

# COMPENSATION BOARD DOCKET #09/02

## August 20, 2008

EMPLOYEE RECOGNITION  
NONE

### 307-09-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WARREN COUNTY	SHERIFF	07-17-08 Officer requests to use the approved FY09 budgeted \$1950 (Fiscal Stress Amount \$1058) for a LiveScan printer instead of the LiveScan digital camera.	\$0	Approved at no additional cost to the Compensation Board.
LOUDOUN COUNTY	SHERIFF	7-21-08 Officer requests to transfer the salary of Pos. 00272 that will remain vacant for the entire fiscal year 2009 to office expenses to pay for contracted services. Officer's initial request to transfer other contracted positions were on the July 2008 docket; however, this position was inadvertently excluded from the request. In addition, Officer states that they were training a new employee on Comp Board functions which may have lead to the oversight.	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

<b>FIPS</b>	<b>Office</b>	<b>Locality</b>	<b>Request Date</b>	<b>FROM POSITION #</b>	<b>CLASS</b>	<b>To Category</b>	<b>Amount Requested</b>
107	307	Loudoun County	07/21/08	00272	PMED	Office Expenses	\$18,496

## 307-09-02: 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>8-7-08 Officer requests consideration of management training recently approved by the Virginia Sheriffs Institute in meeting the requirements of the Sheriffs Career Development Program.</p> <p>Training was received in December 2007, meeting the requirements of the certification program, and officer certified to meeting the requirements of the program prior to June 30, 2008; however, approval of training by the Virginia Sheriffs Institute as meeting program requirements was not received until July 25, 2008.</p> <p>John Jones, Executive Director of the Virginia Sheriffs Institute, submitted a letter dated July 25, 2008, on behalf of its committee that it has reviewed the contents and agenda of the class Law Enforcement/Court Security/Civil Process and recommends that 40 hours be considered as management training for the purposes of the Sheriffs Career Development Certification Program.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.
PAGE COUNTY	SHERIFF	<p>8-7-08 Officer requests an exception to the 90 day vacancy policy to fill a position vacated 7/9/08.</p> <p>Officer states that on 7-9-08 the person that held Pos. 00016 (a C9) unexpectedly resigned. The Page County jail is 180% over capacity and that they have requested a staffing analysis from Bill Wilson of the Dept. of Corrections to help with the overcrowding situation.</p>	\$0	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.

## 307-09-02: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHARLES CITY COUNTY	SHERIFF	<p>8-8-08 Officer requests an exception to the 90 day vacancy policy to fill a position vacated on 7-27-08 and another that will be vacated on 8-31-08.</p> <p>Officer states that on 7-27-08 the person that held Pos. 00011 (Communications Operator) resigned. The person in Pos. 00004 (Communications Supervisor) will resign on 8-31-08. There are six dispatch positions in the Charles City Sheriffs office and a loss of two would place the office in a terrible predicament. Officer requests that if he can't fill both positions that he would like to fill one if possible.</p>	\$0	<p>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.</p>
SUSSEX COUNTY	SHERIFF	<p>8-13-08 Officer requests an exception to the 90 day vacancy policy to fill a position that will be vacant on 8-19-08 and another that will be vacant on 8-31-08.</p> <p>Officer states that the person that currently is in Pos. 00030 (Communications Operator) will resign on 8-19-08. The person in Pos. 00013 (Correctional Officer) will resign on 8-31-08 due to hazardous duty eligibility.</p> <p>Officer advises that he has one officer in the academy and two of his resource officers will be getting ready for the school year on September 1<sup>st</sup>. In addition to dispatch responsibilities, the person in Pos. 00013 also assists with the female inmates.</p>	\$0	<p>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.</p>

# 307-09-02: 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	The following locality is requesting to transfer the salary of a position that will remain vacant for the entire fiscal year 2009 to Temporary Funds. Officer had initially requested a transfer by the due date in July and inadvertently requested funding in Office Expense instead of Temporary Funds.	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

<b>FIPS</b>	<b>Office</b>	<b>Locality</b>	<b>Request Date</b>	<b>FROM POSITION #</b>	<b>CLASS</b>	<b>To Category</b>	<b>Amount Requested</b>
091	307	Highland County	08/12/08	00017	SECI	Temporary Funds	\$21,705
						<b>TOTAL</b>	<b>\$21,705</b>

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
EMPORIA CITY	SHERIFF	The following locality is requesting to transfer the salary of a position that will remain vacant for the entire fiscal year 2009 to Temporary Funds. Officer states that they consistently make this transfer request every year to allow for the funding of a part-time secretary and deputy sheriff position, as the Sheriff has only one deputy funded by the Compensation Board. The Sheriff made the request in July but failed to do so early enough in the month to be included on the July docket.	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

<b>FIPS</b>	<b>Office</b>	<b>Locality</b>	<b>Request Date</b>	<b>FROM POSITION #</b>	<b>CLASS</b>	<b>To Category</b>	<b>Amount Requested</b>
595	307	Emporia City	07/21/08	00003	SECI	Temporary Funds	\$21,705

## 772-09-02: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	COMMONWEALTH'S ATTORNEY	7-23-2008 Officer requests a Base Budget funds transfers for a Personnel Change. The salary increase is within Compensation Board guidelines. The office is requesting that the salary increase be made effective July 25, 2008.	\$0	The Compensation Board approved a transfer of \$9,291 from base Office Expenses 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>
740	772	Portsmouth City	07/23/08	Office Expenses	pos. 000019	PA	23,954	9,291
		<b>Totals</b>						<b>9,291</b>

ROANOKE CITY DRUG PROSECUTOR	COMMONWEALTH'S ATTORNEY	08-13-2008 Officer for Roanoke City requests an exception to the 90-Day Vacancy Rule for pos. 00002 DPAIL budgeted at \$28,122, which became vacant 6-13-2008. Officer states this is the only Drug Prosecutor Administrative position in this office. Officer states the Drug Prosecutor's office is a separate multi-jurisdictional unit supported by one attorney and one support staff position, and as such this position represents 50% of the staffing of the office.	\$7,030.50	Approved as an exception to policy, based upon the specific conditions stated by the officer.
CAMPBELL COUNTY	COMMONWEALTH'S ATTORNEY	7-21-2008 Officer requests an exception to the 90-Day Vacancy Rule for position 00004 budgeted at \$27,140, which became vacant July 7, 2008. Officer states the employee in this position has been on Leave With Out Pay since March 6, 2008, generating more than 90-days vacancy savings.  Staff notes that all vacancy savings accrued in FY08 were transferred for expenditure in other budget categories.	\$6,785	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.

## 772-09-02: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BEDFORD COUNTY	COMMONWEALTH'S ATTORNEY	<p>7-31 -2008 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00009 ATTI, budgeted at 45,385, separation effective 7-31-2008.</p> <p>Officer states that employee Padgett, formerly occupied this position and went on active Military Duty August 8, 2007. To keep office fully staffed, officer separated Padgett and filled position with the understanding that Padgett would resume a position of equal classification, ATTI, upon his return from duty. The separating employee was hired in a temporary capacity during Padgett's deployment. Padgett returned from military duty on July 16, 2008.</p> <p>Officer requests to reinstate Padgett into position 9 effective August 1, 2008.</p>	\$11,346.25	Approved as an exception to policy, based upon the specific conditions stated by the officer.
LYNCHBURG CITY	COMMONWEALTH'S ATTORNEY	<p>7-29-2008 Officer is requesting to transfer the annual salaries from permanent personnel to Temporary Funds. Officer does not intend to fill these positions within FY09.</p> <p>Officer states this will aid funding support staff who are not housed in other funding sources.</p>	\$0	The Compensation Board did not approve this request. Requests to transfer salary funds for the full fiscal year were due by July 1st for consideration at the July Compensation Board meeting.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>Class Code</b>	<b>To Category</b>	<b>Amount Available</b>	<b>Amount Requested</b>
680	772	Lynchburg City	07/29/08	pos. 00015	ATTI	Temporary	45,385.00	45,385.00
680	772	Lynchburg City	07/29/08	pos. 00017	SEC	Temporary	23,723.00	23,723.00
680	772	Lynchburg City	07/29/08	pos. 00019	SEC	Temporary	23,723.00	23,723.00
		<b>Totals</b>						<b>92,831.00</b>

## 771-09-02: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LUNENBURG COUNTY	COMMISSIONER OF THE REVENUE	07-15-08 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00001, budgeted at \$5,760, vacated on 07/31/08. This position represents 50% of the officer's staff, and to hold position 00001 vacant would leave the officer with only one deputy.	\$1,440	Approved as an exception to policy, based upon the specific conditions stated by the officer.
CLARKE COUNTY	COMMISSIONER OF THE REVENUE	7-17-08 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00002, budgeted at \$19,416 which became vacant July 31 <sup>st</sup> . This position represents 50% of the officer's staff and will render the office incapable of performing it's duties in a satisfactory manner.	\$4,854	Approved as an exception to policy, based upon the specific conditions stated by the officer.
CULPEPER COUNTY	COMMISSIONER OF THE REVENUE	07-23-08 Officer requests an exception to the 90-Day policy for Pos. 00002, budgeted at 31,002, vacated on 8-8-2008. Officer believes the vacancy of pos. 00002, combined with position 00001 vacated on 06-13-08, will create an undue hardship, jeopardizing office's ability to accomplish state mandated responsibilities.	\$7,750.50	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.
HIGHLAND COUNTY	COMMISSIONER OF THE REVENUE	8-12-08 Acting Officer requests additional Temporary Funding of \$3,746.04. This is equivalent to position 00001 DII, budgeted at \$21,406 from August 30, 2008 to November 4, 2008. The election will be held on Nov. 4, 2008.  This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as officer understands that the Compensation Board's interpretation of §24.2-226 and 228 is that position # 1 DII is not vacant during the period in which she is the Acting Commissioner of the Revenue. Consequently, funds cannot be transferred from this position.	\$0	Approved at no additional cost to the Compensation Board.

## 774-09-02: TREASURERS

### NEW BUSINESS

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF RICHMOND	TREASURER	07-23-08 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00003, budgeted at \$28,230, which will vacate on 07/31/08. This position represents 50% of the officer's staff, and to hold position 00003 vacant would leave the officer with only one deputy.	\$7,057.50	Approved as an exception to policy, based upon the specific conditions stated by the officer.
CITY OF MARTINSVILLE	TREASURER	08-01-08 Officer requests additional funds in the amount of \$5,600 to compensate pos 00004, budgeted at \$30,999 for the additional duties incurred in the Treasurer's absence during medical leave for the months of September and October. Officer further requests additional funds in the amount of \$1,320 to pay for temporary part-time help during the months of September and October.	\$6,920	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2008, additional funding is not available this year.
ALLEGHANY COUNTY	TREASURER	8-11-08 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00005, budgeted at \$20,550, which became vacant August 8, 2008. Officer states that, in addition to this vacancy, pos. 00001 will be vacant due to medical leave from September to December.	\$5,137.50	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.
BLAND COUNTY	TREASURER	8-14-08 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00003, budgeted at \$14,713, which will become vacant August 31, 2008. This position represents 50% of the officer's staff.	\$3678.25	Approved as an exception to policy, based upon the specific conditions stated by the officer.

# 773-09-02: CIRCUIT COURT CLERKS

## NEW BUSINESS

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SMYTH COUNTY	CIRCUIT COURT CLERK	8-12-2008 Officer requests a Base Budget funds transfer for Personnel Changes. The salary increases are within Compensation Board guidelines. The office is requesting that the salary increases be made effective August 1, 2008.	\$0	The Compensation Board approved a transfer of \$4,011 from base Temporary Funds to effect the salary actions 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 Temporary Funds 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>
173	773	Smyth County	08/12/08	Temporary	pos. 00002	DCI	6,508	815
173	773	Smyth County	08/12/08	Temporary	pos. 00003	DCII		851
173	773	Smyth County	08/12/08	Temporary	pos. 00004	DCI		776
173	773	Smyth County	08/12/08	Temporary	pos. 00005	DCI		718
173	773	Smyth County	08/12/08	Temporary	pos. 00006	DCII		851
		<b>Totals</b>						<b>4,011</b>

# 773-09-02: CIRCUIT COURT CLERKS

## NEW BUSINESS

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CIRCUIT COURT CLERK	CIRCUIT COURT CLERK	<p>The FY08 TTF Budget Request process completed in August 2007 required Circuit Court Clerks who requested monies from the TTF \$1 Fund to certify a shortfall of funds needed to achieve the goal of secure remote access (SRA) to land records by July 1, 2008. Compensation Board approval of the \$1 requests in September 2007 was contingent upon 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>In the July 2008 Board meeting, the Compensation Board informed 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 no later than July 23, 2008, to providing SRA to land records to public subscribers, 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, 2008, 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> <p>In FY08, 69 Clerks (57.5%) were approved \$1 Fund requests, totaling \$2,288,887:</p> <ul style="list-style-type: none"> <li>• 59 Clerks (85.5%) expended all or some of their \$1 Fund monies in FY08, totaling \$1,896,101.</li> <li>• 28 Clerks (42.0%) expended 100% of their \$1 Fund monies.</li> <li>• 31 Clerks (43.5%) expended some of their \$1 Fund monies.</li> <li>• 10 Clerks (14.5%) expended none of their \$1 Fund monies.</li> <li>• 40 Clerks (58.0%) left \$392,785 in unspent \$1 Fund monies in FY08.</li> </ul> <p>In July 2008, 65 Clerks (94.2%) certified Yes to currently providing SRA to land records to public subscribers; four Clerks (5.8%) did not respond to the certification process. It was determined that:</p> <ul style="list-style-type: none"> <li>• 39 out of the 65 respondents had unspent \$1 Fund monies totaling \$377,415.</li> <li>• Two of the four Clerks who did not respond to the certification process had unspent \$1 Fund monies totaling \$15,370.</li> </ul>	N/A	<p>The Compensation Board confirms approval of:</p> <ol style="list-style-type: none"> <li>1) Reversion (non-carryover) of unexpended FY08 \$1 Fund monies, totaling \$15,370, for two Clerks that did not certify to currently providing SRA to land records to the FY09 TTF \$1 Fund cash balance available to all Clerks statewide; and</li> <li>2) Carryover of unexpended FY08 \$1 Fund monies, totaling \$377,415, for 38 Clerks who certified to providing SRA to land records to public subscribers to their FY09 TTF \$4 cash balance available.</li> </ol>

# 773-09-02: 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>7-21-2008 Staff seeks Compensation Board confirmation of approval of Officer's request for reconsideration of the Comp Board's July decision regarding an exception to the 90-Day Vacancy Rule for pos. 00002, budgeted at \$28,212; separation effective 8-1-2008.</p> <p>Officer states that of his three Comp Board staff positions one has separated to take a position with Equitable Gas Co.; another employee has been diagnosed with a chronic disease that will require him to be in and out of the office on a continual basis. This essentially leaves him staffed at 50% of his Compensation Board funded workforce.</p> <p>Additionally, Officer's only County funded position has also separated to take a position with Equitable Gas Co. Officer states his County is facing a 2.2 million dollar deficit and will not allow filling of this position.</p>	\$7,053	Compensation Board confirms approval of exception to 90-Day Vacancy Policy for pos. 00002.
		<p>8-12-2008 Officer also requests an exception to the 90-Day Vacancy Rule for pos. 00004 Chief Deputy, budgeted at \$30,844 that will become vacant on Aug. 29, 2008.</p> <p>Officer was new to office this year and the further loss of the Chief Deputy position intensifies the hardship to his office as already stated.</p>	\$7,711	Approved as an exception to policy, based upon the specific conditions stated by the officer.

## 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 # 09/01.	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.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, September 17, 2008 at 11:00a.m., and Wednesday, October 15, 2008 at 11:00 a.m.	N/A	Approved.
4.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents training status report.	N/A	Noted.
5.	MANAGING JAIL RISK CONFERENCE	COMPENSATION BOARD	The Managing Jail Risk Conference is scheduled for October 15-17, 2008 at the Holiday Inn Select in Lynchburg. The Division of Risk Management has agreed to sponsor a majority portion of the cost to provide this training.	N/A	Noted.
6.	MANAGING JAIL RISK	COMPENSATION BOARD	Staff presents FY09 Managing Jail Risk Conference Work Plan	N/A	Noted.
7.	NEW OFFICER TRAINING	COMPENSATION BOARD	Staff presents FY09 New Officer Training Work Plan	N/A	Noted.
8.	NEW OFFICER TRAINING	COMPENSATION BOARD	Scheduled for December 8-9, 2008 to be held at the Compensation Board offices in Richmond.	N/A	Noted.
9.	CUSTOMER SERVICE SURVEY	COMPENSATION BOARD	Staff presents FY09 Customer Service Survey Work Plan	N/A	Noted.

# OTHER MATTERS

## NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
10.	LAWFUL EMPLOYMENT FOR CONSTITUTIONAL OFFICERS	COMPENSATION BOARD	Staff presents Summary report from 2008 training with recommendations	N/A	Noted.
11.	LAWFUL EMPLOYMENT FOR LAW ENFORCEMENT PERSONNEL	COMPENSATION BOARD	Staff presents Summary report from FY08 training with recommendations	N/A	Noted.
12.	TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections:  FY08 FINAL year-to-date collections totaled \$9,093,527.93, a 16.97% decrease over FY07 collections.</p> <p>July FY09 collections totaled \$728,310.59, which is a 15.13% decrease compared to July FY08 collections.</p> <p>Expenditures:  FY08 Clerks' expenditures (July - June) totaled \$9,923,053.28, which was 65.19% of budgeted funding.</p> <p>FY09 funding requests will be presented at the September board meeting.</p> <p>Projections:  FY09 projections will be provided in October after first quarter collection data is available.</p>	N/A	Noted.

FOR YOUR INFORMATION  
NONE.

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**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #09/02**  
**August 20, 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 #09/02  
 August 20, 2008**

**EMPLOYEE RECOGNITION  
 NONE**

**307-09-02: SHERIFFS & REGIONAL JAILS**

**NEW BUSINESS:**

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PETERSBURG CITY	SHERIFF	<p>8-15-08 Officer requests an exception to the 90 day vacancy policy to fill the following 3 corrections positions. Position 00018, C12 budged at \$45,602 vacant effective 08/19/08; position 00072 C9 budgeted at \$33,147 vacant effective 08/08/08; and position 00030 budgeted at \$28,234 vacant effective 08/19/08.</p> <p>Officer states three vacant positions for ninety days will cause difficulties within the office which operates 5 courts at least two days a week and 6 courts at least one day a week. The delay will also cause the deputies to miss the next training academy which will be held in October through January 2009. While the Officer recognizes that the new deputies have one year to complete this training, she maintains that having that many uncertified deputies for an extended length of time extremely hinders the office operations.</p>	\$0	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.

## 307-09-02: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SMYTH COUNTY	SHERIFF	<p>8-18-08 Officer requests an exception to the 90 day vacancy policy to fill two deputy positions: Pos. 00016 (L8 budgeted salary of \$38,553) and Pos. 00029 (L10 budgeted salary of 40,179).</p> <p>The deputies above were implicated in an affidavit of a search warrant issued by the DEA on 8/5/08 due to their association with the person who was served the search warrant. Pursuant to 15.2-1603 Code of VA the deputies were terminated.</p> <p>Officer states the loss of these two deputies due to termination has put a strain on the daily work schedule in this office. In addition, officer states that two other deputies are using their leave and will also retire in October 2008.</p>	\$0	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.

## 772-09-02: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	COMMONWEALTH'S ATTORNEY	<p>8-15-2008 Officer requests an exception to the 90-Day Vacancy Policy for Pos. 00015 ATTI, budgeted at \$45,385, to become vacant Sept. 1, 2008 and Pos. 00019 JATTI, budgeted at \$45,385, vacated effective June 1, 2008.</p> <p>Officer states that one assistant attorney is on extended medical leave and with these two vacancies, it has created an increased workload for the remaining attorney staff who have been working long hours and covering courts not in their usual assignments.</p>	\$22,687.50	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.

771-09-02: COMMISSIONERS OF THE REVENUE  
NONE.

774-09-02: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AMELIA	TREASURER	08-07-08 The following officer requests to transfer the budget reduced salary of a position that will remain vacant for the entire fiscal year. Officer consistently makes this transfer request every year to pay for two part-time employees who job share.	\$6,198	Approved as an exception to policy, based upon the specific conditions stated by the officer.  Board notes that further exceptions to the transfer policy are unlikely to be considered, as transfer requests were due for considerations at the July board meeting.

<b>FIPS</b>	<b>Office</b>	<b>Locality</b>	<b>Request Date</b>	<b>FROM POSITION #</b>	<b>CLASS</b>	<b>To Category</b>	<b>Amount Requested</b>
007	774	Amelia County	08/07/08	00003	DI	Temporary	\$6,198
						<b>Total</b>	<b>\$6,198</b>

## 773-09-02: 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	<p>8-7-08 Officer requests an exception to the personnel transfer policy to move employee in Pos. 5 CTII at \$17,623 (below payband minimum) into Pos. 3 at \$21,500.</p> <p>These two positions were hired on the same day at the same salary level, with Pos. 5 being supplemented by the locality as this position is below the payband minimum due to prior budget reductions.</p> <p>Officer states Buchanan County has enforced budget cuts eliminating the supplemental funding for Pos. 5. Officer requests to transfer incumbent of Pos. 5 to Pos. 3 to allow incumbent to maintain her current salary, such that if a new employee is brought in, that individual without office experience would be eligible for the lesser budget reduced salary.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

## OTHER MATTERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. COSTS RECOVERY SUMMARY	COMPENSATION BOARD	Staff presents FY09 Costs Recovery Summary for inclusion in the Compensation Board's Requests for Information Policy.	N/A	Approved.

## FOR YOUR INFORMATION NONE.

h\hill\August 2008 Docket\August handcarry

Public Body: Compensation Board  
Date: August 20, 2008  
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 (absent)