

COMPENSATION BOARD DOCKET #04/05

NOVEMBER 26, 2003

304-04-05: 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	10/28/03 – OFFICER REQUESTS TO TRANSFER EFFECTIVE 01/01/04 THE REMAINING 6-MONTH SALARY OF POSITION 00017 TO PART-TIME. DOES NOT INTEND TO FILL POSITION FOR REMAINDER OF YEAR UPON RETIREMENT OF INCUMBENT. AMOUNT TO TRANSFER IS \$15,576.00	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
GRAYSON COUNTY	SHERIFF	11/12/03 – OFFICER REQUESTS TO TRANSFER \$24,392 FROM VACANCY TO TEMPORARY/PART-TIME. ALSO, TRANSFER \$9,746 FROM TURNOVER TO TEMPORARY.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.
FLUVANNA COUNTY	SHERIFF	11/19/03 – OFFICER REQUESTS TO TRANSFER \$1,129 FROM BASE TEMPORARY TO VACANT POSITION #00006, L11. TRANSFER WILL ENABLE SHERIFF TO EMPLOY EXPERIENCED CHIEF DEPUTY AT A COMPETITIVE SALARY. REDUCE BASE PART-TIME BY \$1,129.	-0-	The Compensation Board approved a transfer of \$1,129 from base temporary to provide a higher salary upon employment consistent with Compensation Board policy as requested by the Sheriff. 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.

320-04-05: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>																				
MARTINSVILLE CITY	COMMONWEALTH'S ATTORNEY	10-30-03 Officer requests to use vacancy savings funds to purchase two computers and one printer. Total cost @ \$2,642, Stressed cost @ \$2,444.64. Officer has vacancy savings funds available at \$5,155.72 for this purchase.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.																				
<table border="1"> <thead> <tr> <th><u>Qty.</u></th> <th><u>Description</u></th> <th><u>Unit Cost</u></th> <th><u>Total Cost</u></th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Personal Computer</td> <td>1,226</td> <td>2,452.00</td> </tr> <tr> <td>1</td> <td>Printer</td> <td>190</td> <td>190.00</td> </tr> <tr> <td colspan="2"><u>Total Cost</u></td> <td>1,416.00</td> <td>2,642.00</td> </tr> <tr> <td colspan="2"><u>Stressed Cost</u></td> <td></td> <td>2,444.64</td> </tr> </tbody> </table>					<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>	2	Personal Computer	1,226	2,452.00	1	Printer	190	190.00	<u>Total Cost</u>		1,416.00	2,642.00	<u>Stressed Cost</u>			2,444.64
<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>																					
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MARTINSVILLE CITY	COMMONWEALTH'S ATTORNEY	11-10-03 Officer requests to use vacancy savings funds to purchase a sorter attachment for the office copier. Total cost @ \$995, Stressed cost @ \$920.67. Officer has vacancy savings funds available at \$1,716.08 for this purchase.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.																				
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<u>Stressed Cost</u>			920.67																					
PETERSBURG CITY	COMMONWEALTH'S ATTORNEY	11-10-03 Officer requests to transfer annual Vacant Funds from pos. #12 JATTI @ \$19,692 (prorated @ \$13,128) and pos. #13 JSECA @ \$5,647 (prorated @ \$3,764.67) to Temporary Funds. Total prorated funds to be transferred @ \$16,892.67.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.																				

320-04-05: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>																				
STAFFORD COUNTY	COMMONWEALTH'S ATTORNEY	11-14-03 Officer requests additional funding to replace 3 inoperable computers @\$1,300 ea and a printer @\$1,600 total cost @ \$5,500. Locality has a stress factor of 60.74%, Stressed cost @\$3,340.70	\$3,340.70	Approved as an exception to policy, based upon the specific conditions stated by the officer.																				
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<u>Stressed Cost</u>			3,340.70																					
FLUVANNA COUNTY	COMMONWEALTH'S ATTORNEY	11-17-03 Officer requests additional funds for an ATTI position at @ \$38,163. Officer states sudden increase in workload, and extended illness requiring additional hours in court. Based upon staffing standards, office is due 0.31 FTE and is in 30.95% of Need. .31 of an ATTI position is \$11,830; prorated with an effective date of December 1, amounts to \$6,901.	Prorated @ \$6,901	Approved as an exception to policy, based upon the specific conditions stated by the officer.																				

732-04-05: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-04-05: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

321-04-05: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALBEMARLE COUNTY	CIRCUIT COURT CLERK	<p>11-04-03 Officer does have Delegation of Classification Authority.</p> <p>Officer requests a one step increase at 2.25% for each employee, based on the old step pay scale. Total cost to increase salaries @ \$5,101.16. There are -0- Turnover Funds to funds this increase.</p> <p>NOTE: Officer is aware that this is a request that does not comply with policy.</p>	\$5,101.16	<p>Not approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies. The Compensation Board cannot approve salary increases without a specific appropriation from the General Assembly for this purpose. No "step" raises have been approved by the Compensation Board for employees of Constitutional Officers, any raises received by employees in the past two years have occurred from local funds. The General Assembly has provided the Compensation Board with sufficient funds to provide a 2.25% salary increase for Constitutional Officers and employees effective December 1, 2003.</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 #04/04	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 the Training Status Report.	N/A	Noted.
5.	NOT STATUS	COMPENSATION BOARD	New Officer Training will be held December 8-11, 2003 at the Sheraton Park South in Richmond. We have invited 95 individuals this year. Compensation Board Members are invited to lunch with the new officers at noon on Monday, December 8.	N/A	Noted.
6.	INVITE ASSOCIATION PRESIDENTS TO JANUARY 2004 LEGISLATIVE MEETING	COMPENSATION BOARD	Staff presents memo for Chairman's approval inviting Association Presidents to special legislative meeting with the Board on January 13, 2004 at 2:00 p.m.	N/A	Approved.
7.	FY03 CUSTOMER SERVICE SURVEY REPORT	COMPENSATION BOARD	Staff presents FY03 Customer Satisfaction Survey Results Summary and Report.	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>
8.	STRATEGIC PLAN	COMPENSATION BOARD	Staff presents final draft of Strategic Plan.	N/A	Approved.
9.	DECISION PACKAGES	COMPENSATION BOARD	Staff presents summary of final decision packages sent to the Department of Planning and Budget, as requested/approved by Secretary of Administration, Sandra D. Bowen. Individual packages sent via email to Compensation Board Members on October 28, 2003.	\$59,578,961 GF (2004-2006 Biennium)	Confirmation.
10.	NEW JUDGESHIPS— ADDITIONAL COURT SERVICES AND DEPUTY CLERK POSITIONS	COMPENSATION BOARD	Staff presents memo for Compensation Board approval to Richard D. Brown (DPB), Senator Kenneth W. Stolle (Senate Courts), and Delegate Robert F. McDonnell (House Courts) new judgeships and providing additional courtroom security and deputy clerk staffing.	FY05 \$372,845 FY06 \$372,845 Biennial Total \$745,690	Approved.
11.	TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY04 YTD collections total \$3,274,660.74. FY03 Collections for a similar period of time totaled \$2,432,877.05. This represents a 34.60% increase in collections over last fiscal year.</p> <p>Expenditures: Current YTD expenditures as of October 31,2003 total \$1,491,098.60.</p> <p>Projected: Based on YTD collections, \$9,823,982.22 will be collected in FY04. This would represent a 24.02% increase over last fiscal year.</p> <p>The total TTF request has now been approved for expenditure by the Department of Planning and Budget.</p>	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>
12. EMERGENCY MEDICAL REQUESTS	SHERIFFS/JAILS	Staff presents emergency medical requests for reimbursement.	\$275,536.15 (recommended for approval \$206,548.62)	Board 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
New River Valley Regional Jail	Roger E. Ratcliffe Jr.	08/04/02-08/20/02	Yes	04/22/03	25,032.00	0	Do not approve. Expenses incurred prior to becoming state responsible.
New River Valley Regional Jail	Eric B. Kilbert	02/21/03	Yes	12/09/02	395.00	395.00	Approve.
New River Valley Regional Jail	Asa B. Hancock Jr.	09/25/02-01/17/03	Yes	12/02/02	8,337.89	48.00	Approve only those expenses incurred once inmate became state responsible.
Blue Ridge Regional Jail	Kevin A. Kuba	06/22/03-07/11/03	Yes	12/30/02	36,779.74	36,779.74	Approve.
Alleghany County Sheriff's Office	Ralph N. Loan	07/12/03-07/18/03	No	None	19,470.03	0	Do not approve.
Riverside Regional Jail Authority	Bernard Hill	07/18/03-08/04/03	Yes	07/06/03	16,679.66	16,679.66	Approve.
Riverside Regional Jail Authority	Erik Branch	09/30/03	Yes	04/09/03	255.48	255.48	Approve.
Riverside Regional Jail Authority	Adrian Taylor	04/01/03-06/01/03	Yes	04/08/03	960.75	640.50	Approve only those expenses incurred once inmate became state responsible.
Riverside Regional Jail Authority	Mona Robinson	03/13/03-08/08/03	Yes	08/04/03	5,875.02	4,995.91	Approve only those expenses incurred once inmate became state responsible.
Riverside Regional Jail Authority	William Pettaway	05/13/03-07/01/03	Yes	06/03/03	499.54	77.58	Approve only those expenses incurred once inmate became state responsible.
Riverside Regional Jail Authority	Tracy N. Taylor	06/03/03-08/01/03	Yes	06/30/03	8,295.48	7,811.48	Approve only those expenses incurred once inmate became state responsible.
Riverside Regional Jail Authority	Delvin Dalton	02/01/03-02/21/03	Yes	02/02/03	135,425.39	135,202.39	Approve only those expenses incurred once inmate became state responsible.
Riverside Regional Jail Authority	Owetta Carter	06/23/03	No	None	680.50	0	Do not approve.
Riverside Regional Jail Authority	Anthony Trisvan	05/19/03-06/02/03	Yes	11/03/03	11,905.31	0	Do not approve. Expenses incurred prior to becoming state responsible.
Riverside Regional Jail Authority	Katherine Roberts	04/01/03-05/15/03	No	None	1,281.48	0	Do not approve.
Riverside Regional Jail Authority	Sherry Robinson	05/06/02-	Yes	06/10/01	2,956.00	2,956.00	Approve.

		06/17/02					
Riverside Regional Jail Authority	Keith Moffitt	08/28/03	Yes	05/20/03	706.88	706.88	Approve.
TOTALS					275,536.15	206,548.62	

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
13. FY04 TECHNOLOGY TRUST FUND PROGRESS SURVEY SUMMARY	COMPENSATION BOARD	While there were few responses to this survey (31 of 120), the staff does not recommend that we re-survey the Clerks due to last fiscal year's and current budget uncertainty.	N/A	Noted.

Percentage of those responding to this survey:	FY01	FY02	FY03	FY04
Respondents (out of a possible 120 offices for 100%)	79% 96	89% 107	99% 119	26% 31
Does a website currently exist that provides up-to-date general information regarding land records available in your office (i.e. type of document, dates available, etc.) and how those records can be accessed (i.e. in office, remote access, etc.)?	n/a	23% 25	22% 26	32% 10
Do you provide onsite access to automated indexes in a digital format?	38% 36	76% 81	87% 104	93% 29
Do you provide remote access to automated indexes in a digital format?	25% 24	22% 24	27% 32	29% 9
Do you scan/digitally image all land records?	42% 40	79% 84	86% 103	100% 31
Do you scan/digitally image any of the following records:				
Marriage license records	n/a	57% 61	63% 76	87% 27
Judgments	n/a	66% 71	73% 87	93% 29
Financing statements	n/a	53% 57	61% 73	80% 25
Wills/Fiduciary	n/a	64% 68	73% 88	96% 30
Plats/Maps	n/a	39% 42	49% 59	58% 18
Do you provide onsite access to scanned/digitally imaged land records?	42% 40	75% 80	85% 102	100% 31
Do you provide remote access to scanned/digitally imaged land records?	4% 4	11% 12	15% 18	19% 6
Do you require the use of a cover sheet on all land records?	5% 5	8% 9	10% 12	16% 5

NOTE: The information on this survey is reported as submitted by the Circuit Court Clerks who responded; the Compensation Board does not attest to the accuracy or completeness of this data.

FOR YOUR INFORMATION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. NORTH CAROLINA COURTS ADMINISTRATIVE OFFICE	KURT MILLER	10/22/03 Email regarding Paige Curtis from Kurt Miller, Compensation Analyst, AOC-Human Resources. "Good afternoon. My name is Kurt Miller. I work for the Administrative Office of the Courts in North Carolina. Earlier today I called your office to gather information on Virginia's Commonwealth Attorneys and Clerks of Circuit Court. I would like to take this opportunity to express my gratitude for the kind and diligent service that I received from one of your employee's, Ms. Page Curtis. Ms. Curtis was very friendly and patient with my many questions. Most of all, however, she was VERY knowledgeable regarding the structure and operation of the Commonwealth Attorneys and Clerks of Circuit Court. Out of the all other states that I have contacted to request similar information, by far Ms. Curtis has been the most pleasant, patient and knowledgeable. She is a model ambassador that employees of other states should strive to become. The Commonwealth of Virginia is very fortunate to have the services of Ms. Curtis. If I can ever provide you with any helpful information regarding the North Carolina Court system, please don't hesitate to call me. Thank you for your time. Have a great afternoon."	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #04/05
NOVEMBER 26, 2003**

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 #04/05
NOVEMBER 26, 2003**

304-04-05: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

320-04-05: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY OFFICER REQUEST TOTAL COST COMPENSATION BOARD ACTION

NONE.

732-04-05: TREASURERS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

734-04-05: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

321-04-05: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RAPPAHANNOCK COUNTY	CIRCUIT COURT CLERK	11-18-03 Request for Technology Trust Funds in the amount of \$651.05 for the purpose of payment on service contract for land records technology. Vendor Name: Supreme Court of Virginia. This should have been included in the Technology Trust Fund requests from the August Board meeting.	\$651.05	The Compensation Board approved your request for use of the equipment and services portion of your TTF funding based on the criteria set out in §17.1-279, B., <u>Code of Virginia</u> .

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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