

COMPENSATION BOARD DOCKET #07/04

October 18, 2006

EMPLOYEE RECOGNITION
NONE.

304-07-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRICO COUNTY	SHERIFF	10-02-06 Officer requests \$7,736.96 for a LiveScan system to replace the system that was destroyed 09-28-06 due to water damage.	\$7,736.96	Approved per the Compensation Board's FY07 Budget Priorities and Policies; contingent upon the Sheriff/Superintendent's compliance with Compensation Board policies regarding LiveScan purchases. Any amounts approved will be reimbursed at the stressed cost amount. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08.

<u>FIPS</u>	<u>OFFICE</u>	<u>LOCALITY NAME</u>	<u>REQUESTED</u>	<u>EQUIPMENT COST</u>	<u>FY07 STRESS FACTOR</u>	<u>STRESSED COST</u>
087	304	Henrico County	1	\$12,910.00	59.93%	\$7,736.96
TOTALS				\$12,910.00		\$7,736.96

MASTER DEPUTY AUDIT PROGRAM	MASTER DEPUTY AUDIT COMMITTEE	10-03-06 Master Deputy Audit Committee reports the results of the Master Deputy Program audits.	N/A	Compensation Board approved the recommendations of the Master Deputy Audit Committee as submitted to include the removal of the Northern Neck Regional Jail Officer from the program.
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HENRICO COUNTY	SHERIFF	10-04-06 Officer requests Active Duty/Military Vacancy Savings Transfer.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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<u>FIPS</u>	<u>OFFICE</u>	<u>LOCALITY NAME</u>	<u>REQUEST DATE</u>	<u>FROM CATEGORY</u>	<u>TO CATEGORY</u>	<u>AMOUNT AVAILABLE</u>	<u>AMOUNT REQUESTED</u>
087	304	Henrico County	10/4/06	Vacancy Savings	Office Expenses	\$28,627.96	\$28,627.96
TOTALS						\$28,627.96	\$28,627.96

CHESTERFIELD COUNTY	SHERIFF	10-04-06 Officer requests transfer from Turnover.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a base budget transfer.
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<u>FIPS</u>	<u>OFFICE</u>	<u>LOCALITY NAME</u>	<u>REQUEST DATE</u>	<u>FROM CATEGORY</u>	<u>TO CATEGORY</u>	<u>AMOUNT AVAILABLE</u>	<u>AMOUNT REQUESTED</u>	<u>PRORATED AMOUNT</u>
041	304	Chesterfield County	10/4/06	Turnover	Temp. Personnel	\$25,431.12	\$25,431.12	\$19,073.34
TOTALS						\$25,431.12	\$25,431.12	\$19,073.34

304-07-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA BEACH CITY	SHERIFF	<p>10-03-06 Officer is requesting additional emergency corrections positions due to overcrowding and facility closures due to renovation. Officer states his jail count has been consistently approaching the 1,600 mark.</p> <p>Virginia Beach City Jail has a jail capacity of 889 inmates. For the most recent 12 months, the average Payable ADP was 1270. The Compensation Board currently funds 290 correctional officer positions and 42 emergency correctional officer positions for the City of Virginia Beach. Officer requested 160 additional corrections positions (80 corrections and 80 emergency corrections) for FY07. The General Assembly did not approve any correctional positions for FY07 but, Virginia Beach did receive 4 new court services positions for FY07.</p> <p>The Officer has not yet requested a specific number of additional positions, however, based on the 5 to 1 ratio the maximum number of positions the Compensation Board could approve is 34. The additional annual cost for these 34 positions would be \$887,537. The FY07 cost would be \$591,692 for November thru June.</p>	\$591,692	Compensation Board deferred action on this request pending action on the Board's carryover request to the Department of Planning and Budget (DPB). It is anticipated that the Board will be advised of action on the carryover request by the December 20, 2006 meeting.
PAGE COUNTY	SHERIFF	<p>10-10-06 Officer is requesting additional funds for part-time/temporary payroll to help with jail over crowding issues.</p> <p>Page County Jail has a jail capacity of 34 inmates. For the most recent 12 months, the average Payable ADP was 89. The Compensation Board currently funds 9 correctional positions and 8 emergency correctional officer positions for Page County. Officer requested 8 additional corrections positions for FY07. The General Assembly did not approve any correctional positions for FY07 and Page County did not receive any new court services or law enforcement positions for FY07.</p> <p>The officer has not yet requested a specific number of additional positions or a specific dollar amount for additional part-time/temporary funding, however based on the 5 to 1 ratio the maximum number of positions the Compensation Board could approve is 3. The additional annual cost for these 3 positions would be \$78,312. The FY07 cost would be \$52,208 for November thru June.</p>	\$52,208	Compensation Board deferred action on this request pending action on the Board's carryover request to the Department of Planning and Budget (DPB). It is anticipated that the Board will be advised of action on the carryover request by the December 20, 2006 meeting.

304-07-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>		<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>		
CITY OF EMPORIA		SHERIFF	10-10-06 Officer requests to keep positions vacant for FY07 and transfer the salary funds to other budget categories.	-0-	Approved per the Compensation Board's FY07 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 AVAILABLE
595	304	City of Emporia	10/10/06	00003	SEC1	Temporary	\$20,067
TOTALS							\$20,067

320-07-04: COMMONWEALTH'S ATTORNEYS NONE.

734-07-04: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AMENDMENT TO THE COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM (CDP)	COMMISSIONER OF THE REVENUE ASSOCIATION CAREER DEVELOPMENT COMMITTEE	10-10-06 The Commissioner of the Revenue Association Career Development Committee requests an amendment to the education requirements of the Commissioner of the Revenue Career Development Program. The definition of "Participating and Enrolled" requires successful completion of at least one required course in a 12-month period of time. The Committee requests that the education requirement allow a one-year carryover of a career development course for recertification purposes, i.e. if an officer successfully completes two courses in the 12-month time period, one of those courses could be carried forward to meet the requirement in the following 12-month time period.	N/A	The Compensation Board did not approve this request. The Compensation Board believes that numerous opportunities exist for a Commissioner of the Revenue to satisfy the requirement in a 12-month period. If the Commissioner of the Revenue Association of Virginia (CRAV) considers this requirement to be a burden, the CRAV may wish to consider on-line or other distance learning opportunities.

732-07-04: TREASURERS/DIRECTORS OF FINANCE NONE.

321-07-04: 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 Temporary Funds into Permanent Salaries to fund Internal Salary Adjustments and Class Roll Changes. The salaries requested are within 10% and 15% of the current salaries	-0-	The Compensation Board approved transfers of \$8,553 (Alleghany County) and \$920 (Smyth County) from base temporary to effect the salary action requested by the officers in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officers' temporary budgets 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
005	321	Alleghany County	10/03/06	Temporary	PERM SAL	\$8,553.00	8,553.00	\$5,702.00
173	321	Smyth County	10/06/06	Temporary	PERM SAL	\$7,428.00	920.00	\$613.33
		TOTALS					\$9,473.00	\$6,315.33

WASHINGTON COUNTY	CIRCUIT COURT CLERK	10-05-06 Officer requests to increase the salary of position #5 from \$21,074 to \$22,001 and to reimburse retroactive to 7-1-06 to correct a system error. The salary of VACANT position # 5 was not increased by 4% December 1, 2005 when the salaries of all employees were given an across the board increase. This will increase the officer's annual budget by \$927. Based on the Compensation Board's 60-day reimbursement policy, Compensation Board will reimburse the salary effective July 1.	\$927	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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RUSSELL COUNTY	CIRCUIT COURT CLERK	10-06-06 Officer requests to transfer the Annual Vacant Funds to Temporary Funds.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	OFFICE	LOCALITY	REQUEST DATE	FROM POSITION	CLASS	TO CATEGORY	AMOUNT
167	321	Russell County	10/10/06	00005	DCI	Temporary	6,716
		TOTAL					\$6,716

321-07-04: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FAIRFAX COUNTY	CIRCUIT COURT CLERK	10-04-06 Officer requests to appear before the Board at the October 18, 2006 meeting concerning September 20, 2006 Board action regarding the Fines & Fees Report. *Action taken by the Compensation Board at their September 20, 2006 meeting noted below.	N/A	The Honorable John Frey, Fairfax County Circuit Court Clerk, spoke before the Compensation Board regarding the action the Board took on September 20, 2006 on the Fines & Fees Report. Mr. Frey explained to the Board the compatibility issues his office's system was experiencing with the system at the Department of Taxation. He said he had been submitting his fines & fees data but due to the compatibility issues this information was not noted in the report. Mr. Frey said this compatibility issue should be resolved by this Friday. Board Member Walter J. Kucharski abstained from a vote. Therefore, due to the absence of Board Member Janie E. Bowen from today's meeting there was not a quorum for a vote so this item was deferred for action until the November 15, 2006 meeting.

*Per §19.2-349.A., Code of Virginia, "the clerk of the circuit court and district court of every county and city shall submit to the judge of his court, the Department of Taxation, the State Compensation Board and the attorney for the Commonwealth of his county or city a monthly report of all fines, costs, forfeitures and penalties which are delinquent more than 30 days, including court-ordered restitution of a sum certain, imposed in his court for a violation of state law or a local ordinance which remain unsatisfied, including those which are delinquent in installment payments. The monthly report shall include the social security number or driver's license number of the defendant, if known and such other information as the Department of Taxation and the Compensation Board deem appropriate. The Executive Secretary shall make the report required by this subsection on behalf of those clerks who participate in the Supreme Court's automated information system."

The Commonwealth's Attorney for Fairfax County utilizes the Department of Taxation as their collection agent for all delinquent court fines & fees. The Fairfax County Commonwealth's Attorney (based upon data received from the Department of Taxation) submitted their FY06 delinquent fines & fees assessment and collection data to the Compensation Board in August 2006. **The delinquent fines & fees data for Fairfax County showed \$0 in FY06 delinquent assessments for the Fairfax County Circuit Court Clerk.**

As a result, the FY06 Fines & Fees Report will not reflect delinquent assessments from the Fairfax County Circuit Court Clerk's Office.

ACTION TAKEN BY THE COMPENSATION BOARD AT THEIR SEPTEMBER 20, 2006 MEETING: "BY THIS ACTION, THE COMPENSATION BOARD NOTIFIES THE FAIRFAX COUNTY CIRCUIT COURT CLERK THAT HE HAS NOT SUBMITTED ANY DELINQUENT ASSESSMENTS TO THE DEPARTMENT OF TAXATION IN FY06 AND THE REQUIREMENT TO IMMEDIATELY BEGIN SUBMITTING MONTHLY DELINQUENT FINES & FEES ASSESSMENTS TO THE DEPARTMENT OF TAXATION FOR COLLECTION ACTION. THE FAIRFAX COUNTY CIRCUIT COURT CLERK IS REQUESTED TO PROMPTLY SUBMIT ALL OUTSTANDING DELINQUENT ACCOUNTS NOT PREVIOUSLY SUBMITTED TO THE DEPARTMENT OF TAXATION. THE COMPENSATION BOARD APPROVED THE FINES & FEES REPORT AS AN EXPOSURE DRAFT WITH FINAL ACTION TO BE TAKEN AT THE OCTOBER 18, 2006 MEETING."

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 #07/03.	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, November 15, 2006 and Wednesday, December 20, 2006.	N/A	Approved.
6.	STAFF TRAINING REPORT	COMPENSATION BOARD	Staff training and conferences for the period of July 1-Sept. 30, 2006 provided to the Board for review.	N/A	Noted.
7.	NEW OFFICER TRAINING 2006	COMPENSATION BOARD	There are currently 22 localities/offices that will be invited to the December training session. Training will be held on December 6-8, 2006 at the Crowne Plaza-Richmond West. Agenda and attendees were provided to the Board for review.	N/A	Noted.
8.	MANAGING JAIL RISK 2006 CONFERENCE	COMPENSATION BOARD	Registration closed September 29, 2006, 65 are registered for Williamsburg session scheduled Oct. 24-26, 2006 to be held at the Holiday Inn-Downtown and 52 are registered for the Roanoke session schedule Oct. 31-Nov. 2, 2006 to be held at the Hotel Roanoke and Conference Center.	N/A	Noted.
9.	JAIL COST REPORT	COMPENSATION BOARD	Staff presents final FY05 Jail Cost Report. No changes were proposed or made to the Exposure Draft approved by the Board on September 20, 2006.	N/A	Approved.
10.	FY07/08 BIENNIUM BUDGET AMENDMENTS (DECISION PACKAGES)	COMPENSATION BOARD	Staff presents the FY07/08 Biennium Budget Amendments (Decision Packages) to be submitted to the Department of Planning and Budget (DPB).	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>
11. FINES AND FEES REPORT	COMPENSATION BOARD	<p>Staff presents final FY06 Fines and Fees Report. (Exposure Draft was approved by the Board on September 20, 2006.)</p> <p>The Department of Taxation and Montgomery County Commonwealth's Attorney offers corrections to data reported.</p>	N/A	Compensation Board deferred action on this item until the November 15, 2006.
12. SECURE REMOTE ACCESS	CIRCUIT COURT CLERKS	<p>Staff reports on Circuit Court Clerks' Secure Remote Access (SRA) status as of August 2006:</p> <p>When requesting Technology Trust Funds (TTF) for FY07, 59 out of 120 Clerks reported to the Compensation Board that they provided Secure Remote Access (SRA) to land records*. Compensation Board staff verified with the Supreme Court of Virginia (SCV) that of 120 Clerks, land records services were provided by the SCV to 72 Clerks, and of that number, 32 reported to the Compensation Board that they provided SRA. Of the remaining 48 Clerks who used vendors other than the Supreme Court of Virginia, 27 reported to the Compensation Board that they provided SRA. Compensation Board staff verified through the SCV that all 32 Clerks that have the Supreme Court as their SRA vendor have a website that requires a password for remote access. Compensation Board staff has also verified that all 27 Clerks that have a SRA vendor other than the Supreme Court have a website that requires a password for remote access.</p> <p>*Secure Remote Access to land records – Security requirements are outlined in the Security Standards for Restricted Remote Access to Documents on Court-Controlled Websites, (ITRM Standard SEC503-02, March 28, 2005) by the Virginia Information Technologies Agency (VITA). The 2005 VITA security standard defines remote access as allowing inspection to be made without the need to physically visit the courthouse where the court record is maintained. Land records are defined in § 2.2-3808.2, Code of Virginia, as "any writing authorized by law to be recorded on paper or in electronic format which the clerk records affecting title to real property."</p>	N/A	Noted.

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #07/04
October 18, 2006**

1) MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (Walter Kucharski 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 officers, 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. (Walter Kucharski 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. (Walter Kucharski seconded the motion.)

Frank Drew, Chairman	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Janie E. Bowen, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/> (absent)

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. (Walter Kucharski seconded the motion.)

Frank Drew, Chairman	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Janie E. Bowen, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/> (absent)

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 #07/04 October 18, 2006

EMPLOYEE RECOGNITION
NONE.

304-07-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HANOVER COUNTY	SHERIFF	09-26-06 Officer requests replacement of PC's in the department's training room. The Compensation Board funded the training room equipment approximately 5 years ago with the understanding that the training facility would be available for use by Compensation Board staff in conducting periodic training on Compensation Board systems. The number of PC's requested is within Compensation Board policy for allowable equipment purchases.	\$7,743.84 (stressed cost)	Approved as an exception to policy, based upon the specific conditions stated by the officer.

FIPS	OFFICE	LOCALITY NAME	CAT	IT Y/N	REP / NEW	EQUIPMENT REQUESTED	AVAIL	REQ	APPR	EQUIPMENT COST	TOTAL PER POLICY COST	FY07 STRESS FACTOR	STRESSED COST
085	304	Hanover County	A	Y	R	PCs	21	13	13	\$15,600.00	\$1,200.00	49.64%	\$7,743.84
		TOTALS								\$15,600.00			\$7,743.84

CHARLES CITY COUNTY	SHERIFF	10-03-06 Officer is requesting additional funds in order to operate at a standard that is acceptable. Officer is requesting funding for 3 additional deputy sheriff positions in the areas of: transportation, courtroom security, and process serving. For FY07, the office was budgeted 2 court services positions and was due 1.44 positions for the fiscal year. The percentage of need of this office stands at -7.95%. Officer did not request any additional CS positions on his FY07 Budget Request; he did request 1 each of Corrections and Law Enforcement. The officer did not request a specific dollar amount for these positions, but based on the CS7 entry level salary of \$26,104, they would need a total of \$78,312. The prorated amount for the remaining 9 months of the fiscal year would be \$58,734. The current temporary budget for this office is \$3,147.	\$58,734	Compensation Board deferred action on this request pending action on the Board's carryover request to the Department of Planning and Budget (DPB). It is anticipated that the Board will be advised of action on the carryover request by the December 20, 2006 meeting. Staff is requested to have the Sheriff conduct a 3-month survey of transports.
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304-07-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALEXANDRIA CITY	SHERIFF	<p>10-05-06 Officer is requesting to reclass and increase the salaries of eighteen (18) positions that should have been classified as Master Deputies effective January 12, 2006.</p> <p>Officer states that documentation was hand delivered to a representative that is no longer employed with the Compensation Board and that the personnel changes were entered into the COIN reimbursement system. However, in viewing the personnel history in the COIN reimbursement system, there is no record of these changes being entered into COIN Personnel Processing.</p> <p>Sheriff requests:</p> <ul style="list-style-type: none"> • Approval of salary increases for Master Deputy pay raises, per policy, and • An exception to the 60-day late reimbursement policy and retroactive payment to January 2006. 	\$9,747	The Compensation Board approved the Master Deputy salary increases per policy. The Compensation Board approved an exception to the 60-day late reimbursement policy and approved reimbursement retroactive to July 1, 2006.

320-07-04: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAREER PROSECUTOR AUDITS	VIRGINIA ASSOCIATION OF COMMONWEALTH'S ATTORNEYS (VACA) CAREER PROSECUTOR AUDIT COMMITTEE	10-06-06 VACA Career Prosecutor Audit Committee reports the results of the Career Prosecutor audits. The Career Prosecutor Audit Committee certifies that all audited career prosecutors met the necessary requirements.	N/A	Approved as recommended. The Compensation Board wishes to thank the members of the audit committee for their assistance.
PRINCE GEORGE COUNTY	COMMONWEALTH'S ATTORNEY	10-16-06 Officer requests to transfer Vacancy Savings to fund the purchase of the following equipment items.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	LOCALITY	EQUIPMENT REQUESTED	REQUESTED QTY	REQUESTED COST	TOTAL REQUESTED COST	PER POLICY QTY	PER POLICY COST	TOTAL COST APPROVED	STRESSED COST
149	Prince George County	PC	1	1,188.00	1,188	1	1,188.00	1,188	786.57
149 Total				1,188.00	1,188		1,188.00	1,188	786.57
Grand Total					1,188			1,188	786.57

734-07-04: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SCOTT COUNTY	COMMISSIONER OF THE REVENUE	<p>09-22-06 Officer requests the following corrections to CY05 Workload. The workload corrections will change the rank and percent of need of this office. The change would be as follows:</p> <ul style="list-style-type: none"> • Current Rank-58th Updated Rank-43rd • Current Need-28.40% Updated Need-43.90% <p>The Commissioner of the Revenue Staffing Standards Committee has reviewed the request and concurs.</p>	-0-	As an exception to policy and upon the recommendation of the Commissioner of the Revenue Staffing Standards Committee, the Compensation Board approved the corrected workload data submitted by the Commissioner of the Revenue and asks that staff update the COIN database.

CURRENT W/ ERROR

Category	CY05
Item 30A. Financial Institutions	4
Item 46b. PPTRA Reviewed for Compliance	0
Item 54a. Land Parcels	19010
Item 5 Pers Prop Desk Audits	100
Item 6 Pers Prop Field Audits	0

CORRECTION

Category	CY05
Item 30A. Financial Institutions	5
Item 46b. PPTRA Reviewed for Compliance	17828
Item 54a. Land Parcels	28515
Item 5 Pers Prop Desk Audits	1022
Item 6 Pers Prop Field Audits	6

734-07-04: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
LUNENBURG COUNTY	COMMISSIONER OF THE REVENUE	09-27-06 Officer requests the following corrections to CY04 and CY05 Workload. Workload measures marked with an N/A for CY04 are those that were not required until FY06 Budget Request. The workload corrections will change the rank and percent of need of this office. The change would be as follows: <ul style="list-style-type: none"> • Current Rank-98th Updated Rank-21st • Current Need-5.61% Updated Need-52.59% <p>The Commissioner of the Revenue Staffing Standards Committee has reviewed the request and concurs.</p>	-0-	As an exception to policy and upon the recommendation of the Commissioner of the Revenue Staffing Standards Committee, the Compensation Board approved the corrected workload data submitted by the Commissioner of the Revenue and asks that staff update the COIN database.

CURRENT W/ ERROR

Category	CY04	CY05
Item 1A. Tax Assessments Adjusted	250	23
Item 1C. Pers Prop Assessments Adjusted	0	220
Item 1D. Num of Bus Pers Prop Assmts Adj	0	17
Item 1E. Num of Mercht Cap Assmts Adj	0	4
Item 1F. Num of Mach & Tolls Assmts Adj	0	7
Item 5 Num of Pers Property Desk Audits	0	0
Item 7 Num of Merchants Capital Desk Audits	0	0
Item 9 Num of Bus Pers Prop Desk Audits	0	0
Item 11 Num of Mach & Tools Dsk Audits Inc Farm	0	0
Item 30A. Num of Financial Inst in Locality	0	0
Item 32 General Administrative Duties	0	3735
Item 33. Num of Summons	0	0
Item 39 Num of Taxpayers Assstd w/ Income Tax	0	0
Item 40 Num of State Tax Returns Prepared	0	204
Item 42. Num of Pers Prop Reg Renewals	0	0

CORRECTION

Category	CY04	CY05
Item 1A. Tax Assessments Adjusted	253	177
Item 1C. Pers Prop Assessments Adjusted	N/A	639
Item 1D. Num of Bus Pers Prop Assmts Adj	N/A	17
Item 1E. Num of Mercht Cap Assmts Adj	N/A	1
Item 1F. Num of Mach & Tolls Assmts Adj	N/A	3
Item 5 Num of Pers Property Desk Audits	N/A	23225
Item 7 Num of Merchants Capital Desk Audits	N/A	164
Item 9 Num of Bus Pers Prop Desk Audits	N/A	721
Item 11 Num of Mach & Tools Dsk Audits Inc Farm	N/A	455
Item 30A. Num of Financial Inst in Locality	N/A	4
Item 32 General Administrative Duties	N/A	12900
Item 33. Num of Summons	N/A	194
Item 39 Num of Taxpayers Assstd w/ Income Tax	N/A	325
Item 40 Num of State Tax Returns Prepared	N/A	204
Item 42. Num of Pers Prop Reg Renewals	13574	15028

CURRENT W/ ERROR

Category	CY04	CY05
Item 44 Person Prop Registration Deletions	0	0
Item 46A. PPTRA Compliance	0	13500
Item 46B. PP Tax Acts Rev for PPTRA Compliance	0	782
Item 48 Pers Prop Veh Researched for DMV PPTRA Recon Rept	0	0
Item 51 Public Service Corporations Assessed	11	12
Item 52 Num of Mach & Tools, Bus Pers Prop & Farm Accts	1167	1179
Item 54B2. Num of Real Estate Parcels Assessed on Cont Basis	0	11746
Item 54C Num of Mapping Changes or GIS Updates Completed	0	146

CORRECTION

Category	CY04	CY05
Item 44 Person Prop Registration Deletions	N/A	2720
Item 46A. PPTRA Compliance	N/A	13500
Item 46B. PP Tax Acts Rev for PPTRA Compliance	N/A	1323
Item 48 Pers Prop Veh Researched for DMV PPTRA Recon Rept	N/A	782
Item 51 Public Service Corporations Assessed	16	17
Item 52 Num of Mach & Tools, Bus Pers Prop & Farm Accts	1323	1340
Item 54B2. Num of Real Estate Parcels Assessed on Cont Basis	N/A	0
Item 54C Num of Mapping Changes or GIS Updates Completed	N/A	146

732-07-04: TREASURERS/DIRECTORS OF FINANCE

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALEXANDRIA CITY	DIRECTOR OF FINANCE	<p>08-01-06 Officer requests to amend their FY07 Budget Request to include 4 additional Compensation Board funded positions. Officer cites difficulty in entering office workload measures in their FY07 Budget Request. A spreadsheet containing CY05 workload measures was forwarded to Compensation Board staff, who entered the workload on the officer's behalf. No additional positions were requested in this office's FY07 Budget Request.</p> <ul style="list-style-type: none">• Annual cost \$73,432• Pro-rated amount (\$48,955) is for the period of November through June <p>*Revised staffing standards methodology indicates a staff need of 6.22 FTE.</p> <p>*Staff received concurrence from the Governing Body on October 16, 2006.</p> <hr/> <p>AT THEIR AUGUST 16, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING COMPENSATION BOARD APPROVAL OF STAFFING STANDARDS AND PROCESS FOR ALLOCATION OF POSITIONS.</p> <p>AT THEIR SEPTEMBER 20, 2006 MEETING, THE COMPENSATION BOARD VOTED TO ACT UPON THIS REQUEST AT THEIR OCTOBER 18, 2006 MEETING AND ALLOCATE SUCH POSITIONS AS DUE AND AVAILABLE BASED UPON STAFFING STANDARDS UPON WRITTEN CONCURRENCE OF THE GOVERNING BODY FOR ALLOCATION OF POSITIONS EFFECTIVE OCTOBER 1, 2006.</p>	\$48,955 (Pro-rated)	The Compensation Board approved four (4) additional DI positions per staffing standards and as requested by the Officer, effective October 1, 2006.

732-07-04: TREASURERS/DIRECTORS OF FINANCE

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALBEMARLE COUNTY	DIRECTOR OF FINANCE	<p>08-01-06 Officer requests to amend their FY07 Budget Request to include 5 additional positions, 1 GC, 1 FA, and 3 DI's. When the Budget Request was originally submitted this office did not anticipate that positions would be allocated by the General Assembly this year, since they had not received any additional positions for several years.</p> <ul style="list-style-type: none"> • Annual Cost \$91,790 • Pro-rated amount (\$61,193) is for the period of November through June <p>*Revised staffing standards methodology indicates a staff need of 2.77 FTE.</p> <p>*Staff received concurrence from the Governing Body on October 16, 2006.</p> <hr/> <p>AT THEIR AUGUST 16, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING COMPENSATION BOARD APPROVAL OF STAFFING STANDARDS AND PROCESS FOR ALLOCATION OF POSITIONS.</p> <p>AT THEIR SEPTEMBER 20, 2006 MEETING, THE COMPENSATION BOARD VOTED TO ACT UPON THIS REQUEST AT THEIR OCTOBER 18, 2006 MEETING AND ALLOCATE SUCH POSITIONS AS DUE AND AVAILABLE BASED UPON STAFFING STANDARDS UPON WRITTEN CONCURRENCE OF THE GOVERNING BODY FOR ALLOCATION OF POSITIONS EFFECTIVE OCTOBER 1, 2006.</p>	\$61,193 (Pro-rated)	The Compensation Board approved two (2) additional DI positions per staffing standards and as requested by the Officer, effective October 1, 2006.

732-07-04: TREASURERS/DIRECTORS OF FINANCE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF RICHMOND	DIRECTOR OF FINANCE	<p>10-06-06 Officer requests to amend their FY07 Budget Request to include 4 additional Compensation Board funded positions. No additional positions were requested in this office's original FY07 Budget Request. The locality agrees to fund their portion.</p> <ul style="list-style-type: none"> • Annual Cost \$73,432 • Pro-rated amount (\$48,955) is for the period of November through June <p>*Revised staffing standards methodology indicates a staff need of 3.77 FTE.</p> <p>*Staff received concurrence from the Governing Body on October 17, 2006.</p>	\$48,955 (Pro-Rated)	The Compensation Board approved one (1) additional DI position per staffing standards and as requested by the Officer, effective October 1, 2006.
FAIRFAX COUNTY	DIRECTOR OF FINANCE	<p>10-10-06 Officer requests to amend their FY07 Budget Request to request 20 additional DI positions. Fairfax County requested a total of 232 additional positions in their original Budget Request. Funding has already been approved for the requested positions in the locality's annual budget.</p> <ul style="list-style-type: none"> • Annual Cost \$367,160 • Pro-rated amount (\$244,773) is for the period of November through June <p>*Revised staffing standards methodology indicates a staff need of 3.43 FTE.</p> <p>*Staff received concurrence from the Governing Body on October 10, 2006.</p>	\$244,773 (Pro-rated)	The Compensation Board did not approve any additional DI positions per staffing standards.
PRINCE WILLIAM COUNTY	DIRECTOR OF FINANCE	<p>10-12-06 Officer requests to amend their FY07 Budget Request to request 12 additional positions. Prince William County requested a total of 6 additional positions in their original Budget Request.</p> <ul style="list-style-type: none"> • Annual Cost \$220,296 • Pro-rated amount (\$146,864) is for the period of November through June <p>*Revised staffing standards methodology indicates a staff need of 12.20 FTE.</p> <p>*Staff received concurrence from the Governing Body on October 16, 2006.</p>	\$146,864 (Pro-rated)	The Compensation Board approved nine (9) additional DI positions per staffing standards and as requested by the Officer, effective October 1, 2006.

732-07-04: TREASURERS/DIRECTORS OF FINANCE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRICO COUNTY	DIRECTOR OF FINANCE	<p>10-16-06 Officer requests to amend their FY07 Budget Request to request 6 additional DI positions. Henrico County requested a total of 10 additional positions in their original Budget Request.</p> <ul style="list-style-type: none"> Annual Cost \$110,148 Pro-rated amount (\$73,432) is for the period of November through June <p>*Revised staffing standards methodology indicates a staff need of 6.53 FTE.</p> <p>*Staff received concurrence from the Governing Body on October 16, 2006.</p>	\$73,432 (Pro-rated)	The Compensation Board approved four (4) additional DI positions per staffing standards and as requested by the Officer, effective October 1, 2006.

321-07-04: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA COURT CLERKS' ASSOCIATION (VCCA)	PRESIDENT	10-10-06 Letter from Larry B. Palmer, Lynchburg Circuit Court Clerk, thanking the Board for their kind letter regarding his installation as President of the VCCA.	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>
1. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY07 YTD collections total \$2,859,534.34, which is an 18.5% decrease compared to the same period in FY06.</p> <p>Projections:</p> <ol style="list-style-type: none">1. Based on current collections, FY07 TTF collections would be approximately \$11.4 million, a decrease of 10.56% over FY06 collections.2. Based on a projected reduction in recordings of an additional 10% over the remainder of FY07, collections for FY07 would be \$10.6 million, a decrease of 17.3% over FY06 collections. <p>Expenditures: FY07 TTF budget requests were approved at the September Board meeting and funding was made available for reimbursement on October 1st.</p>	N/A	Noted.

FOR YOUR INFORMATION
NONE.

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