

# COMPENSATION BOARD DOCKET #09/06

## December 17, 2008

EMPLOYEE RECOGNITION  
NONE

### 307-09-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RAPPAHANNOCK REGIONAL JAIL	SUPERINTENDENT	<p>12-02-08 Superintendent requests an exception to the 90-Day Vacancy policy for Pos. 00148, classified as a RPREC at budgeted salary of \$18,496 in order to switch the Compensation Board funded employee with a locally funded employee who is currently paid through temporary funds for part time employment.</p> <p>Superintendent states that these two employees have swapped duties, and the individual currently in Pos. 00148 would like to be part time. The current part time employee has recently taken on full time status.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.
HIGHLAND COUNTY	SHERIFF	<p>12-4-08 Officer requests an exception to the 90-day vacancy policy for Pos. 00003 budgeted at \$23,723 which will become vacant January 13, 2009.</p> <p>Officer states that he has only 5 dispatchers and with the resignation of the person in Pos. 00003 that this will not allow 24/7 coverage. In addition, one of the five dispatchers has been out on sick leave for 8 weeks as well as trying to accommodate leave and unexpected illness has left an extreme hardship on the office.</p>	\$5,930.76	Approved as an exception to policy, based upon the specific conditions stated by the officer.

## 307-09-06: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MATHEWS COUNTY	SHERIFF	<p>12-10-08 Officer requests an exception to the 90-day vacancy policy for Pos. 00010 budgeted at \$28,234 which became vacant on 12/6/08.</p> <p>Officer states that the deputy who previously held Pos. 00010 was also the school resource officer for the high school. This resignation along with a deputy soon to retire on 12/31/08, will leave the office without two law enforcement positions and awaiting 90 days to fill each. The high school will also be without security.</p> <p>Officer notes that the office will be operating with a 20% reduction in law enforcement officers with these two vacant positions and that public safety could be compromised and current deputies will be overworked which may lead to them leaving to pursue opportunities at larger agencies that will be able to offer them larger salaries.</p>	\$7,058.49	Approved as an exception to policy, based upon the specific conditions stated by the officer.
LEE COUNTY	SHERIFF	<p>12-8-08 Officer requests an exception to the 90-day vacancy policy for Pos. 00011 budgeted at \$33,731 which became vacant on 8-31-08 and has fulfilled the 90 day vacancy period.</p> <p>Officer states the deputy he wants to hire to fill this position was terminated from a neighboring newly elected Sheriff's office with only 30 days left to work before he could retire. The deputy was previously an L10 with a Compensation Board salary of \$45,051 and is well qualified for the position. The Sheriff wants to hire the deputy from 12/16/08-1/16/09 so that he would be able to receive his retirement. The Sheriff would then like to fill this position immediately after the deputy retires without waiting an additional 90 days.</p>	\$8,432.76	Approved as an exception to policy, based upon the specific conditions stated by the officer.

## 772-09-06: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHARLES CITY COUNTY	COMMONWEALTH'S ATTORNEY	<p>12-2-2008 Officer requests additional Temporary Funds at \$1,458.10 so the only staff position can train the new employee before retiring on 12-31-2008.</p> <p>Officer states this is the only staff position in this office and his schedule is full with court commitments.</p> <p>Officer will pay this employee 12.02 per hour at 8 hours per day for 13 days = 1,250.08 plus benefit costs (excluding health insurance) of 208.02 = 1,458.10.</p>	\$1,458.10	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2008, additional funding is not available this year.
PETERSBURG CITY	COMMONWEALTH'S ATTORNEY	<p>12-19-2008 Substitute Prosecutor requests an exception to the 60-day, \$500 reimbursement policy.</p> <p>Commonwealth's Attorney had thought the request for reimbursement had already been submitted, by someone in his office who retired in July, 2008.</p>	\$337.96	Approved as an exception to policy, based upon the specific conditions stated by the officer.

<u>Prosecutor</u>	<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>
Cassandra Stroud-Burns	09-11-2007 to 06-25-2008	James Javar Brown	\$337.96
		<b>Total</b>	<b>\$337.96</b>

## 771-09-06: COMMISSIONERS OF THE REVENUE

NONE

## 774-09-06: TREASURERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF NORTON	TREASURER	12-10-08 Officer requests an exception to the 90 Day Vacancy Policy for Pos. 00002, DI, budgeted at \$19,954 will become vacant on 12/31/2008.  Position 00002 is the officer's only staff position.	\$4,988.50	Approved as an exception to policy, based upon the specific conditions stated by the officer.
ROCKBRIDGE COUNTY	TREASURER	12-10-08 Officer requests reconsideration for an exception to the 90 Day Vacancy Policy. Pos. 00001, DI, budgeted at \$16,777 will become vacant on 12/31/2008. Officer has also requested that the County fund the position for the 90 days and the request was denied.  Position 00001 represents 1/3 of her total staff.	\$4,194.25	The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.

## 773-09-06: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RADFORD CITY	CIRCUIT COURT CLERK	12-9-2008 Effective 12-31, 2008, Officer requests additional Temporary Funding at \$4,518.00 for Acting Clerk. This is equivalent to position #00002 ACD at \$33,885 from January 1, 2009 to February 17, 2009. The special election will be held on February 17, 2009.  This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #00002 ACD is not vacant during the period in which I am the Acting Clerk, consequently funds cannot be transferred from this position.	\$0	Approved at no additional 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 # 09/05.	N/A	Approved
2.	MONTHLY ACTIVITY REPORT –LIDS AUDITS & JAIL COST REPORT REVIEWS	COMPENSATION BOARD	Staff presents monthly activity for Local Inmate Data Systems (LIDS) Jail Audits and Jail Cost Report Reviews.	N/A	Noted
3.	ANNUAL LIDS AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents annual LIDS status report.	N/A	Noted
4.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, January 21, 2009 at 11:00 a.m., and Wednesday, February 18, 2009 at 11:00 a.m.  *Legislative meeting with Association Presidents is scheduled for Tuesday, January 13, 2009 at 2:00 p.m.	N/A	Approved
5.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents training status report.	N/A	Noted
6.	NEW OFFICER TRAINING UPDATE	COMPENSATION BOARD	The New Officer Training was held on December 8-9, 2008 at the Compensation Board. Fourteen (14) new officers were invited and eleven (11) actually attended the training.	N/A	Noted
7.	COIN-ONLINE BUDGET REQUEST TRAINING	COMPENSATION BOARD	The training was held at the Hanover Sheriff's Office on December 3-4 with a total of 21 attendees and in Lynchburg at the Central Virginia Training Academy on December 11-12 with 26 registered to attend.	N/A	Noted
8.	CUSTOMER SERVICE SURVEY REPORT	COMPENSATION BOARD	Staff presents 2008 Customer Service Survey Report.	N/A	Approved

FOR YOUR INFORMATION  
NONE.

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**CLOSED MEETING  
COMPENSATION BOARD DOCKET #09/06  
December 17, 2008**

**NO CLOSED MEETING**

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (\_\_\_\_\_ seconded the motion).**

- Under the provisions of Section 2.2-3711.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 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

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. (\_\_\_\_\_ seconded the motion.)**

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Janie E. Bowen, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**AND**

**MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (\_\_\_\_\_ seconded the motion.)**

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Janie E. Bowen, Member	Yes <input 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.**

# HANDCARRY

## COMPENSATION BOARD DOCKET #09/06

### December 17, 2008

EMPLOYEE RECOGNITION  
NONE

307-09-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ACCOMACK COUNTY	SHERIFF	<p>12-16-08 Officer requests an exception to the 90-day vacancy policy for Pos. 00034 budgeted at \$23,723 which became vacant on 12/4/08.</p> <p>Officer states that the previous employee suddenly resigned. In addition, another dispatcher will be retiring on January 1, 2009. This will cause a hardship on the office due to a lack of Communications Officers.</p>	\$5,930.76	The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.
GRAYSON COUNTY	SHERIFF	<p>12-11-08 Officer requests an exception to the 90-day vacancy policy for Pos. 00001 budgeted at \$50,229 which will become vacant on 1/1/09.</p> <p>Officer states that the deputy currently in Pos. 00001 will be retiring on 12/31/08. The Virginia Sheriff's Association disseminated information to Sheriffs discussed with Governor Kaine in October regarding the possibility of receiving an exception to the 90 Day Vacancy policy if a vacant Compensation Board position is filled with someone from the Virginia Department of Corrections to assist in absorbing Department of Corrections layoffs due to closing facilities. The Officer has used this information to fill a grant funded position and wishes to transfer the deputy into the vacated position effective 1/1/09.</p>	\$12,557.25	Approved as an exception to policy, based upon the specific conditions stated by the officer

## 772-09-06: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AUGUSTA COUNTY	COMMONWEALTH'S ATTORNEY	<p>12-16-2008 Officer requests an exception to the 90-day Vacancy Savings Policy to fill pos. #5, JSECA budgeted at \$12,541, which will become vacant December 31, 2008.</p> <p>Officer states, this is the only administrative position assigned to the Juvenile and Domestic Relations Court proceedings. Other administrative staff is already absorbed by the workload in both General District Court and Circuit Court.</p>	\$3,135.25	The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.

## 771-09-06: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DICKENSON COUNTY	COMMISSIONER	<p>12-01-08 Officer requests an exception to the 90 Day Vacancy Policy for Pos. 00002, DIII, budgeted at \$24,138 which became vacant on 11/3/2008. Officer states that holding the position vacant would create a hardship due to staff needing time off for vacation and family sick time.</p>	\$6,034.50	The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.

## 774-09-06: TREASURERS

### NEW BUSINESS:

WASHINGTON COUNTY	TREASURER	<p>12-09-08 Officer requests an exception to the 90 Day Vacancy Policy for Position 00007, DII, budgeted at \$24,329. Position 00007 became vacant on 12/01/08 when the deputy passed away suddenly. Officer states that he has two other employees with health issues. One is working half-time and the other is on extended leave and is not expected to return. Current staff is struggling to keep up with the workload.</p> <p>Staff notes these absences represent 50% of the Officer's staff.</p>	\$6,082.25	Approved as an exception to policy, based upon the specific conditions stated by the officer
PRINCE GEORGE COUNTY	TREASURER	<p>12-10-08 Officer requests an exception to the 90 Day Vacancy Policy for Position 00006, DI, budgeted at \$19,856. Position 00006 will become vacant on 12/15/08. Officer states, with the significant increase in workload due to the BRAC increase at Fort Lee combined with the burden of tax season, keeping the position vacant will create a hardship.</p>	\$4,964	The Compensation Board did not approve this request, per FY09 Budget Priorities and Policies identified May 1, 2008. A 90-day vacancy policy is in effect as a part of the Governor and General Assembly's approved Budget Reduction plans for FY09.

## 773-09-06: 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. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY09 YTD collections totaled \$3,258,951.01, which is a 17.67% decrease compared to the same period in FY08.</p> <p>Expenditures: FY09 YTD expenditures through December 5, 2008, which represents the reimbursement for July through partial September, total \$3,416,522.99 which is 27.3% of budgeted funding.</p> <p>Projections:</p> <ol style="list-style-type: none"> <li>Based on current collections, FY09 TTF collections would be approximately \$7.82 million, a decrease of 13.99% over FY08 collections.</li> <li>Based on a projected reduction in recordings of an additional 10% over the remainder of FY09, collections for FY09 would be \$7.37 million, a decrease of 19.01% over FY08 collections.</li> <li>The 2009 Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget includes FY09 projected collections of \$7,682,761.</li> </ol>	N/A	

## FOR YOUR INFORMATION NONE

Public Body: Compensation Board  
 Date: December 17, 2008  
 Time: 11:00 a.m.  
 Location: Compensation Board Conference Room  
 Oliver Hill Building, 102 Governor Street  
 Richmond, VA 23219  
 Members: Frank Drew, Chairman (present)  
 Walter J. Kucharski, ExOfficio Member (present)  
 Janie E. Bowen, ExOfficio Member (absent)