievance procedures, unemployment compensation, and the Fair Labor Standards Act among other topics.</p> | \$0               | Approved as requested.           |

## 772-09-01: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>          | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|-------------------------|--|-------------------|---|
| CARROLL COUNTY  | COMMONWEALTH'S ATTORNEY | 7-14-2008 Officer requests a Base Budget fund transfer for a Personnel Change. The salary increase is within Compensation Board guidelines. The office is requesting that the salary increase be made effective July 15, 2008. | \$0               | The Compensation Board approved a transfer of \$6,000 from base Office Expense to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's Office Expense budget in the current as well as subsequent fiscal years. |

| <b>FIPS</b>   | <b>Office Code</b> | <b>Locality Name</b> | <b>Request Date</b> | <b>From Category</b> | <b>To Category</b> | <b>Class Code</b> | <b>Amount Available</b> | <b>Amount Requested</b> |
|---------------|--------------------|----------------------|---------------------|----------------------|--------------------|-------------------|-------------------------|-------------------------|
| 035           | 772                | Carroll County       | 07/14/08            | Office Expense       | pos. 00003         | ATTIV             | 9,783.00                | 6,000.00                |
| <b>Totals</b> |                    |                      |                     |                      |                    |                   |                         | <b>6,000.00</b>         |

| <u>LOCALITY</u>     | <u>OFFICER</u>          | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|---------------------|-------------------------|---|-------------------|---|
| KING WILLIAM COUNTY | COMMONWEALTH'S ATTORNEY | 7-15-2008 Officer requests a Base Budget fund transfer for a Personnel Change. The salary increase is within Compensation Board guidelines. The office is requesting that the salary increase be made effective July 1, 2008. | \$0               | The Compensation Board approved a transfer of \$1,254 from base Office Expense to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's Office Expense budget in the current as well as subsequent fiscal years. |

| <b>FIPS</b>   | <b>Office Code</b> | <b>Locality Name</b> | <b>Request Date</b> | <b>From Category</b> | <b>To Category</b> | <b>Class Code</b> | <b>Amount Available</b> | <b>Amount Requested</b> |
|---------------|--------------------|----------------------|---------------------|----------------------|--------------------|-------------------|-------------------------|-------------------------|
| 101           | 772                | King William County  | 07/15/08            | Office Expense       | pos. 00002         | AAI               | 1,254.00                | 1,254.00                |
| <b>Totals</b> |                    |                      |                     |                      |                    |                   |                         | <b>1,254.00</b>         |

771-09-01: COMMISSIONERS OF THE REVENUE  
NONE.

774-09-01: TREASURERS  
NONE.

773-09-01: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u>  | <u>OFFICER</u>      | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|------------------|---------------------|--|-------------------|--|
| DICKENSON COUNTY | CIRCUIT COURT CLERK | <p>7-11-2008 Officer requests an exception to the 90-Day Vacancy Rule for pos. 00002, budgeted at \$28,212 that will become vacant on July 18, 2008.</p> <p>Officer states this position represents 1/3<sup>rd</sup> of office staff and the office is not able to maintain the accuracy and efficiently accomplish the workload when the office is not fully staffed.</p> | \$7,053.00        | The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09. |

# OTHER MATTERS

## NEW BUSINESS:

|    | <u>LOCALITY</u>            | <u>OFFICER</u>                      | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|----|----------------------------|-------------------------------------|--|-------------------|--|
| 1. | FY09 LIDS AUDIT PLAN       | COMPENSATION BOARD                  | Staff presents FY09 LIDS Audit Plan  | N/A               | Approved.  |
| 2. | GRAYSON & CARROLL COUNTIES | SHERIFFS & COMMONWEALTH'S ATTORNEYS | <p>07-14-2008 Compensation Board staff seeks approval to increase the annual salary of the Sheriffs and Commonwealth's Attorneys of Grayson and Carroll Counties by \$1,000 each.</p> <p>The Sheriffs and Commonwealth's Attorneys of Grayson and Carroll Counties also serve a portion of the population of Galax City. Pursuant to Chapter 847, 2008 Acts of Assembly, Item 69, paragraph A.2. and Item 73, paragraph A.3., whenever a sheriff or commonwealth's attorney is such for a county and city together the aggregate population of such political subdivisions shall be the population for the purpose of arriving at the salary of the officer and such officer shall receive as additional compensation the sum of one thousand dollars.</p> <p>The Compensation Board has previously set the salaries of these officers based upon the combined populations of each county and portion of the city served, however has not included the supplemental \$1,000 as these officers do not each fully serve the city population. However, staffs review of the Act language suggests, and informal concurrence has been received from the Office of the Attorney General, that the Commonwealth's Attorneys and Sheriffs in Carroll County and Grayson County are due the supplemental \$1,000 based upon their service to combined populations.</p> | \$4,000           | The Compensation Board approved the allocation of the additional \$1,000 supplement in the salaries of the Commonwealth's Attorneys and Sheriffs in Carroll and Grayson Counties, effective July 1, 2008, pursuant to Item 69, paragraph A.2. and Item 73, paragraph A.3., Chapter 847, 2008 Acts of Assembly. |

## FOR YOUR INFORMATION NONE.

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