

# COMPENSATION BOARD DOCKET #08/04

## October 3, 2007

EMPLOYEE RECOGNITION  
NONE.

307-08-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LYNCHBURG CITY	SHERIFF	<p>09-07-07 Officer is asking for an exception to the Vacancy Savings policy in place for Sheriffs and Regional Jails due to the hardship that will be placed upon his office during the Maternity/FMLA leave of an officer expecting her first child. Deputy Cook will begin her FMLA on October 1, 2007 through December 31, 2007. During these 12 weeks, Deputy Cook will be on unpaid leave and will not receive her salary. The officer is requesting that the \$8,184 be transferred to Temporary Personnel in order to replace her with a part-time employee.</p> <p>The \$8,184 is based on Deputy Cook's Compensation Board annual salary of \$35,456 which equates to an hourly rate of \$17.05. The hourly rate is multiplied by 480 hours (12 weeks at 40 hrs. per week) for a total of \$8,184.</p> <p>The cost to hire part-time staff at the minimum salary of \$27,148 @ an hourly rate of \$13.05 x 480 hrs would be \$6264.91.</p>	-0-	The Compensation Board approved a transfer of \$6,264 as an exception to policy, based upon the unique situation specified by the officer and the officer's inability, by law, to fill the position as it is technically not vacant.

# 307-08-04: SHERIFFS & REGIONAL JAILS

## NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LYNCHBURG CITY	SHERIFF	<p>09-14-07 Officer is asking for an exception to Compensation Board policy regarding reimbursement of radio equipment to only Law Enforcement offices. The Lynchburg Sheriff's Office is operating with radio equipment that is 9+ years old – which only has a 5-7 year life expectancy – and they are no longer able to purchase parts for necessary repairs to this equipment..</p> <p>The total cost to replace the equipment would be \$135,730 which is broken down as follows:</p> <p>Shoulder Microphones \$100 each x 49 = \$4,900                      Extra Battery \$84 each x 49 = \$4,116                      Radio P7170 \$2,586 each x 49 = \$126,714</p> <p>The City of Lynchburg has earmarked \$55,000 to assist the Sheriff with the replacement of their obsolete radio equipment. The Officer would like to request the remainder of the needed funds (\$80,730) be approved by the Compensation Board. The stressed cost of \$80,730 would be \$73,036.</p>	\$73,036	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.
PIEDMONT REGIONAL JAIL	SUPERINTENDENT	<p>09-19-07 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 October 1, 2007.</p>	-0-	The Compensation Board approved a transfer of \$2,528 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
430	307	Piedmont Regional Jail	09/19/07	Temporary	Position 00044	\$7,445	\$2,528	\$1,896
		<b>Totals</b>					<b>\$2,528</b>	<b>\$1,896</b>

HENRICO COUNTY	SHERIFF	<p>09-25-07 The following locality is requesting One Time Fund Transfers from Active Duty Vacancy Savings:</p>	-0-	Approved per the Compensation Board's FY08 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	307	Henrico County	09/25/07	Active Duty Vacancy Savings	Temporary	\$23,186.32	\$23,186.32
		<b>Totals</b>				<b>\$23,186.32</b>	<b>\$23,186.32</b>

NOTTOWAY COUNTY	SHERIFF	<p>09-24-07 The following office is requesting a Base Budget Transfer:</p>	-0-	The Compensation Board did not approve this request. In accordance with the Governor's FY2008 Budget Reduction Plan, transfers of accrued turnover funds will not be approved for the remainder of FY08.
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FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Prorated Amount
135	307	Nottoway County	09/24/07	Turnover	Office Expense	\$599	\$599	\$449
		<b>Totals</b>					<b>\$599</b>	<b>\$449</b>

## 307-08-04: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BOTETOURT COUNTY	SHERIFF	<p>10-03-07 The Sheriff wishes to inform the Compensation Board that the new jail facility for Botetourt County is nearly complete and will be open and accepting inmates on October 31, 2007.</p> <p>Funding is budgeted based upon an original estimated date of completion of October 1, 2007. Officer wishes to notify the Compensation Board that he would like to request reimbursement for employees hired and on site beginning October 1, 2007 in accordance with the provisions of Paragraph D, Item 59, Chapter 847, 2007 Acts of Assembly.</p>	-0-	Approved per the Compensation Board's FY08 Budget Priorities and Policies.

## 717-08-04: DIRECTORS OF FINANCE NONE.

## 771-08-04: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WISE COUNTY	COMMISSIONER OF THE REVENUE	<p>09-26-07 Officer requests the following correction to CY05 Workload. The workload correction will change the rank and percent of need of this office. The change would be as follows:</p> <ul style="list-style-type: none"> <li>• Current Need: 24.61%    Updated Need: \$28.69%</li> <li>• Current Rank: 97<sup>th</sup>      Updated Rank: 87<sup>th</sup></li> </ul> <p>The COR Workload Audit Committee concurs.</p>	-0-	The Compensation Board concurs with the Committee's request to update workload data for CY05 and asks Compensation Board staff to update COIN with corrected data.

CURRENT WITH ERROR

Category	CY05
Item 12. Mach & Tools Field Audits	0
Item 17. Local Merchts Capital Appeals	0
Item 19. Local Bus Pers Prop Appeals	0
Item 21. Local Mach & Tools Appeals	0
Item 25. Local Real Estate Appeals	0

CORRECTION

Category	CY05
Item 12. Mach & Tools Field Audits	28
Item 17. Local Merchts Capital Appeals	119
Item 19. Local Bus Pers Prop Appeals	374
Item 21. Local Mach & Tools Appeals	25
Item 25. Local Real Estate Appeals	343

772-08-04: COMMONWEALTH'S ATTORNEYS  
NONE.

773-08-04: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALEXANDRIA CITY	CIRCUIT COURT CLERK	09-24-07 Officer requests re-submission of \$4 funding for back-file redaction services not approved in the September 19, 2007 Compensation Board meeting. The Clerk's redaction vendor, AmCad, revised their redaction services bid from 4.5 cents per image to 4 cents per image for a total of \$176,028. The total number images to be redacted is 4,400,687 from a) 1935 to October 2007 for wills, financing statements, and judgments and b) 2003 to 2007 for deeds. The method of redaction is OCR+1 manual pass.	\$176,028	The Compensation Board approved this request in accordance with its approvals for redaction funding at its September 19, 2007 meeting.
SOUTHAMPTON COUNTY	CIRCUIT COURT CLERK	09-24-07 Officer requests re-submission of \$1 funding in the amount of \$14,562 not approved in the September 19, 2007 Compensation Board meeting. The Clerk's request was not approved due to the placement of a Purpose Code F line item in his \$1 Fund budget request instead of his \$4 budget request. Purpose Code F items are for technology improvements in other areas of the court and not an appropriate use of \$1 funds. The Clerk, who has been providing SRA to land records since June 2006, wishes to reconfigure his \$4 Fund budget so that the Case Imaging System (F) request is in his \$4 budget and the remainder of his requests (PCs, annual RMS/RIS maintenance, and SRA maintenance) are placed in his \$1 Fund budget request. To cover these costs, the Clerk requests \$14,562 from the \$1 Fund.	\$14,562	The Compensation Board approved this request in accordance with its approvals of the use of \$1 Technology Trust Funds at its September 19, 2007 meeting.
ALBEMARLE COUNTY	CIRCUIT COURT CLERK	09-27-07 Officer requests re-submission of \$4 funding for back-file and day-forward redaction services not approved in the September 19, 2007 Compensation Board meeting. The Clerk's redaction vendor, Cott, revised their redaction services bid to waive a set-up fee of \$8,500 and increase their per image cost from 3.25 to 4 cents per image. The back-file redaction of deeds, will, judgments, and fiduciaries for a total of 1,193,255 images is \$47,730 at 4 cent per image (OCR+1 manual pass). The day-forward software for 187,000 images is \$7,480 at 4 cents per image (Clerk and staff provide manual pass). Total request for redaction services is \$55,210.  Officer also requests remainder of \$4 available balance for backfile conversion of images, \$10,271.	\$65,481	The Compensation Board approved this request in accordance with its approvals for redaction funding at its September 19, 2007 meeting.

## 773-08-04: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FAUQUIER COUNTY	CIRCUIT COURT CLERK	10-01-07 Officer requests re-submission of \$4 and \$1 funding for back-file and day-forward redaction services not approved in the September 19, 2007 Compensation Board meeting. The Clerk's redaction vendor, Cott, revised their redaction services bid to waive a set-up fee of \$8,500. The back-file redaction of deeds, wills and partnerships for a total of 1,771,737 images is \$57,581 at 3.25 cents per image (OCR+1 manual pass). The day-forward software for 155,000 images is \$5,038 at 3.25 cents per image (Clerk and staff provide manual pass). Total request for redaction services is \$62,619, split between \$4 available money, \$15,033, and \$1 Fund request, \$47,586.	\$62,619	The Compensation Board approved this request in accordance with its approvals for redaction funding at its September 19, 2007 meeting.

## 774-08-04: TREASURERS

NONE.

# OTHER MATTERS

## OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. FY08 COST SAVINGS STRATEGIES	COMPENSATION BOARD	<p>In order to address potential FY08 budget reductions that may be identified in coming months, the Board may wish to consider taking action at this time to limit expenditure of accrued savings through vacancy and turnover actions.</p> <p>AT THEIR SEPTEMBER 19, 2007 MEETING, THE COMPENSATION BOARD TOOK ACTION AS AN INTERIM MEASURE TO MINIMIZE EXCESS SPENDING IN CONSTITUTIONAL OFFICES. THE BOARD MODIFIED EXISTING TRANSFER POLICY TO DISALLOW ANY TRANSFERS OF ACCUMULATED VACANCY SAVINGS OR TURNOVER FUNDS TO OTHER BUDGET CATEGORIES, OR THE USE OF TURNOVER FUNDS FOR IN-BAND ADJUSTMENT SALARY ACTIONS, FOR ALL CONSTITUTIONAL OFFICERS. ALSO, THE COMPENSATION BOARD IMPLEMENTED, EFFECTIVE OCTOBER 1, 2007, A DELAY OF 90 DAYS IN THE APPROVAL OF THE FILLING OF VACANT POSITIONS OR POSITIONS BECOMING VACANT THROUGH ATTRITION FOR ALL CONSTITUTIONAL OFFICERS. THE COMPENSATION BOARD MAINTAINED THE EXEMPTION TO ALLOW TRANSFERS OF VACANCY SAVINGS FROM ACTIVE DUTY MILITARY LEAVE AND POSITIONS HELD VACANT BEYOND 90 DAYS DUE TO THE POSITION REALLOCATION POLICY.</p> <p>ON SEPTEMBER 24, CHAIRMAN DREW DIRECTED STAFF TO DELAY IMPLEMENTATION OF THE 90-DAY DELAY IN APPROVAL OF THE FILLING OF VACANT POSITIONS UNTIL A SPECIAL BOARD MEETING CALLED ON OCTOBER 3, AND TO DEFER DECISIONS REGARDING THE USE AND TRANSFER OF TURNOVER AND VACANCY SAVINGS UNTIL SUCH MEETING.</p> <p>ON OCTOBER 1, GOVERNOR KAINE ANNOUNCED HIS FY08 BUDGET REDUCTION PLAN AND ITS IMPACT ON THE COMPENSATION BOARD AND CONSTITUTIONAL OFFICERS. SUCH PLAN INCLUDES THE IMPLEMENTATION OF A DELAY IN HIRING OF VACANCIES FOR 90 DAYS FOR CIRCUIT COURT CLERKS, TREASURERS, DIRECTORS OF FINANCE AND COMMISSIONERS OF THE REVENUE AND DISALLOWS EXPENDITURE OF ACCRUED VACANCY SAVINGS. THE PLAN ALSO DISALLOWS THE TRANSFER OF TURNOVER SAVINGS FOR ALL CONSTITUTIONAL OFFICERS, REGIONAL JAILS AND DIRECTORS OF FINANCE.</p>	N/A	<p>In implementation of the Governor's FY08 Budget Reduction Plan, the Compensation Board affirmed restrictions on the use of turnover funds for all constitutional officers, and affirmed a delay of 90 days in the approval of the filling of vacant positions and the restrictions on the use of vacancy savings for Circuit Court Clerks, Treasurers, Directors of Finance and Commissioners of the Revenue. This 90-day delay does not apply to Sheriffs, Regional Jails or Commonwealth's Attorneys. The Compensation Board directed staff to implement these cost reduction measures contained in the Governor's plan in the COIN system, and to notify officers of these policy changes.</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 #08/02 and #08/03.	N/A	Approved.
2. TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents Training Status Report.	N/A	Noted.
3. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, October 17, 2007 at 12:00 p.m. and Wednesday, November 14, 2007 at 11:00 a.m.	N/A	The Compensation Board cancelled the October 17, 2007 meeting. The next Board meeting is scheduled on Wednesday, November 14, 2007 at 11:00 a.m.

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
Date: October 3, 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)

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**CLOSED MEETING  
COMPENSATION BOARD DOCKET #08/04  
October 3, 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

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.**