

COMPENSATION BOARD DOCKET #07/05

November 15, 2006

EMPLOYEE RECOGNITION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE WILLIAM-MANASSAS ADULT DETENTION CENTER	SUPERINTENDENT'S OFFICE	<p>11-01-06 Email from Lt. Mandy Lambert, Human Resource/Training Officer, Prince William-Manassas Adult Detention Center, regarding Nikki S. Outlaw, Training and Development Coordinator, and Charlene M. Rollins, Customer Service Manager:</p> <p>"Nikki and Charlene, I wanted to thank you all for the wonderful training program that I had the opportunity to attend. It is obvious that you all gave a lot of thought to the topics presented. I can honestly say that the Managing Jail Risk Conference in Williamsburg rates at the very high end of training that I have received during my career. The information is so valuable that my Superintendent, Colonel Land has directed me to format the information that I received into a training packet for our entire sworn staff. Again, thank you all very much and please feel free to pass this along to the staff that was involved in putting the training together."</p>	N/A	The Compensation Board wishes to thank Ms. Lambert for her kind remarks.
ALLEGHANY COUNTY	SHERIFF'S OFFICE	<p>11-03-06 Email from Diana Patterson, Alleghany County Sheriff's Office, regarding Jennifer M. Styles, Senior Fiscal Technician:</p> <p>"Jennifer, I will send you an acknowledgement when I receive the email from you with the pay ranges. However, I just want to thank you in advance for all your help and patience during the last few weeks as I try to deal with all the changes taking place in our department. It has been a pleasure working with you. Thanks."</p>	N/A	The Compensation Board wishes to thank Ms. Patterson for her kind remarks.

304-07-04: SHERIFFS & REGIONAL JAILS

OLD 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> <p>AT THEIR OCTOBER 18, 2006 MEETING, THE 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.</p>	\$591,692	Deferred to the December 20, 2006 meeting pending Department of Planning and Budget (DPB) action.

304-07-04: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHARLES CITY COUNTY	SHERIFF	<p>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.</p> <p>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.</p> <p>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.</p> <p>AT THEIR OCTOBER 18, 2006 MEETING, THE 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 WAS REQUESTED TO HAVE THE SHERIFF CONDUCT A 3-MONTH SURVEY OF TRANSPORTS.</p>	\$58,734	Deferred to the December 20, 2006 meeting pending Department of Planning and Budget (DPB) action.

304-07-04: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
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> <p>AT THEIR OCTOBER 18, 2006 MEETING, THE 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.</p>	\$52,208	Deferred to the December 20, 2006 meeting pending Department of Planning and Budget (DPB) action.

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>
AMELIA COUNTY	SHERIFF	10-24-06 Officer requests Base Budget Fund transfers for Personnel Changes. Salary increases are within Compensation Board guidelines. All salary increases are effective November 1, 2006. Action is requested to correct calculation error by the Sheriff's office.	-0-	The Compensation Board approved a transfer of \$20.00 from base temporary to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.

FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED	PRORATED AMOUNT
007	304	Amelia County	10/24/06	Base Temporary	Position 00002	\$26,181.00	\$20.00	\$13.33
TOTAL							\$20.00	\$13.33

HENRICO COUNTY	SHERIFF	10-25-06 Officer requests a Department of Corrections staffing study be done at the Henrico County Jail West facility due to severe overcrowding. The jail has an operating capacity of 787; the previous years ADP was 1,212; and the most recent months ADP was 1,275.	-0-	The Compensation Board will request that the Department of Corrections perform a staffing analysis of the jail west facility.
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CAROLINE COUNTY CARROLL COUNTY CITY OF DANVILLE TAZEWELL COUNTY	CERTIFICATION AUDIT COMMITTEE	10-27-06 Staff presents the results of the Compensation Board Certification Audits for: <ul style="list-style-type: none"> • Caroline County • Carroll County • City of Danville • Tazewell County 	-0-	Approved. The Compensation Board thanks each member of the Audit Team for their time and assistance in completing the Certification Audits.
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With all four offices being recommended for Certification, staff recommends that each office be authorized to request a 6.2% salary increase for FY08 when submitting their budgets in January 2007.

The Compensation Board may wish to thank the Compensation Board Audit Team Members:

- Deputy Kristel DiGravio-Ferguson, Arlington County Sheriff's Office
- Sergeant James Fox, Culpepper County Sheriff's Office
- Chief Deputy Joe McLaughlin, New Kent County Sheriff's Office
- Captain Timothy O'Leary, Stafford County Sheriff's Office
- Deputy Shannon Williamson, Arlington County Sheriff's Office
- Mr. Oliver Bradshaw, Compensation Board
- Mr. Rick Burkett, Compensation Board

304-07-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY OFFICER REQUEST TOTAL COST COMPENSATION BOARD ACTION
 LISTED BELOW SHERIFFS The following offices are requesting transfers from Base Budget. -0- Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a base budget transfer.

FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED	PRORATED AMOUNT
031	304	Campbell County	11/7/06	Temporary Personnel	Office Expense	\$73,973	\$17,437	\$11,625
077	304	Grayson County	10/31/06	Turnover	Temporary Personnel	\$5,459	\$5,459	\$3,639
540	304	Charlottesville City	11/7/06	Turnover	Office Expense	\$11,279	\$6,000	\$4,000
540	304	Charlottesville City	11/7/06	Turnover	Temporary Personnel	\$11,279	\$5,279	\$3,519
TOTALS							\$34,175	\$22,783

RUSSELL COUNTY SHERIFF 11-07-06 Officer requests equipment reimbursement for 2 new PC's for their office. \$1,846.32 Approved as an exception to policy, based upon the specific conditions stated by the officer. Any amounts approved will be reimbursed at the stressed cost. 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.

FIPS	OFFICE	LOCALITY NAME	CAT	REP /NEW	EQUIPMENT REQUESTED	TOTAL PER POLICY COST	REQUESTED	EQUIPMENT COST	FY07 STRESS FACTOR	STRESSED COST
167	304	Russell County	A	N	PC's	\$1,200.00	2	\$2,400.00	76.93%	\$1,846.32
TOTAL								\$2,400.00		\$1,846.32

ALBEMARLE/
 CHARLOTTESVILLE
 REGIONAL JAIL SUPERINTENDENT 11-07-06 Superintendent requests one-time fund transfer. -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 NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED
405	304	Albemarle/Charlottesville Regional Jail	11/7/2006	Vacancy Savings	Temporary Personnel	\$24,030.55	\$24,030.55
TOTAL						\$24,030.55	\$24,030.55

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>
BOTETOURT COUNTY	COMMONWEALTH'S ATTORNEY	11-24-06 Officer requests an exception to the 30-day, \$300 reimbursement policy.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

PROSECUTOR	FIPS	OFFICE	EXPENSES FROM - TO	DEFENDANT	TOTAL
Joel R. Branscom	023	320	10-6-06 / 10-10-06	Charles Dougherty	\$442.11
TOTAL					\$442.11

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCKINGHAM COUNTY	COMMONWEALTH'S ATTORNEY	11-01-06 Officer requests to transfer annual Vacancy Savings of position #3 previously transferred into Temporary Funds, back into Permanent Salaries. Officer is filling this position effective November 6, 2006.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a base budget transfer.

FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED	PRORATED AMOUNT
029	320	Buckingham County	11/01/06	Temporary (Vacancy Savings)	Permanent Salaries	\$54,165.00	29,304.00	\$19,536.00
TOTAL							\$29,304.00	\$19,536.00

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCKINGHAM COUNTY	COMMONWEALTH'S ATTORNEY	11-01-06 Officer requests to transfer Office Expense Funds into Permanent Salaries to fund a New Hire Salary at 15% over the employee's previous salary.	-0-	The Compensation Board approved a transfer of \$596.00 from base office expense to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's office expense budget in the current as well as subsequent fiscal years.

FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED	PRORATED AMOUNT
029	320	Buckingham County	11/01/06	Office Expense	Permanent Salaries	\$2,768.00	596.00	\$397.33
TOTAL							\$596.00	\$397.33

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ESSEX COUNTY	COMMONWEALTH'S ATTORNEY	11-01-06 Officer requests additional Temporary Funds equivalent to a full time position @ \$20,592. Prorated @ \$13,728.00. Officer calculates 16.50 per hour times 24 hours per week = \$396 per week times 52 weeks per year = annual amount @ \$20,592. Officer states that due to the increase in workload, it has put an increased burden on his only administrative assistant. These funds are necessary to this small office.	\$13,728.00 (Prorated)	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of June 30, 2006, additional funding is not available this year.

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SUFFOLK CITY	COMMONWEALTH'S ATTORNEY	11-02-06 Officer requests to transfer Vacancy Savings accrued in July and August @ \$14,304.82 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.

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE WILLIAM COUNTY	COMMONWEALTH'S ATTORNEY	11-02-06 Officer requests Compensation Board approval of locally funded assistant Commonwealth's Attorney position per §15.2-1626 and §15.2-1632, <u>Code of Virginia</u> .	-0-	Approved at no additional cost to the Compensation Board.

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>
WINCHESTER CITY	COMMONWEALTH'S ATTORNEY	11-06-06 Officer requests, in accordance with §15.2-1606, to reimburse the City of Winchester for Defense Counsel @ \$23,410.93.	\$23,410.93	Approved per the Compensation Board's FY07 Budget Priorities and Policies.
ROCKINGHAM COUNTY	COMMONWEALTH'S ATTORNEY	11-06-06 Officer requests to transfer Office Expense Funds into Permanent Salaries to fund an Internal Salary Adjustment to position #7, effective September 1, 2006. The salary requested is within 10% of current salary.	-0-	The Compensation Board approved a transfer of \$2,670 from base office expense to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's office expense budget in the current as well as subsequent fiscal years.

FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED	PRORATED AMOUNT
165	320	Rockingham County	11/06/06	Office Expense	Permanent Salaries	\$11,030.00	2,670.00	2,225.00
		TOTAL					\$2,670.00	\$2,225.00

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRICO COUNTY	COMMONWEALTHS ATTORNEY	11-07-06 Officer requests to transfer Vacancy Savings @ \$\$7,018 to fund the purchase of the following:	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. Any amounts approved will be reimbursed at the stressed cost. 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.

FIPS	OFFICE	LOCALITY	EQUIPMENT REQUESTED	REQUESTED QTY	REQUESTED COST	TOTAL REQUESTED COST	PER POLICY QTY	PER POLICY COST	TOTAL COST APPROVED	STRESSED COST
087	320	Henrico County	PC	6	1,169.73	7,018	6	1,169.73	7,018	4,206.12
		TOTAL			\$1,169.73	\$7,018	6	\$1,169.73	\$7,018	\$4,206.12

734-07-04: COMMISSIONERS OF THE REVENUE
NONE.

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>
SMYTH COUNTY	TREASURER	<p>11-06-06 This officer was granted an additional position in his FY07 Approved Budget, DI @ \$18,358. This officer's salary is \$66,599, less than the career development salary for his population, which is \$72,793. The officer reduced his salary during the budget reduction.</p> <ul style="list-style-type: none"> Effective November 1, 2006, the officer requests a base budget transfer of \$6,194 of the salary of the new position to restore the career development increase to his salary. FY07 Pro-Rated Amt to Officer's Salary-\$4,129.33 Effective November 1, 2006 the officer requests a base budget transfer of the remaining balance, \$12,164, to Temporary Funds. FY07 Pro-Rated Amt to Temporary Funds-\$8,109.34 <p>(Note: In July 2006, the Board took action to use salary funds from a new position to restore the salary of the Scott County Treasurer, reduced in FY04 during budget reductions.)</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer. This is a base budget transfer.

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>
BRISTOL CITY	CIRCUIT COURT CLERK	10-27-06 Officer requests additional funds equivalent to a full time position, DCI @ \$22,000. Prorated @ \$14,666.67.	\$22,000 (\$14,666.67 prorated)	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of June 30, 2006, additional funding is not available this year.
		<p>OR Officer requests additional Temporary Funds @ \$20,000. Prorated @ \$13,333.33.</p> <p>Officer states that the additional workload generated by the Commonwealth's Attorneys, 4 prosecutors in 2 courtrooms, civil case files and land recordings, civil suits, probate, marriage licenses, scanning, collecting fines and costs and more create the need for additional staff.</p>	\$20,000 (\$13,333.33 prorated)	
NELSON COUNTY	CIRCUIT COURT CLERK	10-27-06 Officer requests additional \$18,885 from \$1 Technology Trust Fund (TTF) for SERVICES purchase (new server, \$13,885, and initial internet access, \$5,000). In August, officer previously requested her locality's total \$4 available balance of \$17,238 plus and additional \$19,072 in \$1 monies. In October, the officer realized that two expenses totaling \$18,885 had been inadvertently left off her FY07 TTF \$1 request. The additional \$1 request is verified by invoice statements from the Supreme Court.	\$18,885	Approved as an exception to policy, based upon the specific conditions stated by the officer.
ORANGE COUNTY	CIRCUIT COURT CLERK	11-03-06 Officer requests emergency Temporary Funds @ \$5,664 due to an employee being on medical leave from December 1, 2006 to approximately February 28, 2007. This employee does have enough accumulated annual leave and sick time to be paid for this period of time. Officer calculates the Temporary Funds \$12.00 per hour times 8 hours per day, times 59 days = \$5,664.	\$5,664	Approved as an exception to policy, based upon the specific conditions stated by the officer.
FAIRFAX COUNTY	CIRCUIT COURT CLERK	11-08-06 Officer requests transfer of TTF \$4 Budget Request of \$649,824 from Civil or Criminal Divisions to Land Records for total of \$1,299,648 in \$4 Land Records. Per Compensation Board policy, the Executive Secretary has approved this request.	-0-	Confirmation.
VIRGINIA COURT CLERKS' ASSOCIATION (VCCA)	TECHNOLOGY TRUST FUND (TTF) COMMITTEE	11-08-06 The VCCA TTF Committee is requesting guidelines to be followed in the appropriation of the unencumbered balance of \$1 TTF monies.	N/A	Deferred pending additional review by Compensation Board staff.

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>
BUCHANAN COUNTY GILES COUNTY GREENSVILLE COUNTY POWHATAN COUNTY SMYTH COUNTY WASHINGTON COUNTY CITY OF PETERSBURG CITY OF SALEM	CIRCUIT COURT CLERKS	Per the Auditor of Public Accounts' Report of September 28, 2006, 7 Clerks (Counties of Buchanan, Giles, Greenville, Powhatan, Smyth and Washington and the City of Petersburg) had repeat findings and per the provisions Item 66 (l) of Chapter 951 of the 2005 Acts of Assembly and Item 64 (l) of Chapter 3, 2006 Acts of Assembly are not eligible for the December 1, 2006 increase. In addition to the 7 Clerks named in the report, by letter of October 12, 2006, the Auditor of Public accounts reports that the Salem City Clerk had repeat findings. Therefore, 8 Clerks are not eligible for the December 1, 2006 4% salary increase.	-0-	In accordance with the provisions of Chapter 3, Item 64, paragraph l, the salaries of the Circuit Court Clerks in the Counties of Buchanan, Giles, Greenville, Powhatan, Smyth and Washington and the Cities of Petersburg and Salem will remain unchanged as of December 1, 2006. Board Member Walter J. Kucharski abstained from the vote.

OTHER MATTERS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. FY06 FINES AND FEES REPORT	COMPENSATION BOARD	Staff presents recommended changes to the annual report of the assessment and collection of fines, costs, penalties, and forfeitures. The Fines and Fees Report is presented to the Governor and General Assembly by authority of §19.2-349, <u>Code of Virginia</u> . AT THEIR OCTOBER 18, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS ITEM UNTIL NOVEMBER 15, 2006.	N/A	Approved. Board Member Walter J. Kucharski abstained from the vote.

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 #07/04.	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, December 20, 2006 and Wednesday, January 17, 2007. *Legislative meeting with Association Presidents is scheduled for Tuesday, January 9, 2007.	N/A	Board confirmed December 20, 2006 meeting date. January Board Meeting was rescheduled for Tuesday, January 9, 2007 at 1:00 p.m. Legislative Meeting with Association Presidents was confirmed for Tuesday, January 9, 2007 at 2:00 p.m.
6.	NEW OFFICER TRAINING 2006	COMPENSATION BOARD	There are currently 23 localities/offices that will be invited to the December training session. Training will be held December 6-8, 2006 at the Crowne Plaza-Richmond West.	N/A	Noted.
7.	MANAGING JAIL RISK 2006 CONFERENCE	COMPENSATION BOARD	The Williamsburg session was held on October 24-26, 2006 at the Holiday Inn Downtown. We originally had 62 registered but only 53 were attendance. The Roanoke session was held on Oct. 31-Nov. 2 at the Hotel Roanoke and Conference Center. There were originally 61 registered but only 55 in attendance. The comments from both sessions were positive-the attendees at the Roanoke session provided verbal communication that the location was excellent and that other future sessions should be held at the Hotel Roanoke.	N/A	Noted.

OTHER MATTERS

NEW BUSINESS:

- | LOCALITY | OFFICER | REQUEST | TOTAL COST | COMPENSATION BOARD ACTION | |
|----------|--------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------|
| 8. | FY06 TECHNOLOGY TRUST FUND PROGRESS REPORT | CIRCUIT COURT CLERKS | Staff presents the annual progress of Circuit Court Clerks toward the goal of statewide secure remote access to land records set out in § 17.1-279, <u>Code of Virginia</u> . Annual report includes FY06 TTF financial data, progress survey, secure remote access certification, and FY07 TTF \$4 and \$1 budget requests for technology equipment and services. | N/A | Approved. |
| 9. | EMERGENCY MEDICAL REQUESTS | SHERIFFS/REGIONAL JAILS | Staff presents emergency medical requests for reimbursement. | \$444,769.62
(Recommended for approval \$374.75) | Compensation Board approved staff recommendations. |

Facility Name	Inmate Name	Date(s) of medical services	State Responsible	Bonus Start Date (date inmate became state responsible)	Amount Requested	Amount Recommended for Approval	Compensation Board Staff Recommended Action Approve/Do not approve
Henrico County Sheriff's Office	Thierry McManamy	07/07/06-07/17/06	No	None	74,034.18	0	Do not approve – not state responsible.
Henrico County Sheriff's Office	Clarence Richardson	03/08/06-03/13/06	No	None	34,566.48	0	Do not approve – not state responsible.
Henrico County Sheriff's Office	Darrell Humphrey	06/06/06-06/20/06	No	None	40,054.00	0	Do not approve – not state responsible.
Henrico County Sheriff's Office	Stacy Champion	06/21/06-06/23/06	No	None	6,044.00	0	Do not approve – not state responsible.
Henrico County Sheriff's Office	Joshua Rueda	06/28/06-07/03/06	No	Yes (6/6/05 but released 7/14/05)	15,110.00	0	Do not approve – not state responsible during time expenses were incurred.
Henrico County Sheriff's Office	Gregor Krisulewicz	08/11/06-08/16/06	No	None	14,895.00	0	Do not approve – not state responsible.
Henrico County Sheriff's Office	Claude Thomas	07/04/06-08/01/06	No	None	116,011.32	0	Do not approve – not state responsible.
Henrico County Sheriff's Office	Brandy Finn	06/07/06-06/16/06	No	None	26,811.00	0	Do not approve – not state responsible.
Riverside Regional Jail	Lawnary Taylor	11/23/04-11/23/04	Yes	05/30/04	374.75	374.75	Approve.
Riverside Regional Jail	Brian Jones	06/12/06-06/12/06	Yes	05/02/06	557.87	0	Do not approve. Although inmate was state responsible, as a matter of course expenses for dental services are not reimbursable from the "emergency" medical fund.
Riverside Regional Jail	Mitchell Mcbee	01/27/06-02/24/06	No	None	340.00	0	Do not approve – not state responsible.
Western Tidewater Regional Jail	Ronald Dashiell	11/17/05-03/10/06	No	None	115,971.02	0	Do not approve – not state responsible.
TOTALS					444,769.62	374.75	

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
10. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY07 YTD collections through October total \$3,812,952.06, which is a 16.34% 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 10.48% 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 \$10.7 million, a decrease of 16.45% over FY06 collections. 3. The 2007 Session Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget was based on the average annual collections since the TTF was established (11 years), or \$10,606,834 annually for FY07 – FY12. <p>Expenditures: FY07 YTD expenditures through October 31, 2007, which represents the reimbursement for the month of October, total \$219,079.48, which is 2% of budgeted funding.</p>	N/A	Noted.

FOR YOUR INFORMATION
NONE.

CLOSED MEETING
COMPENSATION BOARD DOCKET #07/05
November 15, 2006

1) MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (Walter J. 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. (Janie E. Bowen 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. (Janie E. Bowen 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 checked="" type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

H A N D C A R R Y
 COMPENSATION BOARD DOCKET #07/05
 November 15, 2006

EMPLOYEE RECOGNITION
 NONE.

304-07-04: SHERIFFS & REGIONAL JAILS
 NONE.

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>
PULASKI COUNTY	COMMONWEALTH'S ATTORNEY	11-09-06 Officer requests to transfer Vacancy Savings @ \$19,747.60 to Temporary and Office Expense Funds.	-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 NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED
155	320	Pulaski County	11/09/06	Vacancy Savings	Temporary	\$19,747.60	\$9,873.80
155	320	Pulaski County	11/09/06	Vacancy Savings	Office Expense	\$19,747.60	\$9,873.80
TOTAL							\$19,747.60

CARROLL COUNTY	COMMONWEALTH'S ATTORNEY	11-09-06 Officer requests to transfer Office Expense Funds into Permanent Salaries to fund an Internal Salary Adjustment to Position #4. The salary requested is within 10% of current salary.	-0-	The Compensation Board approved a transfer of \$4,000 from base temporary to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.
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FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED	PRORATED AMOUNT
035	320	Carroll County	11/09/06	Temporary	Permanent Salaries	\$10,135.00	4,000.00	\$2,666.67
TOTAL							\$4,000.00	\$2,666.67

STAFFORD COUNTY	COMMONWEALTH'S ATTORNEY	11-13-06 Officer requests to transfer Vacancy Savings @ \$9,254.98 to fund the purchase of the following:	-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	LOCALITY	EQUIPMENT REQUESTED	REQUESTED QTY	REQUESTED COST	TOTAL REQUESTED COST	PER POLICY QTY	PER POLICY COST	TOTAL COST APPROVED	STRESSED COST
179	Stafford County	PCs	7	1,128.34	7,898	7	1,128.34	7,898	4,021.86
179	Stafford County	Printers	4	339.15	1,357	4	339.15	1,357	690.78
TOTAL				1,467.49	9,255		1,467.49	\$9,255	\$4,712.64

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>
HANOVER COUNTY	COMMONWEALTH'S ATTORNEY	11-14-06 Substitute Prosecutor requests an exception to the 60-day, \$300 reimbursement policy.	\$466.70 Prior Year	Deferred to the December 20, 2006 meeting pending additional information from the Commonwealth's Attorney. The Compensation Board asks that an explanation be provided by December 13, 2006 as to the reason(s) that an exception to the Compensation Board's long-standing Substitute Prosecutor reimbursement policy should be made.
			\$161.54 Current Year	

PROSECUTOR	EXPENSES FROM - TO	DEFENDANT	TOTAL	NOTE
Mark Robinette	11-18-05 / 05-26-06	Seth McGuire	\$466.70	Prior Year
Mark Robinette	09-29-06 / 09-29-06	Seth McGuire	\$161.54	Current Year
		TOTAL	\$628.24	

734-07-04: COMMISSIONERS OF THE REVENUE

NONE.

732-07-04: TREASURERS/DIRECTORS OF FINANCE

NONE.

321-07-04: 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. INVITE ASSOCIATION PRESIDENTS TO JANUARY 2007 LEGISLATIVE MEETING	COMPENSATION BOARD	Staff presents memo for approval inviting Association Presidents to special legislative meeting with the Board on Tuesday, January 9, 2007 at 2:00 p.m.	N/A	Approved.

FOR YOUR INFORMATION

NONE.