

COMPENSATION BOARD DOCKET #08/10

April 23, 2008

EMPLOYEE RECOGNITION
NONE.

307-08-10: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ACTION PLAN FOR SHERIFFS' DATA REPORTING	COMPENSATION BOARD	<p>04-17-08 Virginia State Police reports that the Bath County Sheriff is current with data reporting through CY07 and through March 2008.</p> <p>At their March 26, 2008 meeting, the Compensation Board deferred action to withhold reimbursement due the locality for sheriff's office expenses for one month in Bath County, to allow the Sheriff 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.</p>	N/A	The Compensation Board took no action as this office has complied with the data reporting requirement.

307-08-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MONTGOMERY COUNTY	SHERIFF	04-02-08 The following locality is requesting a Base Budget Fund Transfer from Turnover to Office Expenses.	-0-	The Compensation Board did not approve this request. As indicated by the Compensation Board at its September 19, 2007 meeting and confirmed at its October 3, 2007 meeting, the transfer of turnover funds to other budget categories will no longer be allowed for the remainder of FY08.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Prorated Amount
121	307	Montgomery County	04/02/08	Turnover	Office Expense	\$2,346	\$2,346	\$587

307-08-10: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
90-DAY VACANCY FREEZE	VIRGINIA SHERIFFS' ASSOCIATION	<p>The Virginia Sheriffs' Association requests that the Compensation Board delay implementation of the 90-day vacancy freeze for Sheriffs' offices for at least one month. Based upon the passage by the 2007 General Assembly of SB1166 requiring that enhanced retirement benefits be provided for Deputy Sheriffs beginning July 1, 2008, the Virginia Sheriffs' Association anticipates a large number of retirements taking place as soon as such coverage is provided, i.e. July 1, 2008.</p> <p>Staff notes that estimated savings in FY09 for the 90-day vacancy freeze does not assume a larger than normal number of retirements in the month of July, 2008, and consequently any savings attributed to such larger number of retirements is not presently being anticipated. Staff presents as an alternative for consideration that the Compensation Board grant an exception to the 90-day vacancy freeze for Deputy Sheriff positions vacated by way of the retirement of the incumbent of the position in the month of July, 2008. Such an alternative would provide for implementation of the vacancy freeze as intended by the General Assembly for ordinary turnover occurrences while still providing relief for Sheriffs where normal vacancies are increased in July due to any increases in retirements due to implementation of LEOS retirement.</p>	N/A	<p>The Compensation Board approved an exception to the 90-day vacancy freeze for deputy Sheriff positions vacated by retirement in July, 2008. The Board provides that, upon notification by the Sheriff to the Executive Secretary that a separation of a deputy Sheriff position occurs in the month of July, 2008 and such separation is due to retirement of the officer, an exception to the 90-day freeze in filling the vacated position is granted.</p> <p>This action was passed by a 2/3's majority vote of the Compensation Board. Frank Drew, Compensation Board Chairman and Janie E. Bowen, Compensation Board Member/Commissioner of the Department of Taxation both approved. Walter J. Kucharski, Compensation Board Member/Auditor of Public Accounts did not approve.</p>
POLICY CONFIRMATION	COMPENSATION BOARD STAFF	04-17-08 Compensation Board staff requests policy confirmation that new positions allocated in FY09 for new or expanded jail capacity will not be subject to the 90-day vacancy freeze for initial hiring. However, once a newly allocated position has been filled, the position will become subject to the 90-day freeze in hiring if the position is subsequently vacated.	N/A	Confirmed.

717-08-10: DIRECTORS OF FINANCE

NONE.

771-08-10: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MECKLENBURG COUNTY	COMMISSIONER OF THE REVENUE	04-03-08 Position 00004, budgeted at \$33,816, separated as of 03/31/08. Officer request an exception to the 90-Day Vacancy Rule for this position. Officer cites the high workload volume of the county reassessment as justification for exception.	\$8,454	The Compensation Board recognizes the difficulties expressed by the officer, but did not approve the request for an exception from the 90-day delay in hiring. However, the Compensation Board did approve the request to fill position 00004 with the incumbent of position 00005, thus leaving position 00005 vacant for 90-days instead of position 00004.
CITY OF RADFORD	COMMISSIONER OF THE REVENUE	04-04-08 Position 00002, budgeted at \$36,225, will become vacant as of 05/16/08. Officer requests an exception to the 90-Day Vacancy Rule for this position, as this is her only Compensation Board funded deputy.	\$9,056	Approved as an exception to policy, based upon the specific conditions stated by the officer.
WISE COUNTY	COMMISSIONER OF THE REVENUE	04-07-08 Position 00002, budgeted at \$33,442 will separate as of 5/30/08. Officer requests an exception to the 90-Day Vacancy Rule for this position. Officer cites the high workload volume of the county reassessment as justification for exception.	\$8,360.52	The Compensation Board recognizes the difficulties expressed by the officer, but did not approve the request for an exception from the 90-day delay in hiring. However, the Compensation Board did approve the request to fill position 00002 with the incumbent of position 00008, thus leaving position 00008 vacant for 90-days instead of position 00002.

772-08-10: 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 Temporary funds to fund the following equipment purchases. Temporary funds are available to fund the cost of these purchases.	\$8,410 Total Cost \$6,579.74 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
027-772	Buchanan County	Copier	1	7,754	7,754	1	4,000	4,000	3,433.20
027-772 Total					7,754			4,000	3,433.20
031-772	Campbell County	Laptop	1	2,200	2,200	1	2,200	2,200	1,569.70
031-772	Campbell County	Printers	2	1,105	2,210	2	1,105	2,210	1,576.84
031-772 Total					4,410			4,410	3,146.54
Grand Total					12,164			8,410	6,579.74

772-08-10: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
LISTED BELOW	COMMONWEALTH'S ATTORNEY	Officers request a One Time Fund Transfer of Vacancy Savings to fund equipment purchases. Vacancy Savings are available to fund the cost of these purchases.	\$26,309 Total Cost \$13,854.85 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
009-772	Amherst County	PC	1	1,762	1,762	1	1,762	1,762	1,282.91
009-772	Amherst County	Printer	1	500	500	1	500	500	364.05
009-772 Total					2,262			2,262	1,646.96
069-772	Frederick County	PC	1	1,200	1,200	1	1,200	1,200	690.72
069-772 Total					1,200			1,200	690.72
085-772	Hanover County	Printers	8	375	3,000	8	375	3,000	1,512.30
085-772	Hanover County	Monitors	8	250	2,000	8	250	2,000	1,008.20
085-772	Hanover County	Fax	1	1,000	1,000	1	1,000	1,000	504.10
085-772	Hanover County	Copier	1	4,000	4,000	1	4,000	4,000	2,016.40
085-772	Hanover County	Shredder	1	3,500	3,500	1	700	700	352.87
085-772	Hanover County	Router	1	4,147	4,147	1	4,147	4,147	2,090.50
085-772	Hanover County	PC	3	1,850	5,550	3	1,200	3,600	1,814.76
085-772	Hanover County	Laptops	2	2,825	5,650	2	2,200	4,400	2,218.04
085-772 Total					28,847			22,847	11,517.17
Grand Total					32,309			26,309	13,854.85

FLUVANNA COUNTY	COMMONWEALTH'S ATTORNEY	04-02-08 Officer requests a One Time Fund Transfer of Office Expense funds to fund the following equipment purchase. Office Expense funds are available to fund the cost of this purchase.	\$3,180 Total Cost \$1,846.94 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.
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FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
065-772	Fluvanna County	Copier	1	3,180	3,180	1	3,180	3,180	1,846.94
065-772 Total					3,180			3,180	1,846.94

HIGHLAND COUNTY	COMMONWEALTH'S ATTORNEY	04-11-08 Officer requests an exception to the \$500, 60-day reimbursement policy. The Constitutional Officer who performed as substitute prosecutor in Highland County did not submit the CB22 Form in a timely manner.	\$468.54	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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Prosecutor	Expenses From - To	Defendant	Total
John C. Singleton	10-22-07 / 12-19-07	Ernest H. Lightner	\$468.54
			\$468.54

773-08-10: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MATHEWS COUNTY	CIRCUIT COURT CLERK	04-1-08 Pos. 00002, budgeted at 29,120 will separate as of 5-30-08. Officer requests an exception to the 90-Day Vacancy Rule for this position. Officer states having only two Compensation Board positions, performing the duties of this office efficiently and affectively with only one staff member, would be impossible without this three person office being fully staffed.	\$7,280	Approved as an exception to policy, based upon the specific conditions stated by the officer.
HOPEWELL CITY	CIRCUIT COURT CLERK	04-02-08 Officer is requesting an exception to the 90-day hiring delay to fill position #00004, effective immediately. It became vacant on March 28, 2008. Officer states she currently has two vacant positions which constitute 50% of her staff. She is only asking the exception for position #00004 and will leave position #00005 vacant for the 90-days.	\$7,108.50	Approved as an exception to policy, based upon the specific conditions stated by the officer.
TAZEWELL COUNTY	CIRCUIT COURT CLERK	04-15-08 Officer requests money from the TTF \$1 Fund in the amount of \$42,115 for flat panel monitors, desktop scanners, and printer (vendor, SCV). Clerk is not currently providing Secure Remote Access (SRA) to land records.	\$42,115	The Compensation Board did not approve this request. Priorities for use of the \$1 Fund were established in November 2007 in cooperation with the VCCA TTF Committee. This request falls outside those priorities (as identified on the FY08 TTF Mid-Year \$1 Fund request form).

774-08-10: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MATHEWS COUNTY	TREASURER	04-10-08 Officer requests to transfer \$2,517 from base Temporary Funds to Permanent Personnel to fund a 9.3% salary increase for position 00001 associated with an out-of-band class change. Officer requests to transfer the remaining \$1,611 to base budget Office Expenses.	-0-	The Compensation Board approved a transfer of \$2,517 from base temporary to effect the salary action(s) requested by the officer in accordance with the Compensation Board's pay and classification policy. This action(s) will result in a reduction in the officer(s) temporary budget in the current as well as subsequent fiscal years. Approved per the Compensation Board's FY08 Budget Priorities and Policies. This is a base budget transfer.

OTHER MATTERS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. 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 <p>AT THEIR MARCH 26, 2008 MEETING, THE COMPENSATION BOARD WANTED TO CHECK THEIR SCHEDULES AND CONFIRM THE FY09 MEETING DATES AT THE APRIL 23, 2008 MEETING.</p> <p>NOTE: Per Walter Kucharski's email to Compensation Board staff of March 26, 2008, the above meeting schedule is confirmed on his calendar.</p>	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>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #08/09.	N/A	Approved.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents Training Status Report. (No updates since the February 20 th Board meeting)	N/A	N/A
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 21, 2008 at 11:00 a.m. and Wednesday, June 18, 2008 at 11:00 a.m.	N/A	Approved.
6.	LAWFUL EMPLOYMENT FOR LAW ENFORCEMENT	COMPENSATION BOARD	The Roanoke session of Lawful Employment for Law Enforcement was held at the Holiday Inn Tanglewood on April 2-3, 2008 and had 47 attendees. The Richmond session will be held at Crowne Plaza Richmond West on April 17-18, 2008 and has 50 registered.	N/A	Noted.
7.	FY09 BUDGET ALLOCATION PACKAGES	COMPENSATION BOARD	Staff presents final FY09 Budget Allocation Packages.	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>
8. FY08 TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY08 year-to-date collections total \$6,746,012.69, which is a 17.87% 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 \$9.0 million, a decrease of 17.88% 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 \$8.77 million, a decrease of 19.93% 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 April 15, 2008, which represents the reimbursement for July through March, total \$5,242,270.21 which is 34.75% of budgeted funding.</p>	N/A	Noted.

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #08/10
April 23, 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 #08/10

April 23, 2008

EMPLOYEE RECOGNITION
NONE.

307-08-10: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RIVERSIDE REGIONAL JAIL	SUPERINTENDENT	<p>04-18-08 Officer is requesting funding for 34 additional positions to staff the addition to the pre-release center at the Riverside Regional Jail. Officer states the pre-release center HU-6 began housing inmates on January 2, 2008.</p> <p>Staff seeks Compensation Board approval to begin reimbursement for the 30 new sworn positions (C7) and 4 new non-sworn positions (3 PTRT, 1 ADMSS) on the April, 2008 reimbursement with funding effective January 2, 2008.</p> <p>AT THEIR NOVEMBER 14, 2007 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING APPROVAL AND FUNDING IN THE 2008 CABOOSE BILL. THE 2008 GENERAL ASSEMBLY APPROVED FUNDING IN FY08 FOR THE OPENING OF THE PRE-RELEASE CENTER BEGINNING JANUARY, 2008.</p>	\$447,507	Approved pending availability of the funding in CARS per caboose General Assembly budget approval.

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF RADFORD	SHERIFF	<p>04-18-08 Officer requests a Base Budget Fund transfer for the following personnel change. Salary increase is within Compensation Board guidelines. The officer is requesting that this salary increase be effective April 1, 2008.</p>	\$0	The Compensation Board approved a transfer of \$1,670 from base temporary to effect the salary action(s) requested by the officer in accordance with the Compensation Board's pay and classification policy. This action(s) will result in a reduction in the officer(s) temporary budget in the current as well as subsequent fiscal years.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Prorated Amount
750	307	City of Radford	04/18/08	Temporary Funds	Position #00002	\$20,965	\$1,670	\$418

717-08-10: DIRECTORS OF FINANCE
NONE.

771-08-10: COMMISSIONERS OF THE REVENUE
NONE.

772-08-10: COMMONWEALTH’S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GILES COUNTY	COMMONWEALTH'S ATTORNEY	04-22-08 Officer requests a One Time Fund Transfer of Office Expense funds to fund an equipment purchase. Office Expense funds are available to fund the cost of this purchase.	\$1,200 Total Cost \$875.04 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
071-772	Giles County	PC	1	1,200	1,200	1	1,200	1,200	875.04
071-772 Total					1,200			1,200	875.04

773-08-10: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HANOVER COUNTY	CIRCUIT COURT CLERK	<p>04-14-08 Officer requests transfer of TTF \$4 money from an existing line item to a new line item for day-forward redaction software licensing and installation cost of \$12,000 (The Clerk's office will provide the manual review of the OCR software). Annual maintenance costs for years 2 through 10 are \$2,225. Software updates are included in the annual maintenance. Software support is guaranteed for five years. Total costs over 10 years will be \$32,025 under these terms. Based on estimated number of images at 1,893,988 over the 10-year period, this equates to approximately 1.69 cents per image. The Clerk is not currently providing Secure Remote Access (SRA) to land records but plans to meet the deadline set by the General Assembly by July 1, 2008.</p> <p>Staff comment: AmCad has guaranteed software support for 5 years. Spreading the software, installation and annual maintenance fees for years 2-5 equates to a 5-year cost of \$20,900 or an approximate cost of 2.2 cents per image (for 946,944 images).</p>	\$0	Approved.

774-08-10: TREASURERS NONE.

OTHER MATTERS NONE.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: April 23, 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)