COMPENSATION BOARD DOCKET #07/10
April 25, 2007

EMPLOYEE RECOGNITION

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
CAMPBELL COUNTY	COMMISSIONER OF THE REVENUE AND CHIEF DEPUTY	April 10, 2007 Email to Charlene M. Rollins from Margie H. Cartwright, Chief Deputy and Calvin C. Massie, Commissioner of the Revenue, Campbell County, regarding Kari L. Bullock, Senior Fiscal Technician: "Dear Charlene, I am sending you this letter to say how much Calvin and I have appreciated all the work and information we have received from Kari Bullock over this past year. Kari has always been gracious in listening to what we have in mind and helping us understand how to accomplish what we have in mind. Over the past year and half we had three employees retire all with 30 plus years of service each, Kari has been very helpful in getting us reorganized. She has always made sure I understood what and how to do the projects and willing to walk me through the process if necessary, and being very patient if I did not understand any process or procedure right away. I hope this letter will be sent to the appropriate officials for her acknowledgment."	N/A	The Compensation Board wishes to thank the Commissioner and Ms. Cartwright for their kind remarks.

304-07-10: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
CHESTERFIELD COUNTY	SHERIFF	04-12-07 Sheriff requests reconsideration of the Board's action of March 28, 2007 in not approving his request to reimburse prior guard duty expenses incurred in the absence of a court order. Sheriff states that a representative of County Attorney's office discussed this matter with Cynthia Norwood, Assistant Attorney General, who suggested they seek a court order to meet the interpretation of the Code section in dispute. Sheriff states that while they still disagreed with the interpretation of the Board, the situation was explained to the Chesterfield Circuit Court Judge and an order was entered for instances requiring guard duty expenses on a day–forward basis and it was their expectation this would settle any controversy. Sheriff requests the Board to revisit their decision. He believes the reading employed by the Compensation Board to withhold these funds conflicts with the express terms of Section 19.2-328. **AT THEIR MARCH 28, 2007 MEETING, THE COMPENSATION BOARD DID NOT APPROVE THE SHERIFF'S REQUEST TO REIMBURSE GUARD DUTY FOR WHICH NO COURT ORDER EXISTS. SECTIONS 19.2-328 AND 53.1-93 OF THE CODE REQUIRE AN ORDER OF THE COURT IN ORDER FOR THE COMPENSATION BOARD TO REIMBURSE GUARD DUTY EXPENSES. IT IS NOT IN THE DISCRETION OF THE COMPENSATION BOARD TO CIRCUMVENT THE REQUIREMENTS OF THE CODE.** **Background information:** Staff notes that late last fall, requests for reimbursement of guard duty were being requested that appeared to be outside the authority of the Compensation Board to fund, specifically requests from regional jails, and requests from sheriffs and regional jails without accompanying court orders. As requested by staff, we have received guidance from the Office of the Attorney General that the Compensation Board is not authorized to reimburse guard duty expenses for regional jails, nor for sheriffs in cases where there is not a court order directing the sheriff to provide such guard. Until such time as a response was received from the Office of the Attorney General, requests for reimbursement without accompanying court orders were not approved. On 3-16-07, the Sheriff's office provided the Compensation Board with a blanket court order dated 3-15-07 to process future reimbursements for guard duty. Since the county attorney has advised the Sheriff's office that a judge cannot issue a retroactive court order to cover the months that reimbursement was withheld, this office is requesting that the Compensation Board reinstate any funds that have been held using the blanket order as an indication of their intent to comply with the requirement. Chesterfield County is requesting a total of $10,122.88, which includes $9,403.51 for salaries and $719.37 in fringe benefits for the months of November and December.	$10,122.88	Not approved.

304-07-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
VIRGINIA PENINSULA REGIONAL JAIL	SUPERINTENDENT	03-30-07 Superintendent requests a Department of Corrections staffing study be conducted for his facility. This is based on the failure of the Jail Authority's design team to request the total number of partially funded positions per the staffing standards.	-0-	The Compensation Board will request that the Department of Corrections perform a staffing analysis of the Virginia Peninsula Regional Jail.
LISTED BELOW	SHERIFF	Officers are requesting reimbursement for equipment purchased or to be purchased in FY07 totaling $21,300 ($18,160.56 stressed).	$21,300 Total Cost $18,160.56 Stressed Cost	The Compensation Board did not approve this request. Limited funds were reappropriated and are insufficient to consider remaining requests for one-time expenses.

FIPS	LOCALITY	REQUEST DATE	EQUIPMENT REQUESTED	REQUESTED QUANTITY	UNIT REQUESTED COST	TOTAL REQUESTED COST	PER POLICY QUANTITY	PER POLICY UNIT COST	TOTAL COST APPROVED	STRESSED COST
710	Norfolk City	03/30/07	Desktop PCs	12	$1,200	$14,400	12	$1,200	$14,400	$13,440.96
840	Winchester City	03/30/07	Laptop PCs	2	$2,100	$4,200	2	$2,100	$4,200	$2,872.80
840	Winchester City	03/30/07	Desktop PC	1	$1,200	$1,200	1	$1,200	$1,200	$820.80
840	Winchester City	03/30/07	Network Printer	1	$2,600	$2,600	1	$1,500	$1,500	$1,026.00
	GRAND TOTALS				**$7,100**	**$22,400**		**$6,000**	**$21,300**	**$18,160.56**

LISTED BELOW	SHERIFF/SUPERINTENDENT	The following localities are requesting Base Budget Fund transfers.	-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
015	304	Augusta County	04/03/07	Turnover	Office Expense	$32,634.00	$30,000.00	$7,500.00
027	304	Buchanan County	04/09/07	Turnover	Temporary	$18,201.00	$18,201.00	$4,550.25
071	304	Giles County	04/10/07	Turnover	Temporary	$6,860.00	$6,860.00	$1,715.00
125	304	Nelson County	04/11/07	Turnover	Temporary	$1,912.00	$1,912.00	$478.00
165	304	Rockingham County	04/06/07	Turnover	Temporary	$2,981.88	$2,981.88	$745.47
175	304	Southampton County	04/17/07	Turnover	Office Expense	$4,724.00	$4,724.00	$1,181.00
187	304	Warren County	04/09/07	Turnover	Temporary	$28,243.00	$28,243.00	$7,060.75
590	304	Danville City	04/04/07	Turnover	Temporary	$7,853.88	$7,853.88	$1,963.47
690	304	Martinsville City	04/10/07	Turnover	Temporary	$19,586.16	$19,586.16	$4,896.54
710	304	Norfolk City	03/30/07	Turnover	Office Expense	$34,955.00	$34,955.00	$8,738.75
		TOTALS					**$155,317**	**$38,829**

304-07-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
LISTED BELOW	SHERIFF	The following localities are requesting One Time Fund Transfers.	-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
067	304	Franklin County	04/17/07	Temporary	Office Expense	$25,543.14	$21,543.00
087	304	Henrico County	04/04/07	Active Duty Vacancy Savings	Office Expense	$56,169.03	$56,169.03
		TOTALS				**$81,712.17**	**$77,712.03**

320-07-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
AUGUSTA COUNTY	COMMONWEALTH'S ATTORNEY	Officers request to transfer Vacancy Savings to 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
015	320	Augusta County	04/03/07	Vacancy Savings	Office Expense	$16,622.90	$16,622.90
		TOTALS					**$16,622.90**

LISTED BELOW	COMMONWEALTH'S ATTORNEY	Officers request to transfer Vacancy Savings to fund the purchase of the following. Officers do have available Vacancy Savings to fund purchases.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	LOCALITY	EQUIPMENT REQUESTED	REQUESTED QTY	UNIT REQUESTED COST	TOTAL REQUESTED COST	PER POLICY QTY	PER POLICY UNIT COST	TOTAL COST APPROVED	STRESSED COST	BOARD ACTION 4-25-07
135	Nottoway County	Laptop	1	1,199.00	1,199	1	1,199.00	1,199	898.17	Approved
135 Total								1,199	898.17	
820	Waynesboro City	Laptop	2	1,306.00	2,612	2	1,306.00	2,612	2,125.38	Approved
820	Waynesboro City	PCs	3	1,287.00	3,861	3	1,200.00	3,600	2,929.32	Approved
820	Waynesboro City	Printers	3	367.00	1,101	3	367.00	1,101	895.88	Approved
820	Waynesboro City	Copier	1	3,000.00	3,000	1	3,000.00	3,000	2,441.10	Approved
820	Waynesboro City	Fax	1	500.00	500	1	500.00	500	406.85	Approved
820	Waynesboro City	Shredder	1	413.00	413	1	413.00	413	336.06	Approved
820	Waynesboro City	Jump Drives	7	52.00	364	7	52.00	364	296.19	Approved
820	Waynesboro City	Scanner	1	307.00	307	1	307.00	307	249.81	Approved
820 Total								11,897	9,680.59	
GRAND TOTAL								**$13,096**	**$10,578.76**	

DINWIDDIE COUNTY	COMMONWEALTH'S ATTORNEY	04-10-07 Officer requests to use Temporary funds, transferred from position #6 ATTI @ $43,639 to pay bonuses to valued employees in Compensation Board funded positions. Officer states that in the late 1990's, the Commonwealth of Virginia developed and implemented, as formal policy, the use of retention bonuses to employees to assist in fulfilling its mission. The Officer wishes to use Compensation Board funds to implement this policy in his office to award and retain qualified employees. The request to the Compensation Board is due to the lack of assistance and opposition posed by his locality to supplement his employees' salaries.	-0-	The Compensation Board did not approve this request. Compensation Board salary policy does not provide for the use of one-time funds to address salary issues for Compensation Board funded permanent personnel.

320-07-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
TAZEWELL COUNTY	COMMONWEALTH'S ATTORNEY	04-11-07 Officer requests the Compensation Board's consideration in providing additional funding in the amount of $8,501 in FY08 to reclassify position #00011, Assistant Commonwealth's Attorney I, to Career Prosecutor, effective July 1, 2007. Officer notes that assistant meets all qualifications of the program currently. The Compensation Board sent an email to all Commonwealth's Attorneys in June, 2006, seeking requests for identification of positions eligible for reclassification to Career Prosecutor for FY08. The Compensation Board did not receive a request from this office, and the listing of positions approved by the Governor and General Assembly for funding for the Career Prosecutor program for FY08 does not include this position. Officer states that office staff does not recall receiving the email from the Compensation Board, that they would otherwise have responded with a request. Officer also states that they did make the request for this individual in their online budget request to the Compensation Board in January, 2006 and in January, 2007. Staff notes that there is a request for reclassification of this individual in the January, 2006 budget request on the comments screen, but not on the special program certification screen for the career prosecutor program.	$8,501	The Compensation Board did not approve this request, as additional funding was not approved by the General Assembly for an additional career prosecutor designation for this office. Compensation Board instructs staff to follow up with Commonwealth's Attorney in June to ensure office is in receipt of annual email to notify Commonwealth's Attorneys of need to request career prosecutor designations for appropriate staff. Compensation Board advises officer that base salary reductions partially restored in FY05 and FY06 were budgeted in the office expense budget category. Compensation Board salary policies may provide options for the officer in addressing salary alignment issues within his office until such time as additional funding is approved for additional career prosecutor program participation.
JAMES CITY COUNTY	COMMONWEALTH'S ATTORNEY	04-16-07 Officer requests to transfer Turnover Funds to Base Temporary Funds.	-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
095	320	James City County	04/16/07	Turnover	Temporary	877.00	877.00	$219.25
		TOTALS					**$877.00**	**$219.25**

320-07-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
GILES COUNTY	COMMONWEALTH'S ATTORNEY	04-18-07 Officer was previously approved funding for equipment purchases. After reimbursement for approved items, officer has a balance remaining from original approved amounts. Officer requests to use the balance of already approved equipment funding to purchase the following.	-0-	Approved at no additional cost to the Compensation Board.

FIPS	LOCALITY	EQUIPMENT REQUESTED	REQUESTED QTY	UNIT REQUESTED COST	TOTAL REQUESTED COST	PER POLICY QTY	PER POLICY UNIT COST	TOTAL COST APPROVED	STRESSED COST	BOARD ACTION 4-25-07
071	Giles County	Printer	1	783.40	783	1	783.40	783	565.14	Approved
071 Total								783	565.14	
GRAND TOTAL								**$783.00**	**$565.14**	

321-07-10: CIRCUIT COURT CLERKS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
PRINCE WILLIAM COUNTY	CIRCUIT COURT CLERK	04-03-07 Acting Officer requests additional Temporary Funding @ $15,926.25. This is equivalent position #2 CDC3 @ $63,705 from April 1, 2007 to June 29, 2007. The Special Election will be held on November 6, 2007. 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 #2 CDC3 is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.	-0-	Approved at no additional cost to the Compensation Board.
LISTED BELOW	CIRCUIT COURT CLERK	Officers request to transfer Turnover Funds into Base Temporary or Office Expense Funds.	-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
153	321	Prince William County	04/05/07	Turnover	Office Expense	17,100.00	17,100.00	$4,275.00
155	321	Pulaski County	04/11/07	Turnover	Temporary	21,518.00	21,518.00	$5,379.50
		TOTALS					**$38,618.00**	**$9,654.50**

LISTED BELOW	CIRCUIT COURT CLERK	Officers request to transfer Vacancy Savings 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.

FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED
069	321	Frederick County	04/11/07	Vacancy Savings	Temporary	$16,451.12	$16,451.12
087	321	Henrico County	04/12/07	Vacancy Savings	Temporary	$24,208.51	$24,208.51
		TOTALS					**$40,659.63**

CHESAPEAKE CITY	CIRCUIT COURT CLERK	04-16-07 Officer requests $226,425 for redaction services (vendor, Logan Systems) from the $1 Fund. Redaction services are 4 cents per image for first million images, then volume discount for remainder of images (total of 5.8M images). Clerk previously requested entire $4 available balance, $317,302, in August 2006. Clerk confirms that she will be providing secure remote access to land records in her office to government users as of April 24, 2007. However, secure remote access to land records for other entities will not be available until July 1, 2007. Clerk will use access to governmental users from April 24 to June 30 for testing to ensure availability of the system to the public by July 1, 2007. Clerk requests allocation of $1 TTF based upon her assertion to provide secure remote access to land records to all users by July 1, 2007.	$226,425	The Compensation Board did not approve this request, as it does not meet the Compensation Board's requirement for the Clerk to provide secure remote access in order to be allocated funds for redaction in accordance with Compensation Board action dated December 20, 2006. The Board notes that should the Clerk begin providing secure remote access to public users within the current fiscal year, upon request and certification to providing secure remote access, the Board will reconsider this request.

321-07-10: CIRCUIT COURT CLERKS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
STAFFORD COUNTY	CIRCUIT COURT CLERK	04-16-07 Officer requests $134,093 for redaction services (vendor, Logan Systems) from the $1 Fund. Redaction services are 4 cents per image for first million images, then volume discount for remainder of images (total of 3.4M images). Clerk previously requested entire $4 available balance, $189,959, in August 2006. Clerk certified to currently providing secure remote access and has 30 subscribers.	$134,093	Approved in accordance with Compensation Board action dated December 20, 2006 and February 21, 2007, specifying priorities and criteria for the allocation of $1 TTF.
SUFFOLK CITY	CIRCUIT COURT CLERK	04-18-07 Officer requests $87,593 for redaction services (vendor, AmCad) from the $1 Fund. Redaction services are 4 cents per image for total of 2.2M images. Clerk previously requested entire $4 available balance, $158,150, in August 2006. Clerk certified to currently providing secure remote access and has 15 subscribers.	$87,593	Approved in accordance with Compensation Board action dated December 20, 2006 and February 21, 2007, specifying priorities and criteria for the allocation of $1 TTF.
FRANKLIN COUNTY	CIRCUIT COURT CLERK	04-19-07 Officer requests $3,500 in $4 money for 7 PCs at $500 each. Vendor is the Supreme Court of Virginia. Officer has $215,452 in $4 available funds.	$3,500	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., Code of Virginia.

717-07-10: DIRECTORS OF FINANCE
NONE.

732-07-10: TREASURERS
NONE.

734-07-10: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
LISTED BELOW	COMMISSIONER OF THE REVENUE	In response to the notification of funds re-appropriated by the Governor for equipment, Commissioners of Revenue request reimbursement for equipment purchased or to be purchased in FY07.	$4,304 Total Cost $1,304.69 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 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08.

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	BOARD ACTION 4-25-07
690	City of Martinsville	Printer	2	1,552.00	3,104.00	2	1,552.00	3,104.00	940.93	Purchased	Approved
690	City of Martinsville	PC	1	1,243.00	1,243.00	1	1,200.00	1,200.00	363.76	Purchased	Approved
690 TOTAL								**$4,304.00**	**$1,304.69**		

HANOVER COUNTY	COMMISSIONER OF THE REVENUE	03-28-07 Officer requests transfer of base budget turnover funds to Office Expense, in the amount of $892. • FY07 Pro-Rated – $222.99	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a base budget transfer.
CAMPBELL COUNTY	COMMISSIONER OF THE REVENUE	04-10-07 Officer requests to transfer vacancy savings to Temporary Funds: • Vacancy Savings Earned Year to Date $17,183.79 • Vacancy Savings to be Earned April-June $4,773	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

OTHER MATTERS

OLD BUSINESS:

	LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
1.	FY08 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	Compensation Board sets the following dates for FY08 scheduled meetings. Unless otherwise noted, all meetings are at 11:00 a.m. and are set for the 3rd Wednesday of each month: • July 18, 2007 @ 12:00 p.m. • August 15, 2007 @ 11:00 a.m. • September 19, 2007 @ 11:00 a.m. • October 17, 2007 @ 12:00 p.m. • November 14, 2007 @ 11:00 a.m. (2nd Wednesday due to Thanksgiving) • December 19, 2007 @ 11:00 a.m. • January 8, 2008 @ 2:00 p.m. (special meeting to discuss legislation) • January 16, 2008 @ 12:00 p.m. • February 20, 2008 @ 11:00 a.m. • March 26, 2008 @ 11:00 a.m. (4tg Wednesday due to budget process) • April 10, 2008 (Thursday) @ 11:00 a.m. (budget hearing) • April 23, 2008 @ 11:00 a.m. (4th Wednesday due to budget process) • May 21, 2008 @ 11:00 a.m. • June 18, 2008 @ 11:00 a.m. **AT THEIR MARCH 28, 2007 MEETING, THE COMPENSATION BOARD TENTATIVELY APPROVED FYO8 MEETING SCHEDULE AND WOULD ACT TO CONFIRM THE SCHEDULE AT THEIR APRIL 25, 2007 MEETING.**	N/A	Approved.

OTHER MATTERS

NEW BUSINESS:

	LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #07/09.	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, May 16, 2007 and Wednesday, June 20, 2007.	N/A	Approved.
6.	TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	Collections: FY07 YTD collections through February total $8,210,466.66 which is a 14.93% decrease compared to the same period in FY06. Projections: 1. Based on current collections, FY07 TTF collections would be approximately $10.95 million, a decrease of 14.36% 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 $10.67 million, a decrease of 16.53% 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. Expenditures: Clerks' FY07 YTD expenditures total $4,790,787.62, which represents the reimbursement for July through February and is 35.05% of budgeted funding.	N/A	Noted.

OTHER MATTERS

NEW BUSINESS:

	LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
7.	OVERVIEW OF COMPENSATION BOARD FY08 BUDGET PRIORITIES AND POLICIES	COMPENSATION BOARD	Staff presents Overview of Compensation Board FY08 Budget Priorities and Policies document.	N/A	Approved.
8.	FY08 BUDGET ALLOCATION PACKAGES	COMPENSATION BOARD	Staff presents final FY08 Budget Allocation Packages.	N/A	The Compensation Board approved FY08 budget allocations as submitted, based upon confirmation by Chief of Staff William H. Leighty to Chairman Frank Drew that the Governor is in the process of approving a Department of Planning and Budget decision brief authorizing the Compensation Board to set budgets for Constitutional Officers in FY08 in excess of appropriation based upon shortfalls in funding for Virginia Retirement System (VRS) rate adjustments.

FOR YOUR INFORMATION
NONE.

CLOSED MEETING
COMPENSATION BOARD DOCKET #07/10
April 25, 2007

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 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. (_____ 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. (_____ seconded the motion.)

Frank Drew, Chairman	Yes ☐	No ☐
Walter J. Kucharski, Member	Yes ☐	No ☐
Janie E. Bowen, Member	Yes ☐	No ☐

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 ☐	No ☐
Walter J. Kucharski, Member	Yes ☐	No ☐
Janie E. Bowen, 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 #07/10
April 25, 2007

EMPLOYEE RECOGNITION

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
SUSSEX COUNTY	SHERIFF'S OFFICE	04-20-07 Email from Lt. Debbie Jones, Sussex County Sheriff's Office, to NiKeta' (Nikki) Outlaw, Training Coordinator: "Hey Nikki, Just wanted to let you know that I had a great time at the conference, and it was a pleasure meeting you. Also, I wanted you to know that you did a great job planning and setting up everything. You are very talented, professional and great at what you do. You were the perfect hostess. Good luck in whatever you choose to do in the future. Thank You, Lt. Debbie Jones - Sussex Sheriff Department".	N/A	The Compensation Board wishes to thank Lt. Jones for her kind remarks.

304-07-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
APPOMATTOX COUNTY	SHERIFF	04-16-07 Officer is requesting additional part-time funding in the amount of $22,000 for the remainder of FY07. This would cover the salary costs of 7 part-time employees who average 107 hours per month with an average rate of pay of $10.00 per hour, totaling approximately $7,500 per month for the remaining 3 months of the fiscal year. 04-20-07 Officer provided additional information regarding additional part-time funding request in the amount of $22,000. This part-time/temporary personnel funding would assist with jail overcrowding issues and provide coverage during an extended absence by the full-time cook from his position due to family medical reasons. Appomattox County Jail has an operating capacity of 12 inmates. For the most recent 6 months, the Average Daily Population (ADP) was 30 with an additional 12-15 inmates housed in another facility. The Compensation Board currently funds 10 correctional positions and no emergency correctional officer positions for Appomattox County. Officer did not request any additional correctional positions for FY07. The General Assembly did not approve any correctional positions for FY07.	$22,000	The Compensation Board approved an additional $10,000 in hourly wage funding as an exception to policy based upon the specific conditions stated by the officer. This is a one-time approval, not in the base budget.
VIRGINIA BEACH CITY	SHERIFF	04-24-07 Officer is requesting Base Budget Fund transfer.	-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
810	304	Virginia Beach City	4/24/07	Turnover	Temporary	$53,035	$53,035	$13,259
		TOTALS					**$53,035**	**$13,259**

320-07-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
MARTINSVILLE CITY	COMMONWEALTH'S ATTORNEY	04-19-07 In response to the notification of funds re-appropriated by the Governor for equipment, Commonwealth's Attorney requests reimbursement for equipment purchased in FY07.	$5,100 Total Cost $4,637.94 Stressed Cost	The Compensation Board did not approve this request. Limited funds were reappropriated and are insufficient to consider remaining requests for one-time expenses. The Compensation Board will approve the transfer of any available vacancy savings if the officer chooses to transfer such funds.

FIPS	EFFECTIVE DATE	LOCALITY	EQUIPMENT REQUESTED	REQUESTED QTY	UNIT REQUESTED COST	TOTAL REQUESTED COST	PER POLICY QTY	PER POLICY UNIT COST	TOTAL COST APPROVED	STRESSED COST	BOARD ACTION 4-25-07
690	4/1/07	Martinsville City	PC	3	1,200.00	3,600	3	1,200.00	3,600	3,273.84	Approved
690	4/1/07	Martinsville City	Printer	3	1,500.00	4,500	1	1,500.00	1,500	1,364.10	Approved
690 TOTAL									**$5,100**	**$4,637.94**	
GRAND TOTAL									**$5,100**	**$4,637.94**	

VIRGINIA ASSOCIATION OF COMMONWEALTH'S ATTORNEYS (VACA)	VIRGINIA ASSOCIATION OF COMMONWEALTH'S ATTORNEYS (VACA)	04-23-07 The Virginia Association of Commonwealth's Attorneys (VACA) requests Board consideration in approving the reimbursement of Virginia Commonwealth's Attorneys' Information System (VCAIS) software in Commonwealth's Attorneys' offices out of existing office expense funds. The VACA notes that the platform for VCAIS software is the commercially available Lotus Notes software, and is designed not for the use of a specific office, but as a universal design for use by all Virginia prosecutors. As such, VACA requests that the Compensation Board consider the VCAIS software not to be treated as non-reimbursable custom software, but to be treated for reimbursement purposes as commercially available, off-the-shelf software and reimbursable as a routine office expense.	N/A	Per existing policy, the Compensation Board will continue to consider the cost of additional licenses for off-the-shelf Lotus Notes software a reimbursable expense through the office expense budget category. Additionally, the Compensation Board will continue to consider the purchase of related computer hardware as reimbursable according to current equipment purchase policies (which include the use of available vacancy savings for purchases). The Compensation Board does consider VCAIS software to be custom-designed software, and did not approve the request to consider it as commercially available off-the-shelf software and a reimbursable office expense on an ongoing basis. However, the Compensation Board did approve, as a one-time exception to policy, the transfer of available vacancy savings to the office expense budget for a one-time reimbursement to cover the costs of a recent upgrade to the VCAIS software system for each office wishing to participate in such upgrade. In accordance with existing transfer policy, transfers of $10,000 or greater will require specific further action by the Compensation Board. Funds must be transferred and reimbursements requested from office expense funds no later than the May, 2007 payroll and expense reimbursement.
CHESTERFIELD COUNTY	COMMONWEALTH'S ATTORNEY	04-24-07 Substitute Prosecutor requests an exception to the 60-day reimbursement policy. This Prosecutor does not usually act as a substitute and therefore was not aware of the Compensation Board's 60-day policy.	$425.04	Approved as an exception to policy, based upon the specific conditions stated by the officer.

Prosecutor	Expenses From - To	Defendant	Total
Mark Krueger	4-21-06 / 5-9-07	Gene Wade Baughan	$179.40
Mark Krueger	8-9-06 / 9-28-06	Gene Wade Baughan	$245.64
		Total	**$425.04**

320-07-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
ROCKINGHAM COUNTY	COMMONWEALTH'S ATTORNEY	04-24-07 Officer requests to transfer Vacancy Savings to 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
165	320	Rockingham County	4/24/07	Vacancy Savings	Office Expense	$17,141.68	$17,141.68
		TOTAL					**$17,141.68**

RICHMOND CITY	COMMONWEALTH'S ATTORNEY	04-25-07 Officers requests to transfer Vacancy Savings to 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
760	320	Richmond City	4/25/07	Vacancy Savings	Office Expense	$37,831.69	$37,831.69
		TOTAL					**$37,831.69**

321-07-10: CIRCUIT COURT CLERKS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
COLONIAL HEIGHTS CITY	CIRCUIT COURT CLERK	04-19-07 Officer requests $16,000 for redaction services (vendor, AmCad) from the $1 Fund. Redaction services are 4 cents per image for total of 400,000 images. Clerk previously requested entire $4 available balance, $19,550 in August 2006. Clerk certified to currently providing secure remote access and has 10 subscribers.	$16,000	Approved in accordance with Compensation Board action dated December 20, 2006 and February 21, 2007, specifying priorities and criteria for the allocation of $1 TTF.
WISE COUNTY	CIRCUIT COURT CLERK	04-23-07 Officer requests $34,180 for redaction services (vendor, Mixnet) from the $1 Fund. Redaction services are 4 cents per image for total of 854,501 images. Clerk previously requested entire $4 available balance, $49,777, in August 2006. Clerk certified to currently providing secure remote access to land records and has 0 subscribers.	$34,180	Approved in accordance with Compensation Board action dated December 20, 2006 and February 21, 2007, specifying priorities and criteria for the allocation of $1 TTF.
KING GEORGE COUNTY	CIRCUIT COURT CLERK	04-24-07 Officer requests $17,097 for redaction services (vendor, AmCad) from the $1 Fund. Redaction services are 4 cents per image for total of 427,417 images. Clerk previously requested entire $4 available balance, $51,842, in August 2006. Clerk certified to currently providing secure remote access to land records and has 24 subscribers.	$17,097	Approved in accordance with Compensation Board action dated December 20, 2006 and February 21, 2007, specifying priorities and criteria for the allocation of $1 TTF.
VIRGINIA BEACH CITY	CIRCUIT COURT CLERK	04-24-07 Officer requests $455,259 for redaction services (vendor, AmCad) from the $1 Fund. Redaction services are 4 cents per image for total of 11,381,468 images. Clerk previously requested entire $4 available balance, $631,452, in August 2006. Clerk certified to currently providing secure remote access to land records and has 988 subscribers.	$455,259	Approved in accordance with Compensation Board action dated December 20, 2006 and February 21, 2007, specifying priorities and criteria for the allocation of $1 TTF.

717-07-10: DIRECTORS OF FINANCE

NONE.

732-07-10: TREASURERS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
BRUNSWICK COUNTY	TREASURER	In response to the notification of funds re-appropriated by the Governor for equipment, Treasurers request reimbursement for equipment purchased or to be purchased in FY07.	$1,707 Total Cost $439.38 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 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08.

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	BOARD ACTION 4-25-07
025	Brunswick County	Printer	1	1,707.00	1,707.00	1	1,707.00	1,707.00	439.38	Yes	Approved
025 TOTAL								**$1,707.00**	**$439.38**		

734-07-10: COMMISSIONERS OF THE REVENUE
NONE.

OTHER MATTERS

NEW BUSINESS:

	LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
1.	LAWFUL EMPLOYMENT PRACTICES FOR LAW ENFORCEMENT	COMPENSATION BOARD	The Roanoke session held April 16-17, 2007 at the Wyndham Roanoke Airport had 46 registered with 44 actually in attendance. The Richmond session held April 18-19, 2007 at the DoubleTree Hotel Richmond Airport had 55 registered with 52 actually in attendance.	N/A	Noted.
2.	NEW DEPUTY AND OFFICE ADMINISTRATORS	COMPENSATION BOARD	Registration opened April 16, 2007 and will close May 4, 2007. The Roanoke session is scheduled May 15-16, 2007 to be held at the Holiday Inn-Tanglewood and the Richmond session is scheduled May 17-18, 2007 to be held at the Crowne Plaza Richmond West.	N/A	Noted.

FOR YOUR INFORMATION
NONE.