

# COMPENSATION BOARD DOCKET #08/02

## August 15, 2007

EMPLOYEE RECOGNITION  
NONE.

### 307-08-02: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	SHERIFF	<p>Officer previously requested to transfer the salaries of 15 C7 permanent personnel positions to Office and Vehicle Expense which was deferred at the last Board meeting pending further review.</p> <p>The Officer stated that his office does need the 15 C7 positions in their Permanent Personnel budget. Due to staffing shortages, they consistently average 27 vacancies per month. The Officer is working diligently with the City to come up with a recruitment plan to attract candidates.</p> <p>The Officer is asking to transfer the funds of these 15 positions to Office and Vehicle Expense to help offset some of the expenses incurred that pertain to the maintenance of the fleet of vehicles in the Sheriff's Office. In FY07 approximately \$522,000 was spent by the City on expenses that would be considered reimbursable in the Compensation Board's Office and Vehicle Expense budget line.</p>	-0-	<p>The Compensation Board did not approve this request. As a part of budget reductions in FY04, the Virginia Sheriffs' Association agreed to the elimination of the use of accumulated vacancy savings as an alternative to cutting salaries or positions, and Compensation Board policy since then has prohibited the use of vacancy savings except in limited circumstances. The exception to policy allowing for the transfer of annual vacancy savings is intended to allow for the purchase of medical and food service contracts in jails in lieu of staffing for these purposes, and to provide flexibility in Sheriffs' offices for hiring part-time or temporary staff where necessary for operations. This exception is not intended as a means to bypass the policy of withholding vacancy savings accrued in the course of normal office attrition.</p>

**AT THEIR JULY 18, 2007 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THESE REQUESTS PENDING ADDITIONAL INFORMATION FROM THESE OFFICERS AND REVIEW BY COMPENSATION BOARD STAFF.**

FIPS	OFFICE	LOCALITY	REQUEST DATE	FROM POSITION #	CLASS	TO CATEGORY	AMOUNT REQUESTED
760	307	Richmond City	05/24/07	00060	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00061	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00089	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00107	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00135	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00137	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00149	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00186	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00198	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00201	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00211	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00226	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00287	C7	Office Expense	\$27,148
760	307	Richmond City	05/24/07	00334	C7	Office Expense	\$27,148
760	307	Richmond City	05/25/07	00381	C7	Office Expense	\$27,148
						<b>Total</b>	<b>\$407,220</b>

# 307-08-02: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MONTGOMERY COUNTY	SHERIFF	Officer previously requested transfer of salaries to office expenses which was deferred at the last board meeting pending further review. For clarification, this request is being made for transfer to office expenses instead of temporary personnel so this office will have sufficient operational funds, especially in the area of gasoline cost and vehicle maintenance and repairs. The locality provides funding for an equivalent number of deputy positions in lieu of operational funds. Office receives grant funding for School Resource Officers. When such grant expires at the end of FY08, officer plans to fill these three law enforcement positions. Officer requests the Board consider this request for one last year as the locality will provide funds for operational expenses next year.	-0-	Approved on a one-time basis, with the understanding that the officer will not be requesting a transfer of vacant position funds for this purpose next year.

**AT THEIR JULY 18, 2007 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THESE REQUESTS PENDING ADDITIONAL INFORMATION FROM THESE OFFICERS AND REVIEW BY COMPENSATION BOARD STAFF.**

FIPS	OFFICE	LOCALITY	REQUEST DATE	FROM POSITION #	CLASS	TO CATEGORY	AMOUNT REQUESTED
121	307	Montgomery County	06/04/07	00095	L7	Office Expense	\$27,148
121	307	Montgomery County	06/04/07	00096	L7	Office Expense	\$27,148
121	307	Montgomery County	06/04/07	00097	L7	Office Expense	\$27,148
						<b>Total</b>	<b>\$81,444</b>

# 307-08-02: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA CENTER FOR POLICING INNOVATION	LYNDA S. O'CONNELL, EXECUTIVE DIRECTOR	07-09-07 Staff seeks Compensation Board confirmation of approval to provide funding in the amount of \$216,000, in accordance with paragraph R., Item 66, Chapter 847, to the Virginia Center for Policing Innovation (VCP), formerly the Virginia Community Policing Institute (VCPI), for the purpose of continued implementation of an interface between the Statewide Automated Victim Notification (SAVIN) system and the Virginia Sex Offender Registry.	\$216,000	Approval confirmed, per the provisions of Chapter 847, Item 66, Paragraph R.
RAPPAHANNOCK COUNTY	SHERIFF	08-02-07 Officer states that he requested additional funding for equipment in March 2007, however, the Compensation Board staff did not receive this request. Officer is requesting additional funds for the following equipment:	\$8,220	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2007, additional funding is not available this year.

FIPS	LOCALITY	EQUIPMENT REQUESTED	REQUESTED QUANTITY	UNIT REQUESTED COST	TOTAL REQUESTED COST	PER POLICY QUANTITY	PER POLICY UNIT COST	TOTAL COST APPROVED	STRESSED COST
157	Rappahannock County	File Server	1	\$5,875	\$5,875	0	\$0	\$0	\$0.00
157	Rappahannock County	Network Switch	1	\$295	\$295	0	\$0	\$0	\$0.00
157	Rappahannock County	SQL Server Software	1	\$655	\$655	0	\$0	\$0	\$0.00
157	Rappahannock County	SQL Client Access Licenses	10	\$115	\$1,150	0	\$0	\$0	\$0.00
157	Rappahannock County	Norton Antivirus Software	1	\$245	\$245	0	\$0	\$0	\$0.00

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MARTINSVILLE CITY	SHERIFF	08-08-07 The following locality is requesting Base Budget Fund transfers for Personnel Changes. Salary increases are within Compensation Board guidelines. The officer is requesting that this salary increase be effective August 1, 2007.	-0-	The Compensation Board approved a transfer of \$4,653 from base temporary to effect the salary action(s) requested by the officer in accordance with the Compensation Board's pay and classification policy. This action(s) will result in a reduction in the officer's temporary budget 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
690	307	Martinsville City	08/08/07	Temporary	Position 00011	\$83,952	\$4,653	\$4,265
		<b>TOTALS</b>					<b>\$4,653</b>	<b>\$4,265</b>

717-08-02: DIRECTORS OF FINANCE  
NONE.

771-08-02: 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 RADFORD	COMMISSIONER OF THE REVENUE	08-02-07 The following officer requests to transfer funds from a vacant position to the categories listed for FY08.	-0-	Approved per the Compensation Board's FY08 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
750	771	City of Radford	8/2/2007	Position 00001	DI	Temporary	\$2,386.00
		<b>TOTAL</b>					<b>\$2,386.00</b>

772-08-02: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SMYTH COUNTY	COMMONWEALTH'S ATTORNEYS	Officer previously requested transfer of the salary of position #5 to office expenses which was deferred at the last Board meeting pending further review. As justification, officer states it is difficult to find qualified applicants at the salary of this position. This request is being made to expend state funds for office expenses which will leave locality budgeted funds available to supplement staff salaries in the Commonwealth's Attorney's office.	-0-	Approved.

**AT THEIR JULY 18, 2007 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL INFORMATION FROM THE OFFICER AND REVIEW BY COMPENSATION BOARD STAFF.**

FIPS	OFFICE	LOCALITY	REQUEST DATE	FROM POSITION	CLASS	TO CATEGORY	AMOUNT
173	772	Smyth County	07/10/07	00005	JSECA	Office Expense	11,834
		<b>TOTAL</b>					<b>\$11,834</b>

# 772-08-02: 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	06-28-07 Substitute Prosecutor requests an exception to the \$300 reimbursement policy. Expenses were incurred in two trips; and request for reimbursement was submitted in a timely manner in accordance with Compensation Board policy.	\$310.40	Approved as an exception to policy, based upon the specific conditions stated by the officer.  Existing policy regarding reimbursements for substitute prosecutor expenses provides that all requests must be submitted to the Compensation Board when the expenses reach \$300 or within 60 days of the conclusion of the case, whichever comes first. The Compensation Board voted to increase the expense limit to \$500, based upon increases in mileage reimbursement rates.

Prosecutor	Expenses From - To	Defendant	Total
Petra B. Haskins	02-01-07 / 05-29-07	Valerie Martin Hill	\$310.40
		<b>Total</b>	<b>\$310.40</b>

NORFOLK CITY	COMMONWEALTH'S ATTORNEY	07-17-07 Substitute Prosecutor requests an exception to the 60-day reimbursement policy. This prosecutor submitted documentation to the Sussex Commonwealth's Attorney's office in a timely manor, but submission to the Comp Board was delayed due to an oversight while the Commonwealth Attorney was on extended medical leave.	\$137.06	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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Prosecutor	Expenses From - To	Defendant	Total
Marjorie Arrington	09-12-06 / 11-15-06	Joyce Bell	\$137.06
		<b>Total</b>	<b>\$137.06</b>

ALBEMARLE COUNTY	COMMONWEALTH'S ATTORNEY	07-17-07 Substitute Prosecutor requests an exception to the 60-day reimbursement policy. This prosecutor was not aware of the 60-day reimbursement policy.	\$44.62	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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Prosecutor	Expenses From - To	Defendant	Total
Richard E. Moore	04-11-07 / 04-11-07	Kenneth Maurice Tinsley	\$44.62
		<b>Total</b>	<b>\$44.62</b>

BUENA VISTA CITY	COMMONWEALTH'S ATTORNEY	07-17-07 Substitute Prosecutor requests an exception to the \$300 reimbursement policy. Expenses were incurred in two trips; and request for reimbursement was submitted in a timely manner in accordance with Compensation Board policy.	\$343.38	Approved as an exception to policy, based upon the specific conditions stated by the officer.  Existing policy regarding reimbursements for substitute prosecutor expenses provides that all requests must be submitted to the Compensation Board when the expenses reach \$300 or within 60 days of the conclusion of the case, whichever comes first. The Compensation Board voted to increase the expense limit to \$500, based upon increases in mileage reimbursement rates.
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Prosecutor	Expenses From - To	Defendant	Total
Christopher B. Russell	04-13-07 / 06-04-07	Anna L. Howell	\$343.38
		<b>Total</b>	<b>\$343.38</b>

# 772-08-02: 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 ATTORNEY	Officers request to transfer the annual salaries of the positions below to Temporary Funds. Officers do not plan to fill these positions in FY08	-0-	Approved per the Compensation Board's FY08 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
019	772	Bedford County	08/08/07	00010	PA	Temporary	22,811
680	772	Lynchburg City	08/03/07	00017	SCT	Temporary	20,910
680	772	Lynchburg City	08/03/07	00019	SCT	Temporary	20,910
680	772	Lynchburg City	08/03/07	00015	ATTI	Temporary	40,002
<b>TOTAL</b>							<b>\$104,634</b>

SMYTH COUNTY	COMMONWEALTH'S ATTORNEY	08-08-07 Officer requests the Compensation Board's consideration to include an assistant attorney in the Career Prosecutor Program submission for FY09.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer. The Compensation Board will include these positions in any career prosecutor reclassification funding request it makes this fall.
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Officer states he has entered the request when submitting his Fiscal Year Budget Requests in January, but inadvertently did not submit the CB10-CP form to the Compensation Board by the July 1, 2007 deadline.

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 10 part-time Commonwealth's Attorneys' offices eligible to elect conversion to full-time status, Buckingham, Charles City, and Middlesex Counties have elected to convert. With the Compensation Board's concurrence, staff will include a budget amendment with its Fall, 2007 budget submission to DPB to fund the conversion of these three offices, effective July 1, 2008. Anticipated cost for FY09 to convert these offices to full-time status is \$265,951.	N/A	The Compensation Board approved this request to convert these three offices to full-time status contingent upon Department of Planning and Budget/General Assembly action. The Compensation Board directed the staff to include a budget amendment with its Fall, 2007 budget submission to DPB to fund the conversion of these 3 offices effective July 1, 2008.
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## 773-08-02: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	CIRCUIT COURT CLERKS	Officers request to transfer the annual salaries of the positions below to Temporary Funds. Officers do not plan to fill these positions in FY08.	-0-	Approved per the Compensation Board's FY08 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
029	773	Buckingham County	08/06/07	00004	MT	Temporary	5,849
035	773	Carroll County	07/20/07	00003	DCI	Temporary	5,710
<b>TOTAL</b>							<b>11,559</b>

## 774-08-02: TREASURERS

NONE.

## 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 #08/01.	N/A	Approved.
2. TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents Training Status Report.	N/A	Noted.
3. MONTHLY ACTIVITY REPORT - LIDS JAIL 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.
4. ANNUAL LIDS AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents annual LIDS Audit Status Report.	N/A	Noted.
5. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, September 19, 2007 at 11:00 a.m. and Wednesday, October 17, 2007 at 12:00 p.m.	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>
6. MANAGING JAIL RISK CONFERENCE	COMPENSATION BOARD	The Managing Jail Risk Conference is scheduled for October 10-11, 2007 at the Ramada Inn and Conference Center in Lynchburg.	N/A	Noted.
7. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY07 FINAL year-to-date collections totaled \$10,949,992.12, a 14.35% decrease over FY06 collections.</p> <p>July FY08 collections totaled \$858,114.44, which is a 7.17% decrease compared to July FY07 collections.</p> <p>Expenditures: FY07 Clerks' expenditures (July – June) totaled \$8,958,332.96, which was 61.22% of budgeted funding.</p> <p>FY08 funding requests will be presented at the September board meeting.</p> <p>Projections: FY08 projections will be provided in October after first quarter collection data is available.</p>	N/A	Noted.
8. BUDGET DEVELOPMENT PROCESS FOR FY08	COMPENSATION BOARD	Staff provides overview of budget development process and decision packages for FY08.	N/A	Approved.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #08/02  
August 15, 2007**

**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

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.

**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 #08/02 August 15, 2007

EMPLOYEE RECOGNITION  
NONE.

307-08-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCHANAN COUNTY	SHERIFF	08-13-07 The following locality is requesting Base Budget Fund transfers for Personnel Changes. Salary increases are within Compensation Board guidelines. The officer is requesting that this salary increase be effective August 1, 2007.	-0-	The Compensation Board approved a transfer of \$9,067 from base temporary to effect the salary action(s) requested by the officer in accordance with the Compensation Board's pay and classification policy. This action(s) will result in a reduction in the officer's temporary budget 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
027	307	Buchanan County	08/13/07	Base Temporary	Position #00002	\$44,170	\$2,525	\$2,315
027	307	Buchanan County	08/13/07	Base Temporary	Position #00007	\$44,170	\$979	\$897
027	307	Buchanan County	08/13/07	Base Temporary	Position #00012	\$44,170	\$931	\$853
027	307	Buchanan County	08/13/07	Base Temporary	Position #00014	\$44,170	\$946	\$867
027	307	Buchanan County	08/13/07	Base Temporary	Position #00015	\$44,170	\$763	\$699
027	307	Buchanan County	08/13/07	Base Temporary	Position #00020	\$44,170	\$760	\$697
027	307	Buchanan County	08/13/07	Base Temporary	Position #00037	\$44,170	\$760	\$697
027	307	Buchanan County	08/13/07	Base Temporary	Position #00041	\$44,170	\$719	\$659
027	307	Buchanan County	08/13/07	Base Temporary	Position #00046	\$44,170	\$684	\$627
		<b>TOTALS</b>					<b>\$9,067</b>	<b>\$8,311</b>

717-08-02: DIRECTORS OF FINANCE  
NONE.

771-08-02: COMMISSIONERS OF THE REVENUE  
NONE.

772-08-02: COMMONWEALTH'S ATTORNEYS  
NONE.

773-08-02: CIRCUIT COURT CLERKS  
NONE.

774-08-02: TREASURERS  
NONE.

OTHER MATTERS  
NONE.

FOR YOUR INFORMATION  
NONE.

Public Body: Compensation Board  
Date: August 15, 2007  
Time: 11:00 a.m.  
Location: Compensation Board Conference Room  
Oliver Hill Building, 102 Governor Street  
Richmond, VA 23219  
Members: Frank Drew, Chairman (present)  
Walter J. Kucharski, ExOfficio Member (present)  
Janie E. Bowen, ExOfficio Member (present)