

# COMPENSATION BOARD DOCKET #05/04 OCTOBER 20, 2004

## 304-05-04: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|-----------------|----------------|--|-------------------|--|
| PULASKI COUNTY  | SHERIFF        | 9-21-04 Officer requests to purchase a 10 Print Live-Scan System. The cost will be \$18,000 (stressed 13,757). This system would be utilized in the Courthouse facilities. | \$13,757          | Approved per the Compensation Board's FY05 Budget Priorities and Policies. |
| ROANOKE COUNTY  | SHERIFF        | 9-28-04 This request is to transfer vacant position for fiscal year 05 to office expense. Positions have been vacant since July 1, 2004.                                   | -0-               | Approved as an exception to policy as a request was due June 2.            |

| <b>FIPS</b>    | <b>LOCALITY</b>                | <b>Request Date</b> | <b>CLASS</b> | <b>TO Category</b> | <b>AMT</b> | <b>Total by Locality</b> |
|----------------|--------------------------------|---------------------|--------------|--------------------|------------|--------------------------|
| 161/304        | Roanoke County Sheriff         | 9/28/04             | CK A         | Office             | \$19,080   |                          |
| 161/304        | Roanoke County Sheriff         | 9/28/04             | CK A         | Office             | \$19,949   |                          |
| 161/304        | Roanoke County Sheriff         | 9/28/04             | CK B         | Office             | \$21,806   |                          |
| <b>161/304</b> | <b>Roanoke County Sheriff*</b> | <b>1</b>            |              |                    |            | <b>\$60,835</b>          |

# 320-05-04: COMMONWEALTH'S ATTORNEYS

## OLD BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u>          | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>  |
|-----------------|-------------------------|---|-------------------|---|
| LISTED BELOW    | COMMONWEALTH'S ATTORNEY | Officer request exception to the Substitute Prosecutor \$300 reimbursement policy as follows:<br><br><b>AT THEIR SEPTEMBER 15, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING FURTHER REVIEW BY COMPENSATION BOARD STAFF.</b> | \$350.00          | The request has been re-submitted by the individual dates performed, not the total amount for a time period. They are now within the 60-days and less than \$300.<br><br>No Compensation Board action required. |

### 760-320 Richmond City

| <u>Prosecutor</u> | <u>Expenses From - To</u> | <u>Defendant</u>         | <u>Total</u> |
|-------------------|---------------------------|--------------------------|--------------|
| N Fisher          | 7-2-04 / 7-30-04          | Henry Wallace Richardson | \$350.00     |
| Total             |                           |                          | \$350.00     |

|              |                         |   |            |   |
|--------------|-------------------------|---|------------|---|
| LISTED BELOW | COMMONWEALTH'S ATTORNEY | Officer request exception to the Substitute Prosecutor \$300 reimbursement policy as follows:<br><br><b>AT THEIR SEPTEMBER 15, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING FURTHER REVIEW BY COMPENSATION BOARD STAFF.</b> | \$1,187.50 | Approved per Compensation Board policy. |
|--------------|-------------------------|---|------------|---|

### 053-320 Dinwiddie County

| <u>Prosecutor</u> | <u>Expenses From - To</u> | <u>Defendant</u> | <u>Total</u> |
|-------------------|---------------------------|------------------|--------------|
| N Fisher          | 1-12-04 / 8-24-04         | John C. Thomas   | \$312.50     |
| N Fisher          | 8-24-04 / 8-27-04         | Nathaniel Beach  | \$450.00     |
| N Fisher          | 4-1-04 / 8-24-04          | David Smith      | \$425.00     |
| Total             |                           |                  | \$1,187.50   |

## 734-05-04: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

| <u>LOCALITY</u>  | <u>OFFICER</u>              | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|------------------|-----------------------------|--|-------------------|--|
| ALLEGHANY COUNTY | COMMISSIONER OF THE REVENUE | 9/15/04 Officer requests to transfer balance of annual vacant funds from pos. #5 @\$9170.25, pro-rated, to temporary funds.  | -0-               | Approved per the Compensation Board's FY05 Budget Priorities and Policies.   |
| FRANKLIN COUNTY  | COMMISSIONER OF THE REVENUE | Officer does have Delegation of Classification Authority.<br><br>10/13/04 Officer is reclassifying pos. #2. Officer requests to transfer Temporary Funds @ \$6,245 to fund this reclass. | -0-               | The Compensation Board approved a transfer of \$6,245 from base temporary funds to effect the classification(s) requested by the Commissioner in accordance with the Compensation Board's Delegation of Classification Authority policy. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years. |

## 732-05-04: TREASURERS NONE.

# 321-05-04: CIRCUIT COURT CLERKS

## OLD BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|-----------------|----------------|--|-------------------|--|
| LISTED BELOW    | CIRCUIT CLERKS | COURT<br>Staff presents an amended TTF request of \$295,384.25 based on following: | \$295,384.25      | Approved per Compensation Board policy pending Department of Planning and Budget appropriation approval. |

### 8 Clerks who certified VITA security standards compliance and request TTF available funds:

| Locality                      | Clerk            | Compliance with VITA Standards | Amended TTF Request for October Docket | TTF Available Amount |
|-------------------------------|------------------|--------------------------------|--|----------------------|
| Salem City                    | Chance Crawford  | ✓                              | Services                               | \$15,000.00          |
| Wythe County                  | Hayden Horney    | ✓                              | Services                               | \$8,160.30           |
| Grayson County                | Charles Sturgill | ✓                              | Services                               | \$11,740.63          |
| Culpeper County               | Patricia Payne   | ✓                              | Services                               | \$32,153.69          |
| Smyth County                  | Jimmy Warren     | ✓                              | Services                               | \$5,561.46           |
| Louisa County                 | Susan Hopkins    | ✓                              | Services                               | \$25,758.21          |
| Buckingham County             | Malcolm Booker   | ✓                              | Equipment                              | \$542.37             |
| Albemarle County              | Shelby Marshall  | ✓                              | Equipment                              | \$6,398.00           |
|                               |                  |                                | Services                               | \$97,909.64          |
| <b>Additional TTF Request</b> |                  |                                |  | <b>\$203,224.30</b>  |

### 7 Clerks who request TTF amended budget for available funds:

| Locality                      | Clerk           | Amended TTF Request for October Docket | TTF Available Amount |
|-------------------------------|-----------------|--|----------------------|
| King George County            | Vic Mason       | Services                               | \$13,057.29          |
| Russell County                | Dollie Compton  | Services                               | \$4,243.40           |
| Buchanan County               | Jim Bevins      | Equipment                              | \$10,327.60          |
| Nelson County                 | Judy Smythers   | Services                               | \$7,919.62           |
| Martinsville City             | Ashby Pritchett | Equipment                              | \$216.22             |
| Petersburg City               | Benjamin Scott  | Equipment & Services                   | \$19,493.82          |
| Roanoke City                  | Mark Hartman    | Equipment                              | \$14,902.00          |
|                               |                 | Services                               | \$22,000.00*         |
| <b>Additional TTF Request</b> |                 |  | <b>\$92,159.95</b>   |

\* \$30,000 already Board-approved for TTF Services for Roanoke City

|                                     |                     |
|-------------------------------------|---------------------|
| <b>TOTAL Additional TTF Request</b> | <b>\$295,384.25</b> |
|-------------------------------------|---------------------|

# 321-05-04: CIRCUIT COURT CLERKS

## OLD BUSINESS:

LOCALITY                      OFFICER                      REQUEST                      TOTAL COST                      COMPENSATION BOARD ACTION

CONTINUED.

**1 Clerk who requests TTF services amendment:**

| Locality                                  | Clerk         | Amended TTF Request for October Docket | Available TTF Amount |
|---|---------------|--|----------------------|
| Chesapeake City                           | Faye Mitchell | 2 vendor split instead of 1            | \$126,369.43         |
| <b>Total Additional TTF Funds Request</b> |               |  | <b>\$0</b>           |

**3 Clerks who certified VITA security standards compliance and request carryover to FY06:**

| Locality                       | Clerk            | Compliance with VITA Standards | Amended TTF Request for October Docket | TTF Available Amount |
|--------------------------------|------------------|--------------------------------|--|----------------------|
| Fredericksburg City            | Sharron Mitchell | ✓                              | Carryover to FY06                      | \$2,751.46           |
| King and Queen County          | Deborah Longest  | ✓                              | Carryover to FY06                      | \$0                  |
| Patrick County                 | Susan Gasperini  | ✓                              | Carryover to FY06                      | \$10,864.21          |
| <b>Total Carryover Request</b> |                  |                                |  | <b>\$13,615.67</b>   |

# 321-05-04: CIRCUIT COURT CLERKS

## NEW BUSINESS:

| <u>LOCALITY</u>      | <u>OFFICER</u> |       | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>                          |
|----------------------|----------------|-------|--|-------------------|---|
| PRINCE EDWARD COUNTY | CIRCUIT CLERK  | COURT | 10-13-2004 Acting Officer requests additional Temporary Funding @ \$19,057.94. This is equivalent to position #2 DCIV-G11 @ \$36,491 from Oct. 1. 2004 to April 5, 2005. The Special Election will be held on April 5, 2005. This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #2 DCIV is not vacant during the period in which I am the Acting Clerk, consequently funds cannot be transferred from this position. | -0-               | Approved at no additional cost to the Compensation Board. |

## 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:<br>Docket #05/03   | N/A               | Approved.                        |
| 2. | TRAINING STATUS REPORT                       | COMPENSATION BOARD | Staff presents the Training Status Report.   | N/A               | Noted.                           |
| 3. | MONTHLY JAIL AUDIT<br>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. | COMPENSATION BOARD<br>MEETINGS               | COMPENSATION BOARD | Confirmation of upcoming Compensation Board meetings: Wednesday, November 17, 2004 and Wednesday, December 15, 2004.   | N/A               | Approved.                        |
| 6. | LIDS CONFERENCE                              | COMPENSATION BOARD | Staff presents survey results from the 2004 LIDS (Local Inmate Data System) Conference held in Richmond on September 15-16, 2004.  | N/A               | Noted.                           |
| 7. | ANNUAL JAIL COST<br>REPORT FOR FY03          | COMPENSATION BOARD | Staff has not received any comments to the exposure draft sent out immediately following the September meeting. During this period, staff conducted a final review of individual jail revenues and expenditures and did find needed adjustments that were non-material. Staff asks Board approval of the corrected version of the report provided to you last month. | 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. | NEW OFFICER TRAINING             | COMPENSATION BOARD | Staff invites Compensation Board Members to join them for New Officer Training lunch beginning at noon on December 8 and welcoming new officers at the 1:00 p.m. session. NOT will be held at the Sheraton Park South Hotel, 9901 Midlothian Turnpike in Richmond. Expect 15 newly elected officers to attend this two-day event (December 8 and 9). | N/A               | Noted.                           |
| 9. | DRAFT FY04 FINES AND FEES REPORT | COMPENSATION BOARD | Staff presents executive summary section of Draft FY04 Fines and Fees Report.  | N/A               | Approved.                        |

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #05/04  
OCTOBER 20, 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 #05/04 OCTOBER 20, 2004

## 304-05-04: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

| <u>LOCALITY</u>      | <u>OFFICER</u> | <u>REQUEST</u>   | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u>   |
|----------------------|----------------|--|-------------------|--|
| PRINCE EDWARD COUNTY | SHERIFF        | 10-8-04 Officer requests \$2,500.00 (stressed \$1,948.75) for VCIN terminal equipment.   | \$2,500.00        | Approved as an exception to policy as office does not have a VCIN terminal.  |
| ROCKINGHAM COUNTY    | SHERIFF        | 10-18-04 Officer requests that position #33 and position #110 be increased to \$26,075 each. Officers previously in these positions were transferred to grant positions and the Compensation Board positions reverted to grade 7's at \$23,854. DCJS has determined that officers, trained as Correctional Officers, not qualified to hold grant funded law enforcement positions. | \$4,442           | Compensation Board approved request, however, determined that officers should be reinstated at previous salary of \$26,075 and previous grade 8. |

# 320-05-04: 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 | Assistant Commonwealth's Attorneys request exception to the 60-day \$300 reimbursement policy. Substitute Prosecutors did not submit CB24 forms to the Compensation Board within the 60 days. | -0-               | Approved as an exception to policy. |

| Prosecutor          | Locality   | Expenses From - To | Defendant    | Total          |
|---------------------|------------|--------------------|--------------|----------------|
| Elizabeth Fitzwater | Portsmouth | 7-22-04 / 7-22-04  | Alan Jackson | \$13.65        |
|                     |            |                    |              | <b>\$13.65</b> |

|                |         |                   |               |                |
|----------------|---------|-------------------|---------------|----------------|
| T. Marie Walls | Suffolk | 5-28-04 / 7-27-04 | Mark Cummings | \$72.75        |
|                |         |                   |               | <b>\$72.75</b> |

732-05-04: TREASURERS  
NONE.

734-05-04: COMMISSIONERS OF THE REVENUE  
NONE.

321-05-04: CIRCUIT COURT CLERKS  
NONE.

# OTHER MATTERS

## NEW BUSINESS:

|    | <u>LOCALITY</u>                   | <u>OFFICER</u>     | <u>REQUEST</u>  | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|----|-----------------------------------|--------------------|---|-------------------|----------------------------------|
| 1. | DRAFT FY04 FINES AND FEES REPORT  | COMPENSATION BOARD | Staff presents full document of Draft FY04 Fines and Fees Report.   | N/A               | Approved as an exposure draft.   |
| 2. | TECHNOLOGY TRUST FUND COLLECTIONS | CIRCUIT CLERKS     | COURT<br>Collections:<br>FY05 year to date collections total \$3,183,668.29, a 32.84% increase the same period in FY04.<br><br>Projections:<br>Based on current collections, FY05 TTF collections would be approximately \$12.7 million, an increase or 49.61% over FY04 collections.<br>(NOTE: The TTF fee was increased 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, year-to-date recordings appear to be less than FY04.)<br><br>Expenditures:<br>FY05 year-to-date TTF expenditures total \$789,626.98, which is 15.59% of budgeted TTF funds. | N/A               | Noted.                           |

## FOR YOUR INFORMATION NONE.