

COMPENSATION BOARD DOCKET #05/06 DECEMBER 15, 2004

304-05-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DANVILLE CITY	SHERIFF	11-16-04 Sheriff requests two (2) additional court security positions due to new Circuit Court Judge appointment to the 22 nd Judicial Circuit Court effective March 1, 2005. Yearly Cost is \$50,008.	\$50,008.00	Not approved. In accordance with the provisions of §17.1-507C, <u>Code of Virginia</u> , the Compensation Board, on December 1, 2003, provided the Director of the Department of Planning and Budget and the Chairmen of House and Senate Courts with the costs of CS Deputies associated with the request for new judges in the 22 nd Judicial Circuit. A subsequent budget amendment introduced by the Chairman of the House Courts Committee in the 2004 General Assembly Session was not approved; thus no funding is available from the Compensation Board for any additional CS positions.
SHENANDOAH COUNTY	SHERIFF	11-21-04 Officer requests that \$16,021 in turnover previously transferred to Base Part-Time Salaries be transferred back to Perm Salaries. Funds will be used to make in band adjustments as necessary. Funds were originally transferred so as to be available for part-time until new COIN system went into effect.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies effective January 1, 2005 as the individual personnel actions occur.
BLUE RIDGE REGIONAL JAIL	SUPERINTENDENT	11-22-04 Administrator requests funding in the amount of \$10,720 for reimbursement of live scan unit. Funds were approved last year, however due to an oversight, a request for reimbursement was not submitted. Cost is \$10,720	\$10,720.00	Approved as an exception to policy.

304-05-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BLUE RIDGE REGIONAL JAIL	SUPERINTENDENT	11-22-04 Requests to fund three (3) additional LIDS Technician positions effective 4/1/05. Blue Ridge Regional Jail operates five facilities and reports inmate data from 4 positions. Administrator cites increased jail population, corresponding increases in records, transportation, and other inmate services as supporting the request. Also cites need to ensure accurate and timely LIDS submissions. Positions established in the Blue Ridge Regional Jail budget that are available for reclassification and funding. Yearly cost is \$85,497.	\$85,497.00	Approved as an exception to policy for the reasons stated, effective April 1, 2005.
DICKENSON COUNTY	SHERIFF	11-24-04 Officer requests to reclassify two EC8 positions to L8 when Southwest Regional jail opens. Cites travel time to new jail, mountainous terrain, lack of in-house magistrate, TDO's, ECO's and transports. Survey reveals 798 hours (est) to cover transports and comp time. Additional cost would be \$52,150 annually and prorated \$8,383 for March 05 thru June 05.	\$52,150	Approved as an exception to policy, based upon the specific conditions stated by the officer an additional \$52,150 (prorated for FY05) to the Sheriff's base part-time budget.
SCOTT COUNTY	SHERIFF	11-29-04 Officer requests one additional Sec II position be allocated so that one correctional officer be reclassified when the jail closes and the new Southwest Regional Jail opens. Cites the need for continuous support in the records department. Records department responsible for all administrative and record keeping for department to include civil process maintenance, warrants, answering all incoming calls and inquiries, pawn ticket reports and support for investigations. Staffing standards shows need for additional .26 (541 hrs FTE) Admin and survey of transportation needs reveals need for 1176 hours total additional hours. That would be an additional \$21,010 annually or prorated \$7003 for months March 05 thru June 05.	\$21,010	Approved as an exception to policy, based upon the specific conditions stated by the officer an additional \$21,010 (prorated for FY05) to the Sheriff's base part-time budget.

304-05-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SOUTHWEST REGIONAL JAIL	SUPERINTENDENT	12-1-04 Superintendent requests that two (2) additional LIDS Technician positions be established for the Southwest Regional Jail system. The Regional Jail will consist of three facilities located in Abingdon, Harpi, and Duffield. The Superintendent cites need for each facility to maintain LIDS data in an effort to reduce errors, provide more accurate population infractions, which will better serve the member jurisdictions and the Compensation Board. Yearly cost is \$59,745.	\$59,745.00	Approved as an exception to policy for the reasons stated upon opening of the facility.
CHARLOTTE COUNTY	SHERIFF	12-2-04 Officer requests \$16,000.00 be transferred from base temporary to perm salaries. These funds were transferred to temp salaries last budget year. This will be used to increase pos 79035 so as to hire an individual with 15 years experience with the State Police.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
WARREN COUNTY	SHERIFF	12-3-04 Officer requests 8 emergency correctional officer positions. Sheriff cites increase in operating capacity from 67 to 79. With an operating capacity of 79 and an average daily population of 110, the jail would be due and additional 10 positions. The additional capacity was subject to the moratorium when built and the Compensation Board is prohibited from funding personnel costs as a result. The eight positions due are based on an operating capacity of 67 and an ADP of 110.	\$200,032	Not approved. The Board suggests that this is an annual budget issue and that it should be part of the Sheriff's FY06 annual budget request due on 2/1/05.

320-05-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FRANKLIN COUNTY	COMMONWEALTH'S ATTORNEY	The following office requests to transfer Restored Funds in Office Expense Funds to the categories listed	-0-	Approved as an exception to policy as request was due July 14, 2004.

FIPS	LOCALITY	Request Date	FROM	TO POSITION	AMOUNT	PRO-RATED
067	Franklin County	12/2/04	Office Expense	00005	4,197	2,798
	TOTAL				4,197	2,798

734-05-06: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RADFORD CITY	COMMISSIONER THE REVENUE	OF	11-22-04 Officer requests to transfer annual vacant funds from pos 00001 D1 @ \$2,133 to Temporary Funds for FY05	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies; not in the base budget.

732-05-06: TREASURERS NONE.

321-05-06: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LEE COUNTY	CIRCUIT CLERK	COURT	11-19-04 Officer requests to transfer Turnover Funds @ \$1,413 to BASE Temporary Funds. Prorated @ \$588.75.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.
NEWPORT NEWS CITY	CIRCUIT CLERK	COURT	11-29-04 Officer requests to increase salaries to match locality budget. Total Cost to increase @ \$26,512. Officer has Turnover Funds available to fund increases @ \$19,066. (Note: This is at no cost to the Compensation Board as City retains all fees and pays all expenses.)	-0-	Approved at no cost to the Compensation Board.

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 #05/04 and Docket #05/05	N/A	Approved.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents the Training Status Report.	N/A	Noted.
3.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
4.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
5.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Compensation Board meetings: Wednesday, March 23, 2005 and Wednesday, April 27, 2005.	N/A	Approved.
6.	FY04 TECHNOLOGY TRUST FUND PROGRESS REPORT	COMPENSATION BOARD	Staff presents FY04 TTF Progress Report.	N/A	Approved.

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #05/06
DECEMBER 15, 2004**

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 #05/06
 DECEMBER 15, 2004**

304-05-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NOTTOWAY COUNTY	SHERIFF	12-8-04 Officer requests to waive the 30-day rule for reinstatement. Officer wishes to reinstate deputy who resigned 10/13/04 to an 8 and salary of \$30,547. When he resigned, his salary was \$29,142 and effective Dec 1 would have been \$30,547. He is still working part-time with us.	\$2,601	Approved as an exception to policy for the reasons stated.
SOUTHSIDE REGIONAL JAIL	SUPERINTENDENT	12-14-04 Superintendent requests to transfer \$8,500 from vacant position #21 to part-time. Funds will be used to employ part-time nurse while permanent nurse attends training.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

320-05-06: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DINWIDDIE COUNTY	COMMONWEALTH'S ATTORNEY	10-29-04 Officer requests an exception to the 60-day reimbursement policy.	\$975.00	Approved as an exception to policy with the condition that there will be absolutely no further exceptions granted.

Officer states Substitute Prosecutor did not submit the paperwork in the appropriate amount of time.

AT THEIR NOVEMBER 17, 2004 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING A RESPONSE FROM MR. FISHER AS TO WHY THE COMPENSATION BOARD SHOULD APPROVE THIS EXCEPTION GIVEN THE BOARD'S NOTICE TO MR. FISHER OF SEPTEMBER 23, 2003 THAT NO FURTHER EXCEPTION TO THE 60-DAY REIMBURSEMENT POLICY WOULD BE GRANTED.

12-9-04 SPECIAL PROSECUTOR OFFERS EXPLANATION AND APOLOGY FOR LATE PAYMENT REQUESTS.

Prosecutor	Expenses From - To	Defendant	Total
N. FISHER	04-07-04 / 07-21-04	Stephanie Zak	\$400.00
N. FISHER	07-23-04 / 07-27-04	William Chilton	\$87.50
N. FISHER	07-24-04 / 07-27-04	Stephanie Zak	\$425.00
N. FISHER	07-26-04 / 07-27-04	Mike Smith	\$62.50
Total			\$975.00

320-05-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	COMMONWEALTH'S ATTORNEY	12-10-04 Officer requests to transfer BASE Temporary Funds to re-hire former employee at same rate of pay, effective Dec. 27, 2004.	-0-	Approved per the Compensation Board's FY05 Budget Priorities and Policies.

FIPS	LOCALITY	Request Date	FROM	TO POSITION	AMOUNT	PRO-RATED
650	Hampton City	12-10-04	Temporary	00005	1,967	1,019
	TOTAL				1,967	1,019

DICKENSON COUNTY	COMMONWEALTH'S ATTORNEY	12-13-04 Officer requests exception to the 60-day reimbursement policy. Substitute Prosecutors did not submit CB24 forms to the Comp Board within the 60 days	\$32.50	Approved as a one-time exception to policy.
------------------	-------------------------	---	---------	---

Prosecutor	Locality	Expenses From - To	Defendant	Total
Joe H. Short	Dickenson	9-29-04 / 9-29-04	Edward Tarr	\$32.50
				\$32.50

320-05-06: 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	12-14-04 Officer requests to purchase the following:	\$7,408.64	Approved per Compensation Board FY05 equipment funding policies.				
		Request	Per Policy					
<u>Qty</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>	
1	Printers	500	500.00	1	Printers	500	500.00	
1	dvd for library	450	450.00	1	lcd projector	5,000	5,000.00	
1	lcd projector	5,000	5,000.00	1	laptop	3,000	3,000.00	
1	Laptop	3,000	3,000.00	1	server	3,600	3,600.00	
2	digital recorders	100	200.00	1	*software for intelliprint	700	700.00	
1	mini cassette recorder	50	50.00	<u>Total Cost</u>		12,800.00	12,800.00	
1	Server	3,600	3,600.00	<u>Stressed Cost</u>			7,408.64	
1	*software for intelliprint	700	700.00					
<u>Total Cost</u>		13,400.00	13,500.00					
<u>Stressed Cost</u>			7,813.80					

* not off the shelf software

732-05-06: TREASURERS
NONE.

734-05-06: COMMISSIONERS OF THE REVENUE
NONE.

321-05-06: 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.	NEW OFFICER TRAINING DECEMBER 8-9, 2004	COMPENSATION BOARD	Staff presents New Officer Training 2004 Report.	N/A	Noted.
2.	OPERATING MANUAL	COMPENSATION BOARD	Staff requests approval of operating manual updated to reflect policy and pay practice changes approved at the August 18, 2004 meeting to be effective January 1, 2005.	N/A	Approved.
3.	FY04 GENERAL FUND CARRYOVER BALANCES	COMPENSATION BOARD	Staff presents draft emails for discussion to Constitutional Officers regarding FY04 General Fund Carryover Balances.	N/A	Approved with minor revisions.

FOR YOUR INFORMATION
NONE.