

COMPENSATION BOARD DOCKET #03/05 NOVEMBER 26, 2002

304-03-05: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PITTSYLVANIA COUNTY	SHERIFF	9/23/02 – OFFICER REQUESTS \$4037.49 IN OVERTIME FUNDING FOR WORKED PERFORMED IN THE JENNIFER SHORT INVESTIGATION IN SEPTEMBER 2002. OFFICER HAS NO TURNOVER AND \$11,380.59 IN SPENDING REDUCTION VACANCY SAVINGS (AS OF 9/26/02). THE BOARD MAY WISH TO UTILIZE THESE FUNDS IN LIEU OF ADDITIONAL FUNDING.	\$4037.49	As an exception to policy based upon the specific situation, the Compensation Board approved the use of accumulated turnover and vacancy savings not to exceed \$4,037.49 to offset locality incurred costs for overtime. Funds will be transferred (not in the base) to office expenses or part-time, as determined by the Sheriff and in consultation with the Executive Secretary.
DANVILLE CITY	SHERIFF	10/29/02 – OFFICER REQUESTS BASE BUDGET TRANSFER OF TURNOVER (\$16,701 ANNUAL) TO PART-TIME. \$12,525.75 IS THE PRORATED AMOUNT THAT WILL BE TRANSFERRED THIS YEAR.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
PULASKI COUNTY	SHERIFF	11/6/02 – OFFICER REQUESTS BASE BUDGET TRANSFER OF TURNOVER (\$7305.00 ANNUAL) TO PART-TIME. \$6696.25 IS THE PRORATED AMOUNT THAT WILL BE TRANSFERRED THIS YEAR.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
KING GEORGE COUNTY	SHERIFF	11/6/02 – OFFICER REQUESTS BASE BUDGET TRANSFER OF TURNOVER (\$459.00 ANNUAL) TO PART-TIME. \$306.00 IS THE PRORATED AMOUNT THAT WILL BE TRANSFERRED THIS YEAR.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

320-03-05: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SALEM CITY	COMMONWEALTHS ATTORNEY	11-6-2002 Officer has Delegation of Classification Authority. Officer had transferred annual Vacant Funds from pos. #3 AAI-G7 @ \$28,568 to Temporary Funds. Officer intends to hire an employee into this pos. #3 AAI-G7 @ \$24,995 effective December 2, 2002. Officer requests to transfer, prorated, funds from Temporary @ \$14,580.42 to fund this new hire.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

732-03-05: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-03-05: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

321-03-05: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ACCOMACK COUNTY	CIRCUIT CLERK	COURT 11-5-02 Officer has Delegation of Classification Authority. Officer requests to forfeit his Rank Due classification for the balance of his term. In lieu of the Rank Due DCIV-G11 @ \$21,229, cost @ \$7,320, he be approved funds to reclass pos. #3 DCII-G8 @ \$23,909 to DCIII-G9 @ \$26,136. Cost to reclass @ \$2,227. Officer is ranked 109, is due -0.15 FTE and is in -2.24% of Need.	\$2,227	Approved at no additional cost to the Compensation Board, with the understanding that the Clerk will not seek approval for "rank due" during the remainder of his term of office.
SUSSEX COUNTY	CIRCUIT CLERK	COURT 11-14-02 Officer requests exception to 60-day reimbursement policy. During a recent audit a deficit in Temporary Funds was discovered for November 2001. An employee should have been paid @ \$372 yet \$316 was claimed for reimbursement. \$56 deficit. Officer requests additional Temporary Funds @ \$56 to reimburse this deficit. Officer is Ranked 51, is due 0.71 FTE and is Ranked 22.54% of Need.	\$56	Approved as an exception to policy on a one-time basis. Further exceptions will not be approved.
NEWPORT NEWS CITY	CIRCUIT CLERK	COURT 11-14-02 Officer requests reconsideration of TTF Budget Approval.	\$22,549.99 (NGF)	While the Compensation Board understands and appreciates the problem with the system in Newport News, it was made clear to the Compensation Board that TTF funds would only be made available to address contractual obligations incurred prior to September 24, 2002. Consequently, the Compensation Board could not approve this request.

321-03-05: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
POWHATAN NORTHUMBERLAND PRINCE EDWARD COUNTIES	CIRCUIT CLERKS	COURT Officers request reconsideration of their FY03 approved TTF Funding. At the time they submitted their request for funds in August 2002, both officers were in the process of finalizing contracts with their vendor, ILS. Based on Compensation Board Policy at that time, they believed that they would be allowed to request funds at a later date by submitting a request to the Board. Powhatan and Northumberland officers state that they signed contractual agreements prior to September 24, 2002 (the date that all Clerks were informed that FY03 TTF funding was uncertain). Prince Edward officer states he signed a maintenance agreement for \$4,200 on May 1, 2002, and has been working closely with his vendor since May 2002 to agree on contracts for Internet access and system upgrades totaling \$11,840, however, because funding was uncertain he did not sign contracts for those services. NOTE: Powhatan County Clerk is requesting \$34,650 and Northumberland County Clerk is requesting \$20,080. According to their vendor, ILS, their unpaid contractual obligations are \$15,700 and \$16,780 respectively. The Board may wish to seek an exception for \$36,680; the amount of funds ILS confirmed was contractually obligated prior to September 24, 2002.	\$36,680 (NGF)	Approved to seek exception for \$36,680 from the Department of Planning and Budget for these offices.

321-03-05: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SPOTSYLVANIA COUNTY	CIRCUIT CLERK	COURT	11-18-02 Officer requests a one-time direct reimbursement of TTF money to the Circuit Court Clerk in order to pay outstanding vendor bills. The Deputy County Administrator has advised him that any funds that are reimbursed through the Treasurer of Spotsylvania County will be applied to the \$144,807.58 that the locality has already paid vendors under the contract that the Clerk signed in December 2001.	N/A	The Compensation Board believes that providing a one-time exception to policy and sending a reimbursement check to the Clerk would be a violation of the Commonwealth's accounting policy and possibly create financial reporting difficulties. Consequently, the Compensation Board did not approve this request.

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 #03/04	N/A	Approved.
2.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
3.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
4.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Training Status Report.	N/A	Noted.
5.	LAWFUL EMPLOYMENT PRACTICES	COMPENSATION BOARD	Staff presents Lawful Employment Practices Report.	N/A	Noted.
6.	COPYING COST POLICY	COMPENSATION BOARD	AMENDED NOVEMBER 26, 2002 BY THE COMPENSATION BOARD: Allows the Compensation Board to recover all costs associated with a request from a Constitutional Officer which exceeds \$25 per year per Constitutional Officer.	N/A	Approved.
7.	INVITE ASSOCIATION PRESIDENTS TO JANUARY 2003 LEGISLATIVE MEETING	COMPENSATION BOARD	Staff presents letter for Chairman's signature inviting Association Presidents to special legislative meeting with the Board on January 7, 2003 at 2:00 p.m.	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. EMERGENCY MEDICAL REQUESTS	COMPENSATION BOARD	Staff presents emergency medical requests for reimbursement.	\$20,265.22 (recommended for approval \$8,688.70)	Approved staff recommendations.

Facility Name	Inmate Name	Date(s) of medical services	State Responsible	Bonus Start Date (date became state responsible)	Amount Requested	Amount Recommended for Approval	CB Staff Recommended Action Approve/Do not approve
Western Tidewater Reg Jail	Michael Benyo	10/31/02	No	No	2,667.96	0	Do not approve; not state responsible.
Western Tidewater Reg Jail	Gina Everette	12/06/01	Yes	10/15/01	3,939.75	3,939.75	Approve.
New River Valley Reg Jail	Rebecca J. Clarke	03/13/02	Yes	4/11/02	778.00	0	Do not approve; expenses incurred prior to becoming state responsible.
New River Valley Reg Jail	David J. Bishop	08/06/02	Yes	7/10/02	4.57	0	Do not approve; expenses do not appear to be medical emergency.
New River Valley Reg Jail	Gary W. Waldron	03/06/02-04/03/02	Yes	5/2/02	15.54	0	Do not approve; expenses incurred prior to becoming state responsible.
New River Valley Reg Jail	Paul E. Sutliff	03/20/02	Yes	6/10/02	20.00	0	Do not approve; expenses incurred prior to becoming state responsible.
New River Valley Reg Jail	Caroline D. Seal	04/25/02-05/16/02	Yes	5/2/02	37.90	0	Do not approve; expenses incurred prior to becoming state responsible and remainder do not appear to be medical emergency.
New River Valley Reg Jail	Donald L. Mclemore	07/24/02	Yes	1/3/02	16.94	0	Do not approve; expenses do not appear to be medical emergency.
New River Valley Reg Jail	Sharon L. Lawrence	05/10/02-07/05/02	Yes	6/23/02	47.81	0	Do not approve; expenses incurred prior to becoming state responsible and remainder do not appear to be medical emergency.
New River Valley Reg Jail	Jason A. Bobbitt	07/16/02	Yes	7/4/02	24.51	0	Do not approve; expenses do not appear to be medical emergency.
New River Valley Reg Jail	Robert J. Belcher, III	07/29/01-04/12/02	No	No	86.74	0	Do not approve; not state responsible.
New River Valley Reg Jail	Jerry L. Adams	05/13/02-06/05/02	Yes	2/11/02	39.21	0	Do not approve; expenses do not appear to be medical emergency.
New River Valley Reg Jail	Castro J. Banks	10/22/01-05/17/02	Yes	12/16/01	48.24	0	Do not approve; expenses incurred prior to becoming state responsible and remainder do not appear to be medical emergency.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>			<u>TOTAL COST</u>		<u>COMPENSATION BOARD ACTION</u>
8. continued EMERGENCY MEDICAL REQUESTS	COMPENSATION BOARD						
New River Valley Reg Jail	Jennifer L. Gibbs	08/21/02	Yes	9/2/02	10.65	0	Do not approve; expenses incurred prior to becoming state responsible.
New River Valley Reg Jail	Terri Williams	06/30/02- 08/09/02	Yes	5/21/02	4.54	0	Do not approve; expenses do not appear to be medical emergency.
New River Valley Reg Jail	Jeffrey Wright	05/31/00- 03/11/02	No	No	82.65	0	Do not approve; not state responsible.
New River Valley Reg Jail	Jeffrey Adkins	08/30/01- 09/05/01	Yes	9/9/01	18.91	0	Do not approve; expenses incurred prior to becoming state responsible.
New River Valley Reg Jail	Dameon L. Holt	11/05/01	Yes	10/15/01	14.75	0	Do not approve; expenses do not appear to be medical emergency.
New River Valley Reg Jail	Charles A. Lucas	04/21/02	Yes	4/23/02	1,103.57	0	Do not approve; expenses incurred prior to becoming state responsible.
New River Valley Reg Jail	Juan Zaldivar-Padilla	03/12/02- 05/21/02	Yes	1/24/02	50.50	0	Do not approve; expenses do not appear to be medical emergency.
New River Valley Reg Jail	Rebecca J. Clarke	03/09/02- 03/10/02	No	No	1,885.32	0	Do not approve; not state responsible.
Prince Wm-Manassas Adult Det	Phillip L. Talley	04/04/02	Yes	9/5/01	4,161.89	4,161.89	Approve.
Prince Wm-Manassas Adult Det	Linda R. Smallwood	07/10/02	No	No	433.75	0	Do not approve; expenses incurred after release date.
Chesterfield Co Sheriff's Office	Maurice Givens	06/15/02- 06/16/02	No	No	1,097.83	0	Do not approve; not state responsible.
Chesterfield Co Sheriff's Office	Sherri Branch	04/12/02- 08/27/02	Yes	7/10/02	842.52	0	Do not approve; expenses incurred prior to becoming state responsible and remainder do not appear to be medical emergency.
Chesterfield Co Sheriff's Office	Daramus S. Jones	05/16/02- 06/04/02	Yes	7/24/02	1,055.86	0	Do not approve; expenses incurred prior to becoming state responsible.
Chesterfield Co Sheriff's Office	Kristen M. Denton	06/24/02- 06/25/02	Yes	9/16/02	773.25	0	Do not approve; expenses incurred prior to becoming state responsible.
Chesterfield Co Sheriff's Office	Melinda McFadden	11/18/01	No	No	415.00	0	Do not approve; not state responsible.
Chesterfield Co Sheriff's Office	Christopher E. Wright	04/02/02	Yes	9/9/01	217.00	217.00	Approve.
Chesterfield Co Sheriff's Office	Reginal T. Wright	07/24/02	Yes	7/9/02	370.06	370.06	Approve.
TOTALS					20,265.22	8,688.70	

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
9.	BUDGET REDUCTION ALLOCATIONS	COMPENSATION BOARD	Staff presents budget reduction allocation packages.	N/A	Confirmation.
10.	NOT STATUS	COMPENSATION BOARD	New Officer Training will be held in the boardroom of the Compensation Board on Dec. 10, 2002. The agenda is finalized and speakers have been contacted and confirmed. The training announcement and invitation was mailed to all new officers on Nov. 6, 2002. There are 4 newly elected officers and 2 newly appointed officers.	N/A	Noted.
11.	TECHNOLOGY TRUST FUND COLLECTIONS § 17.1 – 279	CIRCUIT CLERKS COURT	<p><u>COLLECTIONS:</u> FY03 YTD collections total \$2,432,877.05. FY03 collections for a similar period of time totaled \$2,017,731.41. This represents a 21% increase in collections over last fiscal year.</p> <p><u>EXPENDITURES:</u> Current YTD expenditures as of November 13, 2002, total \$761,740.98. This represents 17% of budgeted TTF funds.</p> <p><u>PROJECTIONS:</u> Based on YTD projections, \$7,298,631.15 will be collected in FY03. This would represent an 11% increase over last fiscal year.</p>	N/A	Noted.
12.	JANUARY-JUNE 2003 COMPENSATION BOARD MEETING DATES	COMPENSATION BOARD	Compensation Board meeting dates (January-June 2003) to be determined.	N/A	Meetings scheduled for 2003: January 21, February 19, March 19, April 23, May 21, June 18.

FOR YOUR INFORMATION

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #03/05
NOVEMBER 26, 2002**

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 the .

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 #03/05
 NOVEMBER 26, 2002**

304-03-05: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PIEDMONT REGIONAL JAIL	SUPERINTENDENT	11-21-02 Superintendent requests the Compensation Board to ask the Auditor of Public Accounts to conduct a cost recovery review of the INS building located at Piedmont Regional Jail.	N/A	The Compensation Board has no authority to request the Auditor of Public Accounts to conduct such an audit, as the provision of law which allowed for the Compensation Board to make such a request has expired. Absent such authority, the Auditor of Public Accounts cannot independently conduct a cost recovery review.

320-03-05: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE COUNTY	COMMONWEALTH'S ATTORNEY	<p>11-22-2002 Officer requests exception to Spending Reduction Policy</p> <p>Due to the resignation of the Commonwealth's Attorney the acting Officer requests additional Temporary Funds @ \$36,335.33. Prorated amount to FY03 Year End for pos. #6 ATTIV-G17 @ \$54,503.</p> <p>Note: Funding is at no additional cost to the Compensation Board as the Commonwealth's Attorney position is vacant.</p>	\$36,335.33	Approved as an exception to the Spending Reduction policy.
ALEXANDRIA CITY	COMMONWEALTH'S ATTORNEY	<p>11-26-02 Officer requests the Compensation Board to consider the possibility of participating jurisdictions agreeing to use funds in the Regional Drug Prosecutor budget to offset reductions in their offices.</p>	N/A	The Compensation Board discussed the possibility of participating jurisdictions agreeing to use funds in the Regional Drug Prosecutor budget to offset reductions in their offices. The Compensation Board did not feel that such action was appropriate as these offices were established as separate entities by the General Assembly.

732-03-05: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-03-05: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

321-03-05: CIRCUIT COURT CLERKS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

OTHER MATTERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

FOR YOUR INFORMATION

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

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