

COMPENSATION BOARD DOCKET #10/02

August 19, 2009

EMPLOYEE RECOGNITION

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SMYTH COUNTY	SHERIFF	<p>07-30-2009 Letter from R. David Bradley, Sheriff, regarding Regina Hill:</p> <p>"Dear Mr. Drew, I want to take this opportunity to express my appreciation for the help Regina Hill gives to my office. She is very knowledgeable and answers our questions without hesitation. Regina is always courteous to my staff. If it's necessary for us to leave her a voice mail, she returns our calls promptly. You are certainly fortunate to have her in your department."</p>	N/A	The Compensation Board wishes to thank the Sheriff for his kind remarks.

307-10-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORTHWESTERN REGIONAL JAIL	SUPERINTENDENT	<p>6-25-09 Superintendent requests an exception to the 90-Day Vacancy Policy for Pos. 00110, C7 budgeted at \$28,234 effective 7/1/09.</p> <p>This exception is requested due to the death of the employee.</p>	\$7,058.49	Compensation Board did not approve this request, per FY10 Budget Priorities and Policies identified May 1, 2009. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY10.
TAZEWELL COUNTY	SHERIFF	<p>7-24-09 Sheriff requests an exception to the 90-Day Vacancy Policy for Pos. 00052, L7 budgeted at \$28,234 in order to switch the Compensation Board funded employee with a locally funded employee.</p> <p>Officer states that these employees have changed job duties and the switch will better align both employees with their current duties.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer

307-10-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BLAND COUNTY	SHERIFF	<p>8-11-09 Sheriff requests an exception to the 90-Day Vacancy Policy for Pos. 00013, COMOP budgeted at \$23,723 vacant effective 8/10/09.</p> <p>Officer states that he has a small agency that has only one dispatcher provided by the locality and the other 5 are Comp Board funded. To wait the 90 days would place an extreme hardship in trying to provide services in dispatch to county residents. The call volume is quite heavy during this time of the year. Officer also includes that vacation requests during this time of year places even more of a burden to the small agency.</p>	\$5,930.76	The Compensation Board did not approve this request, per FY10 Budget Priorities and Policies identified May 1, 2009. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY10.
SOUTHSIDE REGIONAL JAIL	SUPERINTENDENT	<p>8-13-09 Superintendent requests an exception to the 90-Day Vacancy Policy for Pos. 00023, RPCLS budgeted at \$18,912 vacant effective 8/8/09.</p> <p>Superintendent states that the employee that was previously in this position has been on LWOP since 2/15/09.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.
EMPORIA CITY	SHERIFF	<p>7-31-09 Sheriff requests that the full salary of Pos. 00003, SEC I budgeted at \$21,705 be transferred to temporary funds.</p> <p>Officer states that at the July 2009 Board meeting it was decided to decrease the amount transferred to temporary funds for the 90-Day Vacancy adjustment which made the amount transferred to be \$16,279. Officer includes that this money is used in combination with base part time funds to pay for the full-time deputy position established two years ago.</p>	\$5,426	Approved as an exception to policy, based upon the specific conditions stated by the officer.

307-10-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GILES COUNTY	SHERIFF	<p>8-7-09 Sheriff requests a Base Budget Fund transfer for Personnel Changes. Salary increases are within Compensation Board guidelines.</p> <p>Officer states that this transfer will allow him to hire someone who is highly qualified and experienced. This amount of funds was available for use in turnover prior to July 1 and officer did not realize the funds were no longer available when extending hiring offer.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

717-10-02: DIRECTORS OF FINANCE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FAIRFAX COUNTY	DIRECTOR OF FINANCE	<p>7-17-09 FY10 Officer requests an exception to the 90 Day Vacancy Policy for the positions listed below. Officer states that the positions were vacated as a result of County mandates required to balance its FY10 budget. He further states that to leave these positions vacant would impose a significant burden on the department's ability to comply with County allotted FY2010 budgeted personnel costs.</p>	\$34,465.50	Compensation Board did not approve this request, per FY10 Budget Priorities and Policies identified May 1, 2009. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY10.

Locality	Office	Position	Class	Date Vacant	Current Salary	90 Vacancy Savings
059	717	00016	DII	7/1/2009	\$33,687	\$8,421.75
		00056	DIII	7/1/2009	\$31,512	\$7,878.00
		00085	DI	7/1/2009	\$19,856	\$4,964.00
		00129	DII	7/1/2009	\$27,574	\$6,893.50
		00147	DII	7/1/2009	\$25,953	\$6,488.25
					TOTAL	\$34,645.50

772-10-02: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FAUQUIER COUNTY	COMMONWEALTH'S ATTORNEY	8-7-09 Officer requests to rescind the request to transfer the annual salary from vacant position 00009 to maintain the full salary in the Compensation Board position.. Officer now intends to fill this position which became vacant January 19, 2009.	\$0	Approved as requested.

<u>FIPS</u>	<u>Office Code</u>	<u>Locality Name</u>	<u>Request Date</u>	<u>From Category</u>	<u>Class Code</u>	<u>To Category</u>	<u>Current Salary</u>	<u>Amount Requested</u>	<u>Amount Approved</u>
061	772	Fauquier County	06/19/09	pos. 00009	SEC	Temporary	23,723.00	23,723.00	17,792.25

771-10-02: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALLEGHANY COUNTY	COMMISSIONER OF THE REVENUE	7-30-09 Officer requests reconsideration of the Board's decision to withhold a portion of her fund transfer from position 00005 to Temporary Funds. Officer states that she uses the funds to pay an employee that has worked in her office since February 2007.	\$3,555.25	Approved as an exception to policy, based upon the specific conditions stated by the officer.
PAGE COUNTY	COMMISSIONER OF THE REVENUE	7-21-09 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00006, budgeted at \$17,242 which became vacant June 30. Officer cites this deputy was the most experienced on his staff, and to keep this position vacant for 90 Days would create a hardship while training remaining staff.	\$4,310.50	The Compensation Board did not approve this request, per FY10 Budget Priorities and Policies identified May 1, 2009. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY10.
AUGUSTA COUNTY	COMMISSIONER	7-17-2009 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00010, budgeted at \$19,856, which became vacant on 7/1/2009. Officer states that leaving the position vacant will create a hardship.	\$4964.00	The Compensation Board did not approve this request, per FY10 Budget Priorities and Policies identified May 1, 2009. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY10.

774-10-02: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCHANAN COUNTY	TREASURER	07-29-09 Officer requests an exception to the 90 Day Vacancy Policy for position 00001, budgeted @ \$21,079. Deputy in position 00001 was on leave without pay since 4/28/09 and subsequently separated on 7/21/09.	\$5,269.75.	Approved as an exception to policy, based upon the specific conditions stated by the officer, effective July 27, 2009.
FRANKLIN COUNTY	TREASURER	08-07-09 Officer requests reconsideration of the Board's decision to withhold a portion of her fund transfer from positions 00002 & 00003 to Temporary Funds. Officer states that she uses the funds to pay an employee that has worked in her office for years.	\$10,917.75	Approved as an exception to policy, based upon the specific conditions stated by the officer.
AMELIA COUNTY	TREASURER	07-21-09 Officer requests reconsideration of the Board's decision to withhold a portion of her fund transfer from position 00003 to Temporary Funds. Officer states that she uses the funds to pay two employees who have job-shared for the past 6 years and to cut these funds would severely impact her ability to maintain high collection rates.	\$1,549.50	Approved as an exception to policy, based upon the specific conditions stated by the officer.
ESSEX COUNTY	TREASURER	07-27-09 Officer requests an exception to the 90 Day Vacancy Policy for position 00003, budgeted @ \$18,704. Position 3 represents 50% of her total staff.	\$4,676	Approved as an exception to policy, based upon the specific conditions stated by the officer.

773-10-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALLEGHANY COUNTY	CIRCUIT COURT CLERK	7-24-09 FY10 Officer requests to expend Office Expense funds to purchase a Copier at \$2,680 Total Cost, \$2,139.44 Stressed Cost. The locality agrees to fund the Stressed Cost.	\$2,680 Total Cost \$2,139.44 Stressed Cost	Approved at no additional cost to the Compensation Board. Expense is approved from current budgeted funds for FY10.

773-10-02: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	CIRCUIT COURT CLERK	Officers request to transfer the annual salary from vacant positions to Temporary Funds.	\$0	Approved per the Compensation Board's FY10 Budget Priorities and Policies, as noted in the table below. This is a one-time transfer, not in the base budget.

Due to the position reallocation policy, these offices must hold positions vacant in FY10.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Amount Approved
013	773	Arlington County	08/11/09	pos. 00009	DCII	Temporary	35,521.00	35,521.00	26,640.75
013	773	Arlington County	08/11/09	pos. 00012	DCI	Temporary	32,496.00	32,496.00	24,372.00
013	773	Arlington County	08/11/09	pos. 00023	SCT	Temporary	33,337.00	33,337.00	25,002.75
059	773	Fairfax County	08/06/09	pos. 00068	SCT	Temporary	26,176.00	24,943.07	19,632.00
Totals								126,297.07	95,647.50

RUSSELL COUNTY	CIRCUIT COURT CLERK	<p>8-09-2009 Officer requests reconsideration to the Compensation Board's decision not to approve the exception to the 90-Day Vacancy Rule for pos. 00005, DCI budgeted at \$11,226 that became vacant on June 30, 2009 and pos. 00006, DCI budgeted at \$23,723 that became vacant on July 8, 2009.</p> <p>Officer states the two vacant positions have caused a hardship on the office due to the workload. The concealed handgun applications have doubled over the last few months and issuing permits has become a full-time job. The other Deputy Clerk's have had to postpone family vacations due to lack of help. The Deputy Clerk in position 4 is doing a fine job; however, she was hired May 18, 2009 and is still learning everything in the office. If a Deputy Clerk has to go into Court, which only leaves the Clerk and two Deputy Clerk's in the office.</p>	<p>Pos. 5 \$935.50 Pos. 6 \$2,605.94</p>	The Compensation Board approved, as an exception to policy, an exemption from the 90-Day Vacancy policy for one of the two vacant positions (pos. 00005 or pos. 00006), based upon the specific conditions stated by the officer.
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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 #10/01.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday September 16, 2009 at 11:00a.m. and Wednesday October 21, 2009.	N/A	Approved.
3.	NEW OFFICER TRAINING	COMPENSATION BOARD	Staff presents FY10 New Officer Training Work plan.	N/A	Approved.
4.	CUSTOMER SERVICE SURVEY	COMPENSATION BOARD	Staff presents FY10 Customer Service Survey Work plan.	N/A	Approved.
5.	TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FINAL FY09 collections totaled \$8,125,282.93, which is a 10.65% decrease compared FY08. FY10 collections for the month of July totaled \$800,063.41, an increase of 9.85% over July 2008 collections.</p> <p>Expenditures: The FY10 TTF budget request process continues through August 31, 2009. Requests for funding will be considered on the September docket.</p>	N/A	Noted.
6.	FY10 BUDGET DEVELOPMENT PROCESS	COMPENSATION BOARD	Staff provides overview of budget development process and potential budget amendment items for September 1 submission to DPB.	N/A	Approved with notation that funding needs not required by law should not be requested at this time due to current statewide budget shortfalls.
7.	FY10 AID TO LOCALITIES REDUCTION	COMPENSATION BOARD	Staff presents locality elections to be implemented through reductions in Compensation Board reimbursements for Constitutional Officers. Staff notes that locally elected reductions to per diem payments are to be implemented in the 2 nd Quarter Payment in October, 2009	N/A	Approved.

**FOR YOUR INFORMATION
NONE.**

H A N D C A R R Y

COMPENSATION BOARD DOCKET #10/02 AUGUST 19, 2009

EMPLOYEE RECOGNITION
NONE.

307-10-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RAPPAHANNOCK REGIONAL JAIL	SUPERINTENDENT	<p>8-14-09 Superintendent requests funding for 38 new jail positions to staff the expansion project completed in 2009 for the FY10 fiscal year.</p> <p>Superintendent notes the new facility is comprised of three units: C Unit & Seg Unit opened in FY09, and D Unit opened July 1, 2009.</p> <p>Staff notes that of the 38 positions, 22 positions are for the FY09 facilities and 16 positions are for the FY10 opening of D unit. Funding for the 38 positions is budgeted effective July 1, 2009.</p>	\$1,072,892	The Compensation Board approved funding effective July 1, 2009 for the 38 new positions in accordance with Paragraph D. Item 69, Chapter 781.
ALBERMARLE- CHARLOTTESVILLE REGIONAL JAIL	SUPERINTENDENT	<p>8-14-09 Superintendent requests an exception to the 90-Day Vacancy Policy for Pos. 00014, R C9 budgeted at \$33,950 vacant effective 8-17-09.</p> <p>Superintendent states that person to fill the position was previously employed at the Culpeper County Sheriff's Office and will have less than a 30-day break in service if granted an exception to the 90-Day Vacancy Policy.</p>	\$8,487.51	The Compensation Board did not approve this request, per FY10 Budget Priorities and Policies identified May 1, 2009. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY10.

772-10-02: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RUSSELL COUNTY	COMMONWEALTH'S ATTORNEY	8-18-2009 Officer requests an exception to the 90-day Vacancy Rule. On the June 2009 docket, the Compensation Board approved an exception to the 90-day Vacancy Rule was approved. Position #5 was held vacant for 39 days. Pos. #5 was filled effective August 3, 2009 and vacated again effective August 14, 2009. This separation leaves this office with one part-time assistant attorney, Pos. #3, ATTA, \$23,727, and one assistant attorney being funded from temporary funds.	\$11,346.25	Approved as an exception to policy, based upon the specific conditions stated by the officer.

771-10-02: COMMISSIONERS OF THE REVENUE
NONE.

774-10-02: TREASURERS
NONE.

773-10-02: 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	8-17-2009 Officer requests reconsideration to the Compensation Board's July 2009 docket decision to deduct 90-days vacancy at \$1,434.44 from the annual salary of pos. 00003, DCI budgeted at 5,938 when it was transferred to Temporary Funds. Officer states the locality no longer provides any supplements for any constitutional offices, so no supplement is provided for this position. The officer must maintain a full staff to meet the requirements of the Circuit Court Clerk's office as set forth in various Virginia code sections. The 90-day vacancy reduction will force a layoff situation for a staff member.	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

OTHER MATTERS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. VIRGINIA CENTER FOR POLICING INNOVATION	COMPENSATION BOARD	06-22-2009 In accordance with Chapter 781, Item 76, paragraph R, VCPI requests funding of \$1,004,500 to continue to implement and provide support for the SAVIN victim notification system in all local and regional jail facilities, and to continue to implement and support the interface between SAVIN and the Sex Offender Registry. This item was deferred on the July docket.	N/A	Compensation Board approved payment of one quarter of approved funds in the amount of \$195,022 to pay vendors supporting the SAVIN and the interface with the Sex Offender Registry. Further disbursement of funds will be made after the Compensation Board has received information regarding any approved FY10 budget reduction plans.

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. GRANT APPLICATION FOR FY10 ARRA FUNDS	COMPENSATION BOARD	Staff presents Grant Application to be submitted to the Department of Criminal Justice Services seeking allocation of \$23.3 million in Edward Byrne Justice Assistance Grant funds allocated pursuant to Item 475.50, paragraph B.15.	N/A	Approved.

FOR YOUR INFORMATION NONE.

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Public Body: Compensation Board
 Date: August 19, 2009
 Time: 11:00 a.m.
 Location: Compensation Board Conference Room
 Oliver Hill Building, 102 Governor Street
 Richmond, VA 23219
 Members: Frank Drew, Chairman (present)
 Walt Kucharski (present)
 Janie Bowen (absent)