

COMPENSATION BOARD DOCKET #05/02

AUGUST 18, 2004

304-05-02: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FRANKLIN COUNTY	SHERIFF	<p>6-22-04 OFFICER REQUESTS \$7,500.00 FOR OVERTIME DUE TO TWO (2) MURDER INVESTIGATIONS. AS A RESULT, FUNDING FOR OVERTIME HAS BEEN GREATLY STRAINED.</p> <p>AT THEIR JULY 21, 2004 MEETING, THE COMPENSATION BOARD DEFERRED THIS ITEM UNTIL THE AUGUST 18, 2004 MEETING, PENDING FURTHER REVIEW BY COMPENSATION BOARD STAFF.</p> <p>8-4-04 ADDITIONAL INFORMATION IS SUBMITTED PER REQUEST. OFFICER ADVISES THAT LAW ENFORCEMENT, COMPENSATION BOARD FUNDED, DEPUTIES HAVE 3,186 HOURS OF COMPENSATORY TIME ON THE BOOKS AS OF JUNE 12, 2004 AND THAT 610 HOURS OF OVERTIME HAVE BEEN ACCUMULATED TO DATE WORKING ON PICARD AND TATE CASES, AT A COST EXCEEDING \$10,000.</p> <p>OFFICER REQUESTS \$7,500 TO OFFSET CONTINUING COSTS OF THESE INVESTIGATIONS. OFFICER HAS ACCUMULATED \$2,032 VACANCY SAVINGS TO DATE.</p>	\$7,500.00	<p>Based upon the specific information provided by the Sheriff, the Compensation Board approved as an exception to policy a one-time additional amount of \$5,468 in office expense (not in the base).</p> <p>Further the Compensation Board approved a transfer of available vacancy funds of \$2,032 to office expense, not in the base.</p>

304-05-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
APPOMATTOX COUNTY	SHERIFF	7-28-04 Officer requests a new file server costing \$7,925.00 (stressed \$5,694.91). This is due to the present file server being outdated and will not support the necessary upgrade to the DaPro Systems IBR Plus System.	\$5,694.91	Approved as an exception to policy, based upon the specific conditions stated by the officer for FY05.
CENTRAL VA REG JAIL	SUPERINTENDENT	8-4-04 Officer requests transfer of \$3,756 from base temporary salaries to increase Pos #00004 salary from a C7 @ \$23,854 to a C8 @ \$31,854. Higdon was promoted to Pos #00005, C10 @ \$35039 on 3/2/04. He has requested to return to his previous Pos #00004 at his old salary of \$31.854. A replacement should be hired effective 7/30/04 in Pos #00005 @ \$31,153 which is the entry salary.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

320-05-02: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SMYTH COUNTY	COMMONWEALTH'S ATTORNEY	8-3-04 Officer requests to transfer the balance of annual vacant funds from pos. #5 @ \$8,832.50 to Temporary Funds.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer for FY05.
SUFFOLK CITY	COMMONWEALTH'S ATTORNEY	8-4-04 Officer requests confirmation of transfer of balance of Restored Funds from Office Expense to Temporary Salaries @ \$256. Total amount transferred @ \$7,312.	-0-	Confirmation.
LISTED BELOW	COMMONWEALTH'S ATTORNEY	The following offices request to transfer Restored Funds in Office Expense Funds to the categories listed.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT	PRO-RATED
001	Accomack	10/9/04	Office Expense	Perm Salary	2,579	2,054
167	Russell	7/23/04	Office Expense	Perm Salary	1,956	1,793
173	Smyth	10/4/04	Office Expense	Perm Salary	2,920	2,677
760	Richmond City	7/23/04	Office Expense	Perm Salary	26,844	24,607
	TOTAL				34,299	31,131

320-05-02: 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 ATTORNEYS	Officers request exception to the 60-day \$300 reimbursement policy. Substitute Prosecutors did not submit CB24 forms to the Comp Board within the 60 days.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer for FY05.

Prosecutor	Locality	Expenses From - To	Defendant	Total
Gordon E. Hannett	Floyd County	12-15-03 / 4-5-04	Andrew Victory	\$126.75
Gordon E. Hannett	Floyd County	12-29-03 / 01-07-04	Ernie Williams	\$33.80
Gordon E. Hannett	Floyd County	10-25-03 / 02-26-04	Trey N. Manning	\$50.70
				\$211.25
*special Judges request				
Roxie O. Holder	Portsmouth City	3/4/2004	Corey Lynch, Gerald Lee Rodgers	\$11.70
				\$11.70
Albert T. Mitchell	Shenandoah County	5/18/2004	Amy Darleen Shifflett	\$78.00
				\$78.00
S. Cathrine Dodson	Virginia Beach	5/28/2004	Patricia Ann Newby	\$10.08
				\$10.08

734-05-02: COMMISSIONERS OF THE REVENUE

NONE.

732-05-02: TREASURERS

NONE.

321-05-02: CIRCUIT COURT CLERKS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RUSSELL COUNTY	CIRCUIT COURT CLERK	<p>6-28-04 Officer requests reconsideration of the Comp Board 2005 Budget.</p> <p>Officer requests that the Budget Reduction of Salary funds be restored.</p> <p>AT THEIR JULY 21, 2004 MEETING, THE COMPENSATION BOARD DEFERRED THIS ITEM UNTIL THE AUGUST 18, 2004 MEETING, PENDING REVIEW AND ANALYSIS BY COMPENSATION BOARD STAFF.</p> <p>Clerk provides additional information regarding locality action on her budget.</p>	-0-	<p>The 2004 General Assembly did not provide any additional funding for Clerks' offices or restore previous budget reductions. Consequently, the Compensation Board is unable to provide any additional funding to address this request.</p>

321-05-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CARROLL COUNTY	CIRCUIT COURT CLERK	8-10-04 Officer requests to transfer the balance of annual vacant funds from pos. #3 to Temporary Funds @ \$4,680.50.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer for FY05.

OTHER MATTERS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. RICHMOND JAIL AUDIT	COMPENSATION BOARD	LIDS Compliance Audit Report for period August 1, 2003 – March 31, 2004 for Richmond City. AT THEIR JULY 21, 2004 MEETING, THE COMPENSATION BOARD INSTRUCTED THE STAFF TO COME BACK AT THE AUGUST 18 MEETING WITH A STATUS REPORT.	N/A	The Compensation Board has approved the request of the Sheriff and Finance Director to release the \$1,395,026.10 reimbursement of fourth quarter jail per diem payments as a result of an acceptable audit of March 2004 data. The Board agreed to this request for this payment under the condition that all data from August 2003 through November 2004 be reviewed, appropriately adjusted and audited by Compensation Board auditors no later than December 2004 and that no further payments will be made until the correct data is available.

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 #05/01	N/A	Approved.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents the Training Status Report.	N/A	Noted.
3.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
4.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
5.	OFFICE LAYOUT	COMPENSATION BOARD	Staff presents office layout for the Compensation Board in the renovated Finance Building for possible relocation after January 1, 2006.	N/A	Approved.
6.	NEGATIVE PER DIEMS	COMPENSATION BOARD	The Compensation Board may wish to direct staff to collect negative per diems when the amount owed exceeds \$10,000.	N/A	Approved.
7.	COIN UPDATE	COMPENSATION BOARD	Staff presents COIN update.	N/A	Approved.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
8. CONVERSION OF PART-TIME COMMONWEALTH'S ATTORNEYS TO FULL-TIME	COMMONWEALTH'S ATTORNEYS	Staff requests consent of the Compensation Board for Commonwealth's Attorneys' conversion requests from part-time to full-time status. Of 13 part-time Commonwealth's Attorneys' offices eligible to elect conversion to full-time status, Greene, Dinwiddie, King William and Highland Counties have elected to convert. With the Compensation Board's concurrence, staff will include a budget amendment with its Fall, 2004 budget submission to DPB to fund the conversion of these four offices, effective July 1, 2005. Anticipated cost for FY06 to convert these offices to full-time status is \$303,260.	N/A	The Compensation Board directed the staff to include a budget amendment with its Fall, 2004 budget submission to DPB to fund the conversion of these four offices, effective July 1, 2005.

FOR YOUR INFORMATION

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	ROANOKE CITY	SHERIFF'S OFFICE	<p>Email from Dreama Farmer, Roanoke Sheriff's Office to Charlene Rollins, Compensation Board:</p> <p>"Wow! What an awesome experience. I have worked with Kimberlee [Goins] for the last two days on our localities July Comp Board entries and she has been wonderful. I just wanted to let you know what a great job she has done. If she didn't have an answer she would certainly say so, then would ask if she could call me back with the correct information. I told her that I really did appreciate ALL that she has done and of course she was very humble. Kimberlee showed a lot of confidence and professionalism and a willingness to listen and help explain what she was doing where I could understand it. As you know my experiences in the past have been "trying" to say the least until Jennifer [Burton], Rick [Burkett] and now Kimberlee. Many thanks to you and your staff for all you do for us and an extra thank you for giving the City Sheriff's "Kimberlee".</p>	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #05/02
AUGUST 18, 2004**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (_____ seconded the motion).**

- Under the provisions of Section 2.1-344.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific ricers, appointees or employees.
- Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning

2) **Chairman Frank Drew: I move to return to open session. (_____ seconded the motion).**

When the closed meeting is complete, the public body must *immediately* reconvene in open session and take a recorded vote of its members in roll call fashion. The members must certify that they discussed: **only public business exempt from the Act,**

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

AND

only public business matters identified in the motion to convene the closed meeting.

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

**H A N D C A R R Y
 COMPENSATION BOARD DOCKET #05/02
 AUGUST 18, 2004**

304-05-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LOUISA COUNTY	SHERIFF	8-17-04 Officer requests to transfer \$2,424.00 from base temporary salaries to perm salaries. This is to increase pos 00039 (Walker) from 26,075 to 28,499.00 and increases his grade from a L8 to a L9.	-0-	The Compensation Board approved a transfer of \$2,424 from base temporary salaries to effect the classification(s) requested by the Sheriff. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's temporary salaries budget in the current as well as subsequent fiscal years to affect the salary requested by the Sheriff.

320-05-02: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>					
CLARKE COUNTY	COMMONWEALTH'S ATTORNEY	The following office requests to transfer Restored Funds in Office Expense Funds to the categories listed.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.					
FIPS	LOCALITY	Request Date	FROM	TO	Category	AMOUNT	PRO RATED		
043	Clarke	8/13/04	Office Expense	Temp		1,840	1,687		
	TOTAL					1,840	1,687		
CRAIG COUNTY	COMMONWEALTH'S ATTORNEY	8-16-2004 Officer requests to transfer the balance of annual vacant funds from pos. #2 @ \$8,851.13 to Temporary Funds.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies, as a one-time action, not in the base budget.					

732-05-02: TREASURERS NONE.

734-05-02: COMMISSIONERS OF THE REVENUE NONE.

321-05-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCHANAN COUNTY	CIRCUIT COURT CLERK	8-10-04 Officer requests confirmation of the transfer of annual vacant funds from pos. #5 to Temporary Funds @ \$11,081.	-0-	Approved as a one-time exception to policy. Officer should insure that transfer requests are submitted prior to incurring payroll expenses.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: July collections totaled \$993,900.24, an 18.13% increase over July 2003 collections.</p> <p>FY04 final collections totaled \$8,512,088.24. This represents a 7.46% increase in collections over the prior fiscal year.</p> <p>Projections: Based on July collections, FY05 TTF collections would be approximately \$11.9 million, an increase of 40.12% over FY04 collections. (NOTE: Due to the increase in the TTF fee from \$3 to \$5 effective July 1, 2004, if recordings remained at FY04 levels then FY05 collections would be approximately 66.7% more than FY04 or approximately \$14.2 million. However, July recordings appear to be less than FY04.)</p> <p>Expenditures: FY05 TTF funds will not be available until October 1, 2004. Clerks are currently entering their FY05 TTF budget requests.</p> <p>FY04 Clerks' TTF expenditures totaled \$3,276,833.63. This represents 67.11% of FY04 budgeted funds.</p>	N/A	Noted.

FOR YOUR INFORMATION
NONE.