

COMPENSATION BOARD DOCKET #08/09

March 26, 2008

EMPLOYEE RECOGNITION
NONE.

307-08-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALBEMARLE COUNTY	SHERIFF	<p>01-25-08 New Sheriff requests an exception to policy for the Compensation Board to approve subsequently the following lawful employment training courses attended by him and his command staff in 2007:</p> <ul style="list-style-type: none">• The Hiring, Firing and Discipline of Public Employees, 16 hours conducted by the National Criminal Justice Command College (UVA & VSP), July 23-24, 2007, attended by Chief Deputy Vohwinkel (current chief deputy, and chief deputy under former Sheriff);• Lawful Employment Training, 2 hours, sponsored by the Virginia Sheriffs' Association, November 16, 2007, attended by Sheriff-elect Harding; and• Lawful Employment Training, 2 hours, sponsored by the Compensation Board, December 10, 2007, attended by Sheriff-elect Harding. <p>This training is a requirement for eligibility for participation in the Sheriffs' Accreditation Career Development Program. All other program criteria have been met by the Sheriff. Sheriff states that his predecessor did not attend or send an attendee to the Compensation Board sponsored or Virginia Sheriffs Association sponsored Lawful Employment training courses in the spring of 2007. Chief Deputy Vohwinkel, a member of the new and previous Sheriff's command staff, did attend a 16 hour course related to lawful employment matters, however, the previous Sheriff did not seek approval in advance for this training to meet the lawful employment training requirement of the Career Development Program, and the incumbent Sheriff was not in office to seek such approval in advance.</p>	-0-	Approved as an exception to policy, based upon the specific condition that, although properly meeting the training criterion for the program, the previous officer did not make the request in the time prescribed, and the current officer made the request as soon as practicable once in office.

307-08-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRICO COUNTY	SHERIFF	02-26-08 The following locality is requesting One Time Fund Transfers from Active Duty Vacancy Savings to Temporary funds.	-0-	Approved per the Compensation Board's FY08 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
087	307	Henrico County	02/26/08	Active Duty Vacancy Savings	Temporary	\$26,988.32	\$26,988.32
		Totals				\$26,988.32	\$26,988.32

SALEM CITY	SHERIFF	03-05-08 Acting Officer requests additional Temporary Funding @ \$21,637.84. This is equivalent to position #10 CS11 @ \$52,522 from December 7, 2007 to May 6, 2008. The Special Election will be held on May 6, 2008.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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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 #10 CS11 is not vacant during the period in which I am the Acting Sheriff, consequently funds cannot be transferred from this position.

ACTION PLAN FOR SHERIFFS' DATA REPORTING	COMPENSATION BOARD	<p>03-20-08 Staff presents information regarding Sheriffs' data reporting to the Virginia State Police for Calendar Year 2007. Chapter 847, Item 66, paragraph P. provides that the Compensation Board is authorized to withhold reimbursements due the locality for sheriff and jail expenses upon notification from the Superintendent of State Police that there is reason to believe that crime data reported is missing, incomplete or incorrect. In conjunction with VSP, staff has been in communication with all Sheriffs' offices overdue for reporting final calendar year 2007 data necessary for submission by VSP to the federal government and for creation of the annual Uniform Crime Report. All Sheriffs' offices with overdue reporting have complied with VSP's deadline except for the Sheriffs' Offices in Bath, Craig and Highland Counties.</p> <p>VSP reports that although Sheriffs in Bath, Craig and Highland Counties have not completed their data reporting for CY07 by the deadline, significant efforts have been taken by the Sheriffs to complete their data reporting.</p> <p>Staff also presents plan for action on monthly reports received by Virginia State Police for future calendar year IBR data reports.</p>	N/A	<p>After the distribution of this month's meeting docket, reports were received from Craig and Highland Counties so no action was taken for these two offices.</p> <p>The Compensation Board deferred action to withhold reimbursements due the locality for sheriff's office expenses for one month in Bath County, to allow the Sheriffs an opportunity to complete data reporting for CY07 and become current with CY08 data reporting. The Board instructed staff to provide an update at the next monthly meeting regarding the status of reporting of all delinquent reports by the Sheriff in Bath County. Staff will also provide a quarterly update to the Board on delinquent reports by all Sheriffs' offices.</p>
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307-08-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NEWPORT NEWS CITY	SHERIFF	<p>A LIDS audit of the Newport News City Jail in late October 2007 revealed that at least 20 pre-trial inmates that were entered in LIDS as Newport News City Jail inmates were actually physically housed at the Newport News City Jail Farm to alleviate overcrowding (beginning August 2006 – October 2007). Normal LIDS inmate reporting practices require that when an inmate is transferred to any other state approved correctional facility, a release be recorded. This approach actually resulted in reduced per diem payments to the City, as per diem payments are greater for Jail Farm inmates than for City or County Jail inmates. During the audit it was revealed that from August 2006 – June 30, 2007, City Jail staff were sent to the Jail Farm to oversee the security and to care for the City Jail inmates. Beginning July 1, 2007 Jail Farm staff took over all security and care for the City Jail inmates. Note: These inmates were specially coded in LIDS as 7X inmates for identification purposes.</p> <p>The LIDS audit report directed the Newport News Sheriff to immediately record the release of the inmates housed at the Jail Farm effective the date these inmates were physically housed at the Farm in 2006 to present and called for an action plan from the Sheriff.</p> <p>The Sheriff's action plan called for a "compromise", whereby the City Jail would re-code the inmates from the City Jail to the Jail Farm beginning July 1, 2007 – the date the Jail Farm took over the security and care for the City Jail inmates. Follow up phone calls with the Newport News City Jail and Jail Farm on March 18, 2007 confirmed that the re-coding had in fact been completed back to July 1, 2007. A follow-up audit will be conducted once this issue is fully resolved.</p>	-0-	<p>The Board is always concerned for the consistent application of policies and procedures, while recognizing opportunities for exception. However, the examples cited by the Newport News City Sheriff regarding potential alternate locations are not consistent with the use of a LIDS sanctioned correctional facility.</p> <p>In order to ensure the proper coding for the historical record of the inmates' physical location during this time-period, the Board directs the Newport News City Sheriff to effect the re-coding of all inmates that are/were assigned to the City Jail and are/were physically housed at the Jail Farm back to August 2006. This re-coding effort should be completed within sixty-days. The Compensation Board will schedule a follow-up audit to ensure these actions have been completed as directed.</p> <p>The Board also instructed Compensation Board staff to notify the Newport News City Manager of this issue and to note the potential loss of revenue to the City.</p>

717-08-09: DIRECTORS OF FINANCE

NONE.

771-08-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONER OF THE REVENUE WORKLOAD AUDIT COMMITTEE	COMMISSIONER OF THE REVENUE	<p>03-17-07 The Commissioners' Workload Audit Committee submits recommended changes to workload data reported in the FY09 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 62 Commissioners appearing to have workload data discrepancies; of the 62 localities contacted, 13 responded with corrected workload data, 44 gave a valid reason for the data discrepancy, and 5 offices did not respond.</p>	-0-	Compensation Board concurs with the Commissioner of the Revenue Workload Audit Committee recommendations to update workload data, and asks Compensation Board staff to update COIN with corrected data.
COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE	<p>03-18-08 Per the Provisions of Paragraph C.2 Item 62, Chapter 847, 2007 Acts of Assembly, 10 Commissioners have newly certified February 1, 2008 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, and 54 Commissioners already meeting the minimum requirements have recertified as of February 1, 2008.</p> <p>Of the 10 newly certifying Commissioners, 1 was rejected due to failure to pass the career development audit. A total of 63 Certified Commissioners met all criteria. Corresponding salary increases are requested, effective July 1, 2008.</p> <p>(The Commissioner of the Revenue Career Development Audit Committee has randomly audited 13 offices and concurs with the requests.)</p>	\$63,216 (FY09)	<p>The Compensation Board thanks the Commissioner of the Revenue Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and for providing its recommendations.</p> <p>Approval of the corresponding salary increases will be determined in conjunction with the FY09 budget allocation packages on May 1, 2008.</p>
DEPUTY COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE	<p>3-18-08 Per the Provisions of Paragraph D.2 Item 62, Chapter 847, 2007 Acts of Assembly, 76 Deputy Commissioners have newly certified February 1, 2008 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, and 82 Deputy Commissioners already meeting the minimum requirements have recertified as of February 1, 2008.</p> <p>Of the 76 newly certifying Deputy Commissioners, 1 was rejected due to failure to pass the career development audit. Of the 82 Deputy Commissioners already meeting the requirements 3 have lost their Weldon Cooper certification, and 1 has separated. A total of 153 Certified Deputy Commissioners met all criteria. Corresponding salary increases are requested, effective July 1, 2008.</p> <p>(The Commissioner of the Revenue Career Development Audit Committee has randomly audited 31 deputies and concurs with the requests.)</p>	\$115,698 (FY09)	<p>The Compensation Board thanks the Commissioner of the Revenue Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and for providing its recommendations.</p> <p>Approval of the corresponding salary increases will be determined in conjunction with the FY09 budget allocation packages on May 1, 2008.</p>

772-08-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	COMMONWEALTH'S ATTORNEY	Officers request a One Time Fund Transfer of Vacancy Savings to fund equipment purchases. Vacancy Savings funds are available to fund the cost of these purchases.	\$13,100 Total Cost \$8,589.56 Total Stressed Cost	Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed and reimbursable cost. Because this is a one-time approval; not in the base budget, any amounts not requested for reimbursement on or before the May 2008 payroll reimbursement request will not be available for expenditure in June 2008 or in FY09.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Board Action 3-26-08
069-772	Frederick County	PC	1	1,400	1,400	1	1,200	1,200	690.72	Approved
069-772	Frederick County	Server	1	5,800	5,800	1	5,800	5,800	3,338.48	Approved
069-772 Total					7,200			7,000	4,029.20	
117-772	Mecklenburg County	Copier	1	5,000	5,000	0	4,000	0	0.00	Not Approved
117-772	Mecklenburg County	Printer	1	1,500	1,500	1	1,500	1,500	1,121.40	Approved
117-772	Mecklenburg County	Laptop	1	2,200	2,200	1	2,200	2,200	1,644.72	Approved
117-772	Mecklenburg County	PC	2	1,200	2,400	2	1,200	2,400	1,794.24	Approved
117-772 Total					5,000			6,100	4,560.00	
Grand Total					18,300			13,100	8,589.56	

773-08-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WASHINGTON COUNTY	CIRCUIT COURT CLERK	03-06-08 Officer requests remainder of FY08 \$4 available balance of \$37,123 for back scanning of oversized deed and index books (vendor: Business Information Systems). Officer is currently providing secure remote access to land records.	\$37,123 NGF	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> .
RUSSELL COUNTY	CIRCUIT COURT CLERK	03-07-08 Officer requests to rescind the approved February Docket request; requesting to transfer Temporary Funds to Permanent Salaries to fund a New Hire to position #00005. Officer will not be filling position # 00005 within this current fiscal year.	-0-	Approved as requested.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
167	773	Russell County	03/07/08	Position #00005	Temporary	\$4,677.50	\$4,677.50
		Totals				\$4,677.50	\$4,677.50

CIRCUIT COURT CLERKS' COMPENSATION AND STAFFING COMMITTEE	CIRCUIT COURT CLERK	<p>03-12-08 The Circuit Court Clerks' Compensation and Staffing Committee submits recommended changes to workload data reported in the FY09 Budget Request in COIN.</p> <p>The Compensation and Staffing Committee reviewed all workload data and contacted Circuit Court Clerks by e-mail and asked them to examine the accuracy of reported totals for each workload item and to provide a brief explanation for workload variances of 10% or greater from totals reported in prior years. The committee received 84 responses from Circuit Court Clerks statewide with explanations for the variances. Of the 84 Clerks that responded, 15 made changes to the workload variances.</p>	N/A	Compensation Board concurs with the Clerks' Compensation and Staffing Committee recommendations to update workload data, and asks Compensation Board staff to update COIN with corrected data.
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774-08-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LISTED BELOW	TREASURER	<p>Officers request Board approval to provide the following Weldon Cooper certified deputy to the Career Development Audit Committee for consideration of the salary increase associated with the program. The deputies were erroneously omitted from the FY09 Budget Request.</p> <p>The Treasurers' Career Development Audit Committee concurs.</p>	N/A	<p>Compensation Board approved inclusion of the Officer's certification of CDP for these deputy positions with all other program certifications for deputies as an exception to policy and based upon specific conditions stated by the Officer. Approval of pay raise associated with certification of CDP will be considered with all deputy certifications during the budget approval process prior to May 1, 2008.</p>

FIPS	Locality	Request Date	DEPUTY	POS #	CLASS
530	City of Buena Vista	2/22/2008	Mary Lee Huffman	00001	DII

CITY OF LYNCHBURG	TREASURER	03-04-08 Officer requests approval to purchase the following equipment:	\$2,079.07	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2007, additional funding is not available this year.
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FIPS	Locality	Equipment Requested	Req Qty	Unit Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Unit Cost	Total Cost Approved	Stressed and Reimbursable Cost	Locality Concurrence
680	Cit y of Lynchburg	PC	2	1,200.00	2,400.00	2	1,200.00	2,400.00	2,079.07	Yes
025 Total								2,400.00	2,079.07	

TREASURERS' WORKLOAD AUDIT COMMITTEE	TREASURER	<p>03-18-08 The Treasurers' Workload Audit Committee submits recommended changes to workload data submitted in the FY09 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 94 Treasurers appearing to have workload data discrepancies; 45 responded with corrected workload data, 49 gave a valid response for the data discrepancy.</p>	N/A	<p>Compensation Board concurs with the Treasurers' Workload Audit Committee recommendations to update workload data, and asks Compensation Board staff to update COIN with corrected data.</p>
TREASURERS' CAREER DEVELOPMENT PROGRAM	TREASURER	<p>03-18-08 Per the provisions of Paragraph C.2., Item 65, Chapter 847, 2007 Acts of Assembly, 5 Treasurers have newly certified February 1, 2008 that they meet the minimum requirements of the Compensation Board Treasurers' Career Development Program, and 65 Treasurers already meeting the minimum requirements have recertified as of February 1, 2008. Of the 5 newly certifying Treasurers, 3 were rejected due to failure to achieve Weldon Cooper Certification. A total of 67 Certified Treasurers met all criteria. Corresponding salary increases are requested, effective July 1, 2008.</p> <p>(The Treasurers' Association of Virginia Career Development Audit Committee has audited a random sample of 14 offices and concurs with the requests.)</p>	\$14,666 (FY09)	<p>The Compensation Board thanks the Treasurers' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and for providing its recommendations.</p> <p>Approval of the corresponding salary increases will be determined in conjunction with the FY09 budget allocation packages on May 1, 2008.</p>

774-08-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY TREASURERS' CAREER DEVELOPMENT PROGRAM	TREASURER	<p>03-18-08 Per the provisions of Paragraph D.2., Item 65, Chapter 847, 2007 Acts of Assembly, 40 Deputy Treasurers have newly certified February 1, 2008 that they meet the minimum requirements of the Compensation Board Deputy Treasurers' Career Development Program, and 149 Deputy Treasurers already meeting the minimum requirements have recertified as of February 1, 2008. Of the 40 newly certifying deputies 1 was rejected for failure to achieve the minimum years of service in the Treasurer's office. Of the 149 Deputy Treasurers already meeting requirements 3 have separated. A total of 185 Certified Deputy Treasurers met all criteria. Corresponding salary increases are requested, effective July 1, 2008.</p> <p>(The Treasurers' Association of Virginia Career Development Audit Committee has audited a random sample of 42 deputies and concurs with the requests.)</p>	\$50,843 (FY09)	<p>The Compensation Board thanks the Treasurers' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and for providing its recommendations.</p> <p>Approval of the corresponding salary increases will be determined in conjunction with the FY09 budget allocation packages on May 1, 2008.</p>

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. GRAYSON COUNTY	SHERIFF AND CIRCUIT COURT CLERK	<p>03-05-08 The current salary of the Circuit Court Clerk and the Sheriff are set based upon the provisional population estimates established by the Weldon Cooper Center for Public Service at the University of Virginia. The combined population for Grayson/Galax offices was erroneously recorded in the Compensation Board's access database (including the full population of Galax v. the distinct proportion attributed to Grayson). Due to a decline in population and the December retirements of the Clerk and the Sheriff, the new officers should have received the salaries of a lower population group than their predecessors when they took office on January 1.</p> <p>Precedent would dictate that the salaries be corrected effective January 1. Officers request an exception to this practice and request that they not be required to repay the salary amounts overpaid them in error for the months of January and February, prior to their notification of the salary issue.</p> <p>The Sheriff also wished to convey the details of a conversation with Dr. Cai, Director of Demographics & Workforce at Weldon Cooper, stating that a provisional population is an estimate and not as accurate as the US Census. Additionally, the estimates do not consider such factors as the construction of a new DOC facility soon to house over 1200 prisoners and the migrant worker population increasing overall population figures in the County. Sheriff requests that the Compensation Board consider these factors in allowing the salaries of the Clerk and Sheriff to remain at the level of their predecessors for the remainder of the fiscal year, which were based upon the higher population bracket prior to falling population estimates.</p> <p>Staff notes that the 2008 General Assembly approved budget language in HB30 requiring that salaries be set based upon the greater of the most recent US census or the Weldon Cooper Center provisional population estimates. Provided that this language remains in the final signed budget for FY09/FY10, the higher population group will be the basis for setting the salaries of the Clerk and Sheriff in Grayson for FY09.</p>	-0-	<p>The Compensation Board truly regrets the database error that resulted in the initial payment of an inaccurate salary level. However, the Compensation Board is unable to approve the requests of the Sheriff and the Clerk to not repay salary amounts paid in error in January and February, prior to correction of the salary amount established for the new officers effective March 1, 2008. The Board is mandated to set salaries for Constitutional Officers as prescribed in law. However, the Board directed Compensation Board staff to work with these offices and the County to make arrangements to recoup the overpayments in a manner deemed least intrusive to the officers, provided such overpayments are recouped prior to June 30, 2008.</p> <p>The Compensation Board did not approve the request of the Sheriff to consider other factors related to a growing local population in maintaining the higher salary for the Clerk and the Sheriff. The Compensation Board does not have the authority to consider other factors in determining a population level upon which to base the salary level of the officer, as the methodology for establishing the salary of the officer based upon population and the source of population data is prescribed in law.</p>

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
2.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #08/08.	N/A	Approved.
3.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents Training Status Report. (No updates since the February 20 th Board meeting)	N/A	Noted.
4.	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.
5.	ANNUAL LIDS AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents annual LIDS audit status report.	N/A	Noted.
6.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, April 23, 2008 at 11:00 a.m. and Wednesday, May 21, 2008 at 11:00 a.m. Reminder: The FY09 Compensation Board budget hearing will be held at the Augusta County Board of Supervisors meeting room in Verona, Virginia on Thursday, April 10, 2008 at 11:00 a.m.	N/A	Approved.
7.	LAWFUL EMPLOYMENT FOR CONSTITUTIONAL OFFICERS	COMPENSATION BOARD	The Roanoke session was held at the Hotel Roanoke and Conference Center on March 13-14, 2008 with 47 attendees. The Richmond session was held at the Holiday Inn Select-Koger South Conference Center on March 20-21, 2008 with 50 attendees.	N/A	Noted.
8.	LAWFUL EMPLOYMENT FOR LAW ENFORCEMENT	COMPENSATION BOARD	Registration closed Friday, March 7, 2008. The Roanoke session will be held at the Holiday Inn Tanglewood on April 2-3, 2008 and has 50 registered. The Richmond session will be held at Crowne Plaza Richmond West on April 17-18, 2008 and has 50 registered.	N/A	Noted.
9.	ANNUAL BUDGET EMAIL	COMPENSATION BOARD	Staff presents annual budget email.	N/A	Approved.
10.	INITIAL BUDGET ALLOCATIONS AND POLICIES	COMPENSATION BOARD	Staff presents initial budget allocations and policies.	N/A	Approved.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
11. FY08 TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY08 year-to-date collections total \$5,303,469.04, which is a 18.11% decrease compared to the same period in FY07.</p> <p>Expenditures:</p> <ol style="list-style-type: none"> 1. Based on current collections, FY08 TTF collections would be approximately \$9.1 million, a decrease of 16.99% over FY07 collections. 2. Based on a projected reduction in recordings of an additional 10% over the remainder of FY08, collections for FY08 would be \$8.68 million, a decrease of 20.74% over FY07 collections. 3. The 2008 Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget includes FY08 projected collections of \$9,857,396 and estimated collections of \$9,009,037 for FY09-14. <p>Expenditures: FY08 YTD expenditures through February 6, 2008, which represents the reimbursement for July through partial payment of January, total \$4,089,535.25 which is 28.1% of budgeted funding.</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. FY09 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	<p>Staff suggests the following dates for FY09 scheduled meetings. Unless otherwise noted, all meetings are at 11:00 a.m. and are set for the 3rd Wednesday of each month:</p> <ul style="list-style-type: none"> • July 16, 2008 • August 20, 2008 • September 17, 2008 • October 15, 2008 • November 19, 2008 • December 17, 2008 • January 6, 2009 (special meeting to discuss legislation) • January 21, 2009 • February 18, 2009 • March 25, 2009 (4th Wednesday due to budget process) • April 9, 2009 (Thursday) (budget hearing) • April 22, 2009 (4th Wednesday due to budget process) • May 20, 2009 • June 17, 2009 	N/A	The Compensation Board will check their schedules and confirm the FY09 meeting dates at their April 23, 2008 meeting.

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #08/09
March 26, 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.

H A N D C A R R Y

COMPENSATION BOARD DOCKET #08/09

March 26, 2008

EMPLOYEE RECOGNITION
NONE.

307-08-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
APPOMATTOX COUNTY	SHERIFF	<p>03-20-08 Officer is requesting a one-time approval of \$20,000 in part-time funds to hire employees to fill in while his staff attends a 12 week DCJS basic training course that is a requirement of their employment. He also has a full-time cook on extended medical leave for an indefinite period of time and has had to hire 2 part-time cooks to fill during this time.</p> <p>This office currently has \$10,909.50 available in part-time funds. They expect to use \$5,748 per month in part time funds within the next two months. This will leave them with insufficient funds for April's reimbursement and no remaining temporary funds for the months of May and June.</p>	\$20,000	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2007, additional funding is not available this year.
SHERIFFS' WORKLOAD AUDIT COMMITTEE	SHERIFF	<p>03-24-08 The Sheriffs' Workload Audit Committee submits recommended changes to workload data reported in the FY09 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 123 Sheriffs appearing to have workload data discrepancies; of the 45 localities that responded, 13 responded with corrected workload data, 32 gave a valid reason for the data discrepancy, and 78 offices did not respond.</p>	-0-	Compensation Board concurs with the Sheriffs' Workload Audit Committee recommendations to update workload data, and asks Compensation Board staff to update COIN with corrected data.

717-08-09: DIRECTORS OF FINANCE
NONE.

771-08-09: COMMISSIONERS OF THE REVENUE
NONE.

772-08-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SMYTH COUNTY	COMMONWEALTH'S ATTORNEY	03-20-08 Officer requests a One Time Fund Transfer of Vacancy Savings to fund equipment purchases. Vacancy Savings funds are available to fund the cost of these purchases.	\$2,900 Total Cost \$2,272.44 Total Stressed Cost	Approved per the Compensation Board's FY08 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
173-772	Smyth County	Laptop	1	2,500	2,500	1	2,200	2,200	1,723.92
173-772	Smyth County	Shredder	1	750	750	1	700	700	548.52
173-772 Total					3,250			2,900	2,272.44
Grand Total					3,250			2,900	2,272.44

PORTSMOUTH CITY	COMMONWEALTH'S ATTORNEY	03-18-08 Officer requests to combine 2 ATTI positions at annual salary of \$45,385 (\$90,770) into 1 Attorney position classed as an ATIII or ATIV at an annual salary of up to \$75,000. Position 21 and 30 are currently vacant. Officer states he is looking for ways to create a savings that would benefit both the state and local budget. This proposal would also allow them to hire a top level attorney at the requested salary and save the locality funds by not supplementing the salary. It would save the State by creating \$15,770 in turnover funds that would be reverted back to the State.	-0-	The Compensation Board did not approve this request. Elimination of a position would add to the overall staffing due the office for which the General Assembly has already appropriated and the Compensation Board has allocated staffing and funding.
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773-08-09: CIRCUIT COURT CLERKS NONE.

774-08-09: TREASURERS NONE.

OTHER MATTERS NONE.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: March 26, 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 (present)

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