

COMPENSATION BOARD DOCKET #04/06 DECEMBER 17, 2003

304-04-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAMPBELL COUNTY	SHERIFF	12-4-03 Officer requests \$11,936.00 to replace a Live Scan unit. Staff has met with VA State Police and is aware of the necessity to replace this unit. Stress factor.7325	\$8,743 (stressed)	Approved as an exception to policy, and the Compensation Board conditions as stated in the Compensation Board's letter of December 17, 2003, based upon the specific conditions stated by the officer; and at the request of the Virginia State Police.
NEWPORT NEWS CITY	SHERIFF	12-4-03 Officer requests \$11,936.00 to replace a Live Scan unit. Staff has met with VA State Police and is aware of the necessity to replace this unit. Stress factor.9175	\$10,951 (stressed)	Approved as an exception to policy, and the Compensation Board conditions as stated in the Compensation Board's letter of December 17, 2003, based upon the specific conditions stated by the officer; and at the request of the Virginia State Police.
VIRGINIA PENINSULA REGIONAL JAIL	SUPERINTENDENT	12-4-03 Officer requests \$11,936.00 to replace a Live Scan unit. Staff has met with VA State Police and is aware of the necessity to replace this unit. Stress factor.8044	\$9,601 (stressed)	Approved as an exception to policy, and the Compensation Board conditions as stated in the Compensation Board's letter of December 17, 2003, based upon the specific conditions stated by the officer; and at the request of the Virginia State Police.
CLARKE-FAUQUIER- FREDERICK-WINCHESTER REGIONAL JAIL	SUPERINTENDENT	12-4-03 Officer requests \$11,936.00 to replace a Live Scan unit. Staff has met with VA State Police and is aware of the necessity to replace this unit. Stress factor.7536	\$8,995 (stressed)	Approved as an exception to policy, and the Compensation Board conditions as stated in the Compensation Board's letter of December 17, 2003, based upon the specific conditions stated by the officer; and at the request of the Virginia State Police.
CHESAPEAKE CITY	SHERIFF	12-5-03 Officer requests replacement of two (2) Live Scan units at \$11,936.00 each. Staff has met with VA State Police and is aware of the necessity to replace these units. Stress factor.7712	\$18,410 (stressed)	Approved as an exception to policy, and the Compensation Board conditions as stated in the Compensation Board's letter of December 17, 2003, based upon the specific conditions stated by the officer; and at the request of the Virginia State Police.

320-04-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WASHINGTON COUNTY	COMMONWEALTH'S ATTORNEY—ELECT	12-02-03 CO-ELECT request the transfer of part-time temporary @ \$13,662 to position 1 a full-time AAll.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

734-04-06: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CRAIG COUNTY	COMMISSIONER OF THE REVENUE	<p>12-10-03 Due to the Officer Elect Commissioner of Revenue, choosing not to take office until January 1, 2004, the acting Officer requests additional Temporary Funds @ \$3,860.95, effective November 5, 2003 through December 31, 2003.</p> <p>NOTE: Officer has already been approved additional Temporary Funds @ \$6,917.92, effective July 23 through November 4, 2003.</p> <p>This is based on pos. #1 DII-6 @ \$24,385, which the acting Officer will resume when the new Officer is elected November 4th, 2003.</p> <p>NOTE: Savings from the vacant DII position, which must remain vacant until the new Commissioner of Revenue takes office, is equivalent to the requested amount for FY03. 7 days of funding for July 3 months funding (Aug. – Oct.), 2 days in November when newly elected officer takes office, would be \$6,917.92.</p>	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer; at no additional cost to the Compensation Board.

732-04-06: TREASURERS
NONE.

321-04-06: 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.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #04/05	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.	TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY04 YTD collections total \$3,878,985.85. FY03 Collections for a similar period of time totaled \$2,996,964.98. This represents a 30.10% increase in collections over last fiscal year.</p> <p>Expenditures: Current YTD expenditures as of October 31, 2003 total \$1,551,941.96.</p> <p>Projected: Based on YTD collections, \$10,137,363.21 will be collected in FY04. This would represent a 27.98% increase over last fiscal year.</p>	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #04/06
DECEMBER 17, 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 #04/06 DECEMBER 17, 2003

304-04-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LOUDOUN COUNTY	SHERIFF	12-11-03 Officer requests \$11,936.00 to replace a Live Scan unit. Staff has met with VA State Police and is aware of the necessity to replace this unit. Stress factor.30	\$3,581 (stressed)	Approved as an exception to policy, and the Compensation Board conditions as stated in the Compensation Board's letter of December 17, 2003, based upon the specific conditions stated by the officer; and at the request of the Virginia State Police.
HAMPTON CITY	SHERIFF	12-12-03 Officer requests \$11,936.00 to replace a Live Scan unit. Staff has met with VA State Police and is aware of the necessity to replace this unit. Stress factor.9053	\$10,806 (stressed)	Approved as an exception to policy, and the Compensation Board conditions as stated in the Compensation Board's letter of December 17, 2003, based upon the specific conditions stated by the officer; and at the request of the Virginia State Police.
ALLEGHANY COUNTY	SHERIFF—ELECT	12-12-03 Sheriff elect requests \$2250 to replace 2 computers (\$1125 each) the stressed cost is \$1880.00	\$1,880	Approved as an exception to policy, based upon the specific conditions stated by the officer.

320-04-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WESTMORELAND COUNTY	COMMONWEALTH'S ATTORNEY—ELECT	12-12-03 CO-ELECT requests to transfer base Temp Funds at \$3,902 (prorated \$1951) to hire a new employee in position #2, AAll-G9 @ \$33,770. This employee is currently employed as a legal secretary at \$30,700.	-0-	The Compensation Board approved this request to transfer \$3,902 from the office's base part-time budget to allow for a 10% salary increase to a newly hired employee, in accordance with Compensation Board policy. This action will result in a permanent reduction in the office's part-time budget in the current as well as subsequent fiscal years.
ALLEGHANY COUNTY	COMMONWEALTH'S ATTORNEY—ELECT	12-12-03 CO-ELECT requests to purchase one laptop @ \$1235 total cost, stressed cost @ \$1,031.60. And one printer @ \$99 total cost, stressed cost @ \$82.69. Officer states this laptop meets minimum requirements.	\$1,114.29 Total Stressed Cost	Approved as an exception to policy, based upon the specific conditions stated by the officer.

732-04-06: TREASURERS
NONE.

734-04-06: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NELSON COUNTY	COMMISSIONER OF THE REVENUE	12-15-03 Officer has Delegation of Classification Authority. Officer previously transferred annual Vacancy Savings from position #4 to Temporary Funds. Officer requests to transfer \$1,996 of these funds back into the salary of vacant pos. #4. Prorated funds @ \$998 are available.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

321-04-06: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE GEORGE COUNTY	CIRCUIT CLERK	COURT 12-16-03 Officer does have Delegation of Classification Authority. Officer is reclassifying pos. #5 SCT-G7 @ \$21,107 to DCIII-G9 @ \$21,107. There is -0- cost for this reclass.	-0-	Approved per the Compensation Board's May 1, 2003 Budget Priorities and Policies.

OTHER MATTERS
NONE.

FOR YOUR INFORMATION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALLEGHANY COUNTY	SHERIFF	12-15-03 Email to Jennifer Burton, Senior Fiscal Technician, from Sheriff Butch Simpson. "Jennifer: As you know, I will be retiring at the end of the year and I wanted to thank you for all your help over the past years. You do an excellent job and it certainly has not gone unnoticed. You are a special person! I hope you and your family have a Merry Christmas and Happy New Year!! Thank you, Sheriff Butch Simpson"	N/A	Noted.

waddell\Docket\Dec03MINUTES