

COMPENSATION BOARD DOCKET #05/11

MAY 25, 2005

EMPLOYEE RECOGNITION

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|--------------------------------------|--------------------------------|--|-------------------|----------------------------------|
| ROCKBRIDGE COUNTY/ LEXINGTON CITY | COMMONWEALTH'S ATTORNEY | 5-5-05 Letter of appreciation from Robert N. Joyce, Jr., Commonwealth's Attorney, Rockbridge County/Lexington City, to Bruce Haynes, Executive Secretary, and Paige Curtis, Senior Fiscal Technician regarding FY06 budget. | N/A | Noted. |
| ARLINGTON COUNTY | LOCAL GOVERNMENT | 5-11-05 Email from Chip Everling, Arlington County, regarding Kari Bullock, Senior Fiscal Technician: " Good morning, Bruce. I am e-mailing you today to let you know that one of your staff, Ms. Kari Bullock, was especially helpful to us in gaining an understanding the application of § 15.2-1609.2F and § 15.2-1627.1B, the "Ninety Percent Rule." She patiently explained the issue to me on the telephone and also responded to my follow-up e-mail. Kudos to her and you. Thanks" | N/A | Noted. |
| DANVILLE CITY | COMMISSIONER OF THE REVENUE | 5-13-05 Email from James Gillie, Danville City Commissioner of the Revenue, regarding Pamela Bradley, Training and Development Coordinator: "Bruce, I just wanted to sent you a note and tell you how impressed I am with Pamela Bradley, we finally met last week at deputy training and she was about as organized as a person could be, like she had been doing this for years. I appreciated, like I'm sure everyone did, her attention to detail and her professionalism. I look forward to working with her in the future on our education projects." | N/A | Noted. |

304-05-11: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|----------------|--|-------------------|---|
| RICHMOND COUNTY | SHERIFF | <p>3-25-05 Officer requests an additional Court Security position or increase base temporary salaries by \$25,004 (prorated \$6,251.00). This is due to a growing concern for the safety of the court staff and public as well. During attorney visits, the prisoner is walked down the hall past the Treasurer's Office to the bottom of the stairwell to visit. There are no holding cells and no attorney visitation rooms. This requires a court security officer during the visit. An additional court security officer would allow better coverage both inside the courtroom and hallway. This would enhance public safety and reduce the workload on the courtroom staff. Office is in excess for LE positions at .8 and is due .51 of a CS position for a net need of .29. Percent of need is 3.07% statewide, a total of 164 CS positions are due based upon staffing standards.</p> <p>AT THEIR APRIL 27, 2005 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL STAFF RESEARCH.</p> | \$25,004 | The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2005, additional funding is not available this year. |

304-05-11: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|----------------|--|-------------------|--|
| TAZEWELL COUNTY | SHERIFF | <p>4-22-05 Sheriff notified the Comp Board that the jail will be closing 7/1/05 and also addresses court security needs. Office currently has 2 court security officers. Current staffing standards show a need for 7.49 additional court security officers.</p> <p>AT THEIR APRIL 27, 2005 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING STAFF REVIEW.</p> | -0- | <p>Upon notification from the Southwest Regional Jail (SWRJ) of the date that the Tazewell jail facility will be operated by the SWRJ, the Compensation Board anticipates taking the following action:</p> <ul style="list-style-type: none"> • abolish 29 CO positions in Tazewell Sheriff's Office • establish 30 CO positions in SWRJ • abolish 11 EC positions in Tazewell Sheriff's Office • reclass 5 EC positions in Tazewell Sheriff's Office to CS • abolish 2 PMED positions in Tazewell Sheriff's Office • establish 2 PMED positions in SWRJ • abolish 2 CK positions in Tazewell Sheriff's Office • establish 2 CK positions in SWRJ • abolish 1 LT position in Tazewell Sheriff's Office • establish 1 LT position in SWRJ <p>Upon receipt of a request from the SWRJ and Compensation Board action, the May 1, 2005 approved budgets for both the Tazewell Sheriff's Office and the SWRJ will be amended accordingly.</p> |

304-05-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-------------------|----------------|---|-------------------|---|
| AMHERST COUNTY | SHERIFF | <p>4-29-05 Officer requests additional EC-7 position due to overcrowding in the jail. DOC capacity is 50; ADP Feb 04 – Jan 05 was 84.97 (69.94% above capacity). Jail has 20 correctional officers (18 C's and 2 EC's) and is due 23.7 correctional officers. Officer made no request in the annual budget submission.</p> <p>ADP Feb was 80.11, March 87.32, April 76.80. The three most recent months' average ADP is 81.41. Cost \$27,894.47.</p> | \$27,894.47 | Compensation Board deferred action on this request to the July 20, 2005 meeting and asked staff to provide updated ADP data at that time. |
| APPOMATTOX COUNTY | SHERIFF | 5-4-05 Officer requests reconsideration of reallocation policy. If a vacancy were to occur, the vacant position would not be filled and we would not meet the staffing requirements set forth in the most recent report produced by the Weldon Cooper Center for public safety. | -0- | Approved as an exception to policy as office is not in excess of staffing standards when LE and CS staffing is viewed separately. |
| ESSEX COUNTY | SHERIFF | 5-4-05 Officer requests emergency temporary funding of \$1,500.00 for FY05. This is due to the training of a new communications officer; the full time communications officer was out for four weeks due to foot surgery and a full time road officer out for the month of May for surgery. The break down for the \$1,500.00 is \$800.00 for the road deputy for 90 hours and \$700.00 for the dispatcher for 84 hours. For FY05, Essex has no turnover, vacancy savings, temporary salaries or office expense. The employees are out on sick leave and are still on the Compensation Board payroll. | \$1,500 | Approved as an exception to policy, based upon the specific conditions stated by the officer. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06. |
| WINCHESTER CITY | SHERIFF | 5-4-05 Officer requests to transfer funds from vacant ADMSS position #4 for remainder of fiscal year 05 to temporary salaries effective May 1, 2005. Yearly budgeted amount is \$33,524. Requesting transfer of \$5,587.33. Funds will be used in May 05 payroll. | -0- | Approved per the Compensation Board's May 1, 2004 Budget Priorities and Policies as amended December 15, 2004. |

304-05-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---------------------|----------------|--|-------------------|---|
| PITTSYLVANIA COUNTY | SHERIFF | 5-5-05 Officer requests reconsideration of reallocation policy. While the office is in excess of staffing standards for court services/law enforcement (1.21), the jail is 287% above capacity and is due additional jail support staff based upon Compensation Board staffing standards (1 cook and .57 of a medical/treatment/classification positions). | -0- | Approved as an exception to policy, based upon the specific conditions stated by the officer. |
| MARTINSVILLE CITY | SHERIFF | 5-5-05 Officer requests reconsideration of reallocation policy. Due to 2 judges retiring and a tragic personal event occurring in another judge's life, court days were dramatically reduced as cases were rescheduled due to these events. Workload data was reduced approximately 1304 hours which is close to the 1750 hours used to justify a full time position. If these hours were added to the CY04 total hours, it would justify the 5.3 positions which is compatible to CY03 figures and the six full time positions currently at this location. Barring any unforeseen events, CY05 numbers will again justify these same positions. Officer states the inability to fill vacant positions would be detrimental to the overall function of the office. | -0- | Approved as an exception to policy, based upon the specific conditions stated by the officer. |
| DANVILLE CITY | SHERIFF | 5-6-05 Officer requests to purchase two (2) Livescans at a cost of \$32,164.42 (stress \$28,156.73). One Livescan is located at the jail and one is located at the police station. Per Compensation Board policy, one (1) new Livescan equipment per office would be approved at a cost of \$16,082.21 (stress \$14,078.37). Officer understands funds would need to be used during May 05 payroll. | \$14,078.37 | Approved per the Compensation Board's FY05 Budget Priorities and Policies; contingent upon the Sheriff's compliance with Compensation Board policies regarding LiveScan purchases. Any amounts approved will be reimbursed at the stressed cost amount. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06. |

304-05-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|------------------|----------------|---|-------------------|---|
| CHARLOTTE COUNTY | SHERIFF | 5-13-05 Officer requests to purchase three (3) laptop computers costing \$6,600.00 (stressed \$5,194.86) with vacancy savings. \$13,341.74 is available in vacancy savings. | -0- | Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004. Any amounts approved will be reimbursed at the stressed cost amount of \$5,194.86. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06. |
| BEDFORD COUNTY | SHERIFF | 5-16-05 Officer requests reconsideration of reallocation policy. Sheriff cites county growth rate and workload, call-up of deputies for military duty and loss of DCJS grant. Note: This is a "rounding" issue. Office has 42 LE deputies but is due 41.13. Office has 12 CS deputies and is due 11.82. Office is not in excess of staffing standards separately in either area, but is in excess when combined. | -0- | Approved as an exception to policy as office is not in excess of staffing standards when LE and CS staffing is viewed separately. |
| SCOTT COUNTY | SHERIFF | 5-17-05 Officer requests to increase the salary of pos 16 ADMSS from \$26,836 to \$34,568. This is due to pos 42, LT2 being transferred to Southwest Regional Jail. The LIDS Tech salary was \$34,568. Officer requests to transfer this person to the ADMSS @ \$34,568. The turnover available is only \$1,582.00. It would create a great hardship if the increase is not available. Incumbent of position 42 (LIDS Tech) Carter did not transfer to regional jail when position was abolished. Salary was \$34,568. Incumbent was placed in position 16, ADMSS, budgeted at \$26,836. Officer requests additional funding of \$6,150. (Office has \$1,582 in turnover) | \$6,150 | Compensation Board approved as an exception to policy based upon the closing of the jail and equity of maintaining the incumbent's salary. |

304-05-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------------------------|----------------|--|-------------------|--|
| NEW RIVER VALLEY REGIONAL JAIL | SUPERINTENDENT | 5-17-05 Officer requests to transfer Vacancy Savings to Equipment. | -0- | Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06. |

| FIPS | Locality | Fund Transfer Request | Equipment Requested | Qty | Amount Requested | Per Policy Cost | Total Cost | Stressed Cost |
|-------------|------------------|-----------------------|---------------------|-----|------------------|-----------------|------------|---------------|
| 480 | New River Valley | 9955.62 | Catalyst 3750 | 1 | 856.62 | 856.62 | 856.62 | 710.57 |
| 480 | New River Valley | | Catalyst 2950-12 | 1 | 1,764.00 | 1,764.00 | 1,764.00 | 1,463.24 |
| 480 | New River Valley | | Catalyst 2950-24 | 3 | 5,751.00 | 1,917.00 | 5,751.00 | 4,770.45 |
| 480 | New River Valley | | Cisco 1000BSX | 4 | 1,584.00 | 396.00 | 1,584.00 | 1,313.93 |
| 480 Total | | | | | 9,955.62 | | 9,955.62 | 8,258.19 |
| Grand Total | | | | | 9,955.62 | | 9,955.62 | 8,258.19 |

304-05-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|----------------|--|-------------------|--|
| LISTED BELOW | SHERIFF | 5-17-05 Officer requests to transfer Turnover Funds to Base Office Expense or Base Temporary Salaries. | -0- | Approved per the Compensation Board's May 1, 2004 Budget Priorities and Policies as amended December 15, 2004. |

| FIPS | LOCALITY | Request Date | FROM Category | TO Base Office/Temp Category | AMOUNT Requested | FY05 Prorated |
|------|----------------------------|--------------|---------------|------------------------------|------------------|---------------|
| 1 | Accomack Co. | 5/4/2005 | Turnover | TEMPORARY SALARIES | 91 | 15.17 |
| 19 | Bedford Co. | 5/17/2005 | Turnover | TEMPORARY SALARIES | 13,850 | 2,308.33 |
| 31 | Campbell Co. | 4/29/2005 | Turnover | TEMPORARY SALARIES | 30,957 | 5,159.50 |
| 31 | Campbell Co. | 4/29/2005 | Turnover | OFFICE EXPENSES | 10,500 | 1,750.00 |
| 51 | Dickenson Co. | 5/18/2005 | Turnover | TEMPORARY SALARIES | 6,230 | 1,038.33 |
| 67 | Franklin Co. | 5/4/2005 | Turnover | TEMPORARY SALARIES | 17,038 | 2,839.67 |
| 71 | Giles Co. | 5/3/2005 | Turnover | TEMPORARY SALARIES | 2,311 | 385.17 |
| 109 | Louisa Co. | 5/18/05 | Turnover | TEMPORARY SALARIES | 3436 | 572.67 |
| 115 | Matthews Co. | 4/25/2005 | Turnover | TEMPORARY SALARIES | 669 | 111.50 |
| 171 | Shenandoah Co. | 5/10/2005 | Turnover | TEMPORARY SALARIES | 22,536 | 3,756.00 |
| 177 | Spotsylvania Co. | 5/5/2005 | Turnover | TEMPORARY SALARIES | 8,362 | 1,393.67 |
| 187 | Warren Co. | 5/17/2005 | Turnover | TEMPORARY SALARIES | 15,035 | 2,505.83 |
| 435 | Prince William Manassas RJ | 5/17/2005 | Turnover | OFFICE EXPENSES | 10,792 | 1,798.67 |
| 445 | Rockbridge RJ | 5/9/2005 | Turnover | OFFICE EXPENSES | 14,357 | 2,392.83 |
| 450 | Rappahannock RJ | 5/17/2005 | Turnover | OFFICE EXPENSES | 8,909 | 1,484.83 |
| 460 | Pamunkey RJ | 5/18/2005 | Turnover | OFFICE EXPENSES | 6,346 | 1,057.67 |
| 520 | Bristol | 5/17/2005 | Turnover | TEMPORARY SALARIES | 563 | 93.83 |
| 590 | Danville | 5/17/2005 | Turnover | OFFICE EXPENSES | 563 | 93.83 |
| 690 | Martinsville | 5/5/2005 | Turnover | TEMPORARY SALARIES | 16,392 | 2,732.00 |
| 700 | Newport News | 5/11/2005 | Turnover | TEMPORARY SALARIES | 11,964 | 1,994.00 |
| 710 | Norfolk | 5/18/2005 | Turnover | TEMPORARY SALARIES | 47,330 | 7,888.33 |
| 720 | Norton | 5/18/2005 | Turnover | OFFICE EXPENSES | 565 | 94.17 |

304-05-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY OFFICER REQUEST TOTAL COST COMPENSATION BOARD ACTION

Continued.

| FIPS | LOCALITY | Request Date | FROM Category | TO Base Office/Temp Category | AMOUNT Requested | FY05 Prorated |
|--------------|----------------|--------------|---------------|------------------------------|------------------|------------------|
| 730 | Petersburg | 5/18/2005 | Turnover | OFFICE EXPENSES | 14,815 | 2,469.17 |
| 760 | Richmond | 5/17/2005 | Turnover | OFFICE EXPENSES | 28,987 | 4,831.17 |
| 770 | Roanoke | 5/5/2005 | Turnover | OFFICE EXPENSES | 40,941 | 6,823.50 |
| 810 | Virginia Beach | 5/18/2005 | Turnover | OFFICE EXPENSES | 14,846 | 2,474.33 |
| TOTAL | | | | | 348,385 | 58,064.17 |

LISTED BELOW

SHERIFF

Officer requests to transfer vacancy savings to Base Office Expense or Base Temporary Salaries.

-0-

Approved per the Compensation Board's May 1, 2004 Budget Priorities and Policies as amended December 15, 2004.

| FIPS | LOCALITY | Request Date | FROM Category | TO Office/Temp Category (one-time) | Amount Available | Amount Requested |
|------|---------------|--------------|---------------|------------------------------------|----------------------|----------------------|
| 650 | HAMPTON | 05/18/05 | VAC SAV | Office Expense | \$ 364,198.65 | \$ 364,198.65 |
| 710 | NORFOLK | 05/18/05 | VAC SAV | Temp Salaries | \$ 99,874.00 | \$ 99,874.00 |
| 760 | RICHMOND CITY | 05/17/05 | VAC SAV | Office Expense | \$ 393,687.33 | \$ 393,687.33 |
| | TOTAL | | | | \$ 857,759.98 | \$ 857,759.98 |

320-05-11: 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 | In response to the notification of funds re-appropriated by the Governor for equipment; the following Officers request early funding in FY05 for all or some of equipment requested for FY06. Localities have agreed to fund the fiscal stress factors as indicated. | \$26,010 Stressed Cost | Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06. |

| FIPS | Locality | Equipment Requested | Requested Qty | Requested Cost | Total Requested Cost | Per Policy Qty | Per Policy Cost | Total Cost Approved | Stressed Cost |
|------------------|-----------|---------------------|---------------|----------------|----------------------|----------------|-----------------|---------------------|------------------|
| 011 | Appomatox | PC | 2 | 600 | 1,200 | 2 | 600 | 1,200 | 862.32 |
| 011 | Appomatox | Printer | 1 | 199 | 199 | 2 | 199 | 398 | 286.00 |
| 011 | Appomatox | Monitor | 1 | 250 | 250 | 1 | 250 | 250 | 179.65 |
| 011 Total | | | | | | | | 1,848 | 1,327.97 |
| 027 | Buchanan | PC's | 3 | 1,449 | 4,347 | 3 | 1,200 | 3,600 | 3,032.64 |
| 027 | Buchanan | File Server | 1 | 4,500 | 4,500 | 1 | 4,500 | 4,500 | 3,790.80 |
| 027 | Buchanan | Copier | 1 | 4,000 | 4,000 | 1 | 4,000 | 4,000 | 3,369.60 |
| 027 | Buchanan | Printer | 1 | 1,500 | 1,500 | 1 | 1,500 | 1,500 | 1,263.60 |
| 027 | Buchanan | Fax Machine | 1 | 1,000 | 1,000 | 1 | 1,000 | 1,000 | 842.40 |
| 027 | Buchanan | Digital Projector | 1 | 1,899 | 1,899 | 1 | 1,899 | 1,899 | 1,599.72 |
| 027 | Buchanan | Scanner | 1 | 500 | 500 | 1 | 500 | 500 | 421.20 |
| 027 | Buchanan | Shredder | 1 | 700 | 700 | 1 | 700 | 700 | 589.68 |
| 027 | Buchanan | Postage Scale | 1 | 1,100 | 1,100 | 1 | 1,100 | 1,100 | 926.64 |
| 027 Total | | | | | | | | 18,799 | 15,836.28 |
| 063 | Floyd | PC | 1 | 1,800 | 1,800 | 1 | 1,200 | 1,200 | 840.84 |
| 063 Total | | | | | | | | 1,200 | 840.84 |
| 115 | Mathews | PC | 1 | 1,600 | 1,600 | 1 | 1,200 | 1,200 | 808.80 |
| 115 | Mathews | Printer | 1 | 800 | 800 | 1 | 800 | 800 | 539.20 |
| 115 Total | | | | | | | | 2,000 | 1,348.00 |

320-05-11: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY OFFICER REQUEST TOTAL COST COMPENSATION BOARD ACTION

Continued.

| FIPS | Locality | Equipment Requested | Requested Qty | Requested Cost | Total Requested Cost | Per Policy Qty | Per Policy Cost | Total Cost Approved | Stressed Cost |
|--------------------|------------|---------------------|---------------|----------------|----------------------|----------------|-----------------|---------------------|---------------|
| 161 | Roanoke | Laptops | 2 | 2,750 | 5,500 | 2 | 2,200 | 4,400 | 2,931.72 |
| 161 | Roanoke | Projector | 1 | 1,700 | 1,700 | 1 | 1,700 | 1,700 | 1,132.71 |
| 161 Total | | | | | | | | 6,100 | 4,064.43 |
| 191 | Washington | Printer | 2 | 500 | 1,000 | 2 | 500 | 1,000 | 707.20 |
| 191 Total | | | | | | | | 1,000 | 707.20 |
| 197 | Wythe | PC's | 3 | 798 | 2,394 | 3 | 798 | 2,394 | 1,885.51 |
| 197 Total | | | | | | | | 2,394 | 1,885.51 |
| Grand Total | | | | | | | | 33,341 | 26,010.23 |

LISTED BELOW

COMMONWEALTH'S
ATTORNEY

Officers request reimbursement for the purchase of the 1100 Contivity boxes as part of the VSP's upgrade of the VCIN network. Cost is \$975 each per VSP.

\$1,959.46
Stressed Cost

Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06.

| FIPS | LOCALITY | APPROVED BY VSP | COST \$975 (STRESSED) | AVAILABLE STRESSED TO/VS | ADDITIONAL FUNDING REQUESTED | CB APPROVED FUND TRANSFER | CB APPROVED ADDITIONAL FUNDING |
|---------------|------------|-----------------|-----------------------|--------------------------|------------------------------|---------------------------|--------------------------------|
| 019 | Bedford | Y | 622.15 | 0.00 | 622.15 | 0.00 | 622.15 |
| 057 | Essex | Y | 668.66 | 0.00 | 668.66 | 0.00 | 668.66 |
| 171 | Shenandoah | Y | 668.66 | | 668.66 | 0.00 | 668.66 |
| TOTALS | | | 1,959.46 | 1,432.75 | 1,959.46 | 1,432.75 | 1,959.46 |

320-05-11: 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 | FY05 The following officer requests to transfer Turnover Funds to the categories listed. | -0- | Approved per the Compensation Board's May 1, 2004 Budget Priorities and Policies as amended December 15, 2004. |

| FIPS | LOCALITY | Request Date | FROM | TO Category | AMOUNT | Annual One Time Transfer Approved | Transfer Approved in Base |
|------|----------|--------------|----------|-------------|--------|-----------------------------------|---------------------------|
| 019 | Bedford | 5/12/05 | Turnover | Base Temp | 2,065 | | 2,065 |
| | TOTAL | | | | 2,065 | 0 | 2,065 |

| | | | | |
|--------------|-------------------------|--|-----|--|
| LISTED BELOW | COMMONWEALTH'S ATTORNEY | FY06 The following officer requests to transfer Restoration Funds to the categories listed. | -0- | Approved per Compensation Board memo of May 5, 2005 to all Commonwealth's Attorneys. |
|--------------|-------------------------|--|-----|--|

| FIPS | LOCALITY | Request Date | FROM | TO Category | AMOUNT |
|------|------------------|--------------|----------------|-------------|--------|
| 027 | Buchanan | 5/25/05 | Office Expense | Temporary | 3,050 |
| 051 | Dickenson | 5/11/05 | Office Expense | Perm Salary | 3,586 |
| 530 | Buena Vista | 5/11/05 | Office Expense | Perm Salary | 1,496 |
| 570 | Colonial Heights | 5/16/05 | Office Expense | Temporary | 3,280 |
| | TOTAL | | | | 11,412 |

| | | | | |
|--------------|-------------------------|---|--------------------------------------|---|
| SMYTH COUNTY | COMMONWEALTH'S ATTORNEY | 5-4-2005 FY06 Officer requests additional Part-Time or Full-Time Secretary, Administrative Assistant or Paralegal positions, based on FY06 Staffing Standards. Per FY06 Staffing Standards, Officer is due 1 additional Paralegal position. Officer made no request for additional support staff positions on the FY06 budget submission. | \$63,030 Fulltime for 3 positions | The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2005, additional funding is not available this year. Per the Compensation Board's staffing standards (adopted October 24, 2000), all requests for additional positions must be submitted as part of the Compensation Board's annual budget request process in January of each year. Any request you make in January 2006 will be considered by the Compensation Board. |
|--------------|-------------------------|---|--------------------------------------|---|

320-05-11: 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 | FY05 The following Officer requests to transfer Office Expense Funds to position #2 for new hire. This is not a salary restoration transfer. | -0- | The Compensation Board approved a transfer of \$1,662 (prorated \$139) from base office expense to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's office expense budget in the current as well as subsequent fiscal years. |

| FIPS | LOCALITY | Request Date | FROM | TO POSITION | AMOUNT | PRO-RATED |
|------|----------|--------------|----------------|-------------|--------|-----------|
| 090 | Henrico | 5/17/05 | Office Expense | 00002 | 1,662 | 139 |
| | TOTAL | | | | 1,662 | 139 |

| | | | | |
|--------------|-------------------------|--|-----|--|
| LISTED BELOW | COMMONWEALTH'S ATTORNEY | FY05 The following officers request to transfer Vacancy Savings to the categories listed. | -0- | Approved per Compensation Board memo of May 5, 2005 to all Commonwealth's Attorneys. |
|--------------|-------------------------|--|-----|--|

| FIPS | LOCALITY | Request Date | FROM | TO Category | AMOUNT | Annual One Time Transfer Approved | Transfer Approved in Base |
|------|------------|--------------|-----------------|-------------|--------|-----------------------------------|---------------------------|
| 029 | Buckingham | 5/18/05 | Vacancy Savings | Office Exp. | 20,356 | 20,356 | 0 |
| 710 | Norfolk | 5/18/05 | Vacancy Savings | Office Exp. | 25,803 | 25,803 | 0 |
| | TOTAL | | | | 46,158 | 46,158 | 0 |

734-05-11: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|--------------------------------|--|-------------------|--|
| LISTED BELOW | COMMISSIONER OF THE REVENUE | In response to the notification of funds reappropriated by the Governor for equipment, Commissioners request reimbursement for equipment purchased or to be purchased in FY05. | \$925 | Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06. |

| Fips | Locality | Qty | Description | Unit Requested Cost | Total Requested Cost | Per Policy Unit Cost | Total Cost Approved | Unit Stressed Cost(SNIP) | State's Total Stressed Portion | Locality App Y/N |
|------|-------------------------|-----|-------------|---------------------|----------------------|----------------------|---------------------|--------------------------|--------------------------------|------------------|
| 27 | Buchanan | 1 | PC | 3270 | 3270 | 1200 | 1200 | 1011 | 337 | Y |
| | Buchanan Total | | | | | 1200 | 1200 | 1011 | 337 | |
| 49 | Cumberland | 1 | PC | 1475 | 1475 | 1200 | 1200 | 920 | 307 | Y |
| 49 | Cumberland | 1 | Printer | 1100 | 1100 | 1100 | 1100 | 843 | 281 | Y |
| | Cumberland Total | | | | | 2300 | 2300 | 1763 | 588 | |
| | | | | | | | | | | |
| | Grand Total | | | | | 3500 | 3500 | 2774 | 925 | |

732-05-11: TREASURERS

NEW BUSINESS:

| | | | | |
|-----------------|----------------|--|-------------------|--|
| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
| AMELIA COUNTY | TREASURER | FY06 Request to transfer funds budgeted to position 00003 @ \$5489 to temporary funds effective July 1, 2005. | -0- | Approved per the Compensation Board's May 1, 2004 Budget Priorities and Policies as amended December 15, 2004. |

| FIPS | LOCALITY | Request Date | FROM | TO | Category | AMOUNT | Annual One-Time Transfer Approval |
|------|----------|--------------|-------|----|----------|--------|-----------------------------------|
| 007 | Amelia | 7/1/05 | 00003 | | Temp | 5,489 | 5,489 |
| | | | | | | | |
| | TOTAL | | | | | 5,489 | 5,489 |

| | | | | |
|--------------|-----------|---|-------|--|
| LISTED BELOW | TREASURER | In response to the notification of funds reappropriated by the Governor for equipment, Treasurers request reimbursement for equipment purchased or to be purchased in FY05. | \$705 | Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06. |
|--------------|-----------|---|-------|--|

| Fips | Locality | Qty | Description | Unit Requested Cost | Total Requested Cost | Per Policy Unit Cost | Total Cost Approved | Unit Stressed Cost (SNIP) | State's Total Stressed Portion | Locality App Y/N |
|------|-----------------------------|-----|-------------|---------------------|----------------------|----------------------|---------------------|---------------------------|--------------------------------|------------------|
| 121 | Montgomery | 2 | PC | 916 | 1832 | 916 | 1832 | 660 | 440 | Y |
| | Montgomery Total | | | | | 916 | 1832 | 660 | 440 | |
| 133 | Northumberland | 1 | PC | 1600 | 1200 | 1200 | 1200 | 796 | 265 | Y |
| | Northumberland Total | | | | | 1200 | 1200 | 796 | 265 | |
| | | | | | | | | | | |
| | Grand Total | | | | | 2116 | 3032 | 1456 | 705 | |

321-05-11: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|----------------------|---------------------|---|-------------------|--|
| PRINCE EDWARD COUNTY | CIRCUIT COURT CLERK | The following officer requests to transfer Turnover Funds to the categories listed. | -0- | Approved per the Compensation Board's May 1, 2004 Budget Priorities and Policies as amended December 15, 2004. |
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321-05-11: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-------------------|---------------------|---|-------------------|--|
| BUCKINGHAM COUNTY | CIRCUIT COURT CLERK | 5-12-05 Officer requests transfer of TTF funds \$1,056.51 from EQUIPMENT to SERVICES for total of \$3,631.05 in SERVICES budget for maintenance and general services (Vendor: ILS). | -0- | The Compensation Board approved your request to expend previously budgeted TTF funding on alternative TTF expenditures based on the criteria set out in §17.1-279, <u>Code of Virginia</u> . |
| RICHMOND CITY | CIRCUIT COURT CLERK | 5-16-05 Officer requests transfer of TTF funds \$30,598.07 from EQUIPMENT to SERVICES for RMS/RIS services (Vendors: Cott and SCV). | -0- | The Compensation Board approved your request to expend previously budgeted TTF funding on alternative TTF expenditures based on the criteria set out in §17.1-279, <u>Code of Virginia</u> . |
| HANOVER COUNTY | CIRCUIT COURT CLERK | 5-17-05 Officer requests transfer of TTF funds \$5,000.00 from EQUIPMENT to SERVICES for emergency services and load profiles (Vendor: AmCad). | -0- | The Compensation Board approved your request to expend previously budgeted TTF funding on alternative TTF expenditures based on the criteria set out in §17.1-279, <u>Code of Virginia</u> . |
| CUMBERLAND COUNTY | CIRCUIT COURT CLERK | 5-17-05 Officer requests transfer of TTF funds \$2,064.99 from EQUIPMENT to SERVICES for total of \$8,033.33 in SERVICES budget for SRA hosting services (Vendor: ILS). | -0- | The Compensation Board approved your request to expend previously budgeted TTF funding on alternative TTF expenditures based on the criteria set out in §17.1-279, <u>Code of Virginia</u> . |
| APPOMATTOX COUNTY | CIRCUIT COURT CLERK | 5-17-05 Officer requests transfer of TTF funds \$3,223.29 from EQUIPMENT to SERVICES for total of \$6,109.70 in SERVICES budget for SRA hosting services (Vendor: ILS). | -0- | The Compensation Board approved your request to expend previously budgeted TTF funding on alternative TTF expenditures based on the criteria set out in §17.1-279, <u>Code of Virginia</u> . |

321-05-11: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|------------------------|---|-------------------|--|
| LISTED BELOW | CIRCUIT COURT CLERK | The following officers request to transfer Turnover Funds to the categories listed. | -0- | Approved per the Compensation Board's May 1, 2004 Budget Priorities and Policies as amended December 15, 2004. |

| FIPS | LOCALITY | Request Date | FROM Position | TO Category | AMOUNT | Annual One Time Transfer Approved | Transfer Approved in Base |
|------|---------------|--------------|---------------|-------------|--------|-----------------------------------|---------------------------|
| 147 | Prince Edward | 4/26/05 | 00003 | Temporary | 447 | | 447 |
| 650 | Hampton City | 5/17/05 | Turnover | Office Exp. | 4,234 | | 4,234 |
| | TOTAL | | | | 4,681 | 0 | 4,681 |

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|--------------|------------------------|---|-----|---|
| LISTED BELOW | CIRCUIT COURT CLERK | The following officer requests to transfer Office Expense Funds to provide an internal alignment salary adjustment per Compensation Board policy. | -0- | The Compensation Board approved a transfer of \$1,390 from base office expense to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's office expense budget in the current as well as subsequent fiscal years. |
|--------------|------------------------|---|-----|---|

| FIPS | LOCALITY | Request Date | FROM Category | TO Category | AMOUNT | Transfer Approved in Base | Pro -Rated |
|------|----------|--------------|---------------|-------------|--------|---------------------------|------------|
| 173 | Smyth | 5/17/05 | Office Exp | pos. 2 | 1,390 | 1390 | 115.83 |
| | TOTAL | | | | 1,390 | 1390 | 115.83 |

321-05-11: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|------------------------|---|-------------------|---|
| LISTED BELOW | CIRCUIT COURT CLERK | The following officers request an exception to the implementation date for the proposed change in reimbursement policy. | -0- | Compensation Board approved, as an exception to policy, the request from the Southampton Clerk; all Compensation Board reimbursements for the Clerk's office will be provided to Southampton County after July 1, 2006. |

Compensation Board did not approve requests from the Clerks of King George, Clarke, Danville and Virginia Beach to be exempt from the Compensation Board policy to provide reimbursement checks to the city/county. Unless an Attorney General's opinion requested by the King George Clerk advises to the contrary, all Compensation Board reimbursements for Clerks' expenses will be sent to localities effective with the July 2005 reimbursement, to be paid on or about the first week of August.

| FIPS | LOCALITY | Locality to Receive Payments | Justification for Exception |
|------|-------------|------------------------------|--|
| 043 | Clarke | No date provided | None Provided |
| 099 | King George | Pending OAG Opinion | Changes will exacerbate the problems associated with staffing shortages. |
| 175 | Southampton | 7/1/2006 | None Provided |
| 590 | Danville | No date provided | This will put undue hardship on office and locality. |
| 810 | Va Beach | No date provided | None Provided |

OTHER MATTERS

NEW BUSINESS:

| | <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|----|--|-----------------------------|--|-------------------|----------------------------------|
| 1. | MEETING MINUTES | COMPENSATION BOARD | Staff presents minutes for approval as follows: Docket #05/10 | N/A | Approved. |
| 2. | TRAINING STATUS REPORT | COMPENSATION BOARD | Staff presents the Training Status Report. | N/A | Noted. |
| 3. | MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT | COMPENSATION BOARD | Staff presents monthly Jail Audit Activity Status Report. | N/A | Noted. |
| 4. | AUDIT STATUS REPORT | COMPENSATION BOARD | Staff presents the Audit Status Report. | N/A | Noted. |
| 5. | COMPENSATION BOARD MEETINGS | COMPENSATION BOARD | Confirmation of upcoming Board meetings: Wednesday, September 21, 2005 and Wednesday, October 19, 2005. | N/A | Approved. |
| 6. | CONTINUITY OF OPERATIONS PLAN (COOP) | COMPENSATION BOARD | Staff presents report on annual COOP exercise. | N/A | Noted. |
| 7. | CAREER PROSECUTOR PROGRAM | COMMONWEALTH'S ATTORNEYS | Compensation Board may wish to amend the Career Prosecutor Program to add an audit plan similar to those in place for the Master Deputy Commissioner and Treasurers programs. The VACA Board has reviewed the draft and has appointed an audit committee. | N/A | Approved. |
| 8. | MASTER DEPUTY AUDIT PROGRAM | SHERIFFS | Compensation Board may wish to amend the Sheriffs' Master Deputy Program to add an audit plan similar to those in place for the Master Deputy Commissioner of the Revenue and Treasurers' program. Virginia Sheriffs' Association Executive Director has reviewed the draft. | N/A | Approved. |

OTHER MATTERS

NEW BUSINESS:

9.

| LOCALITY | OFFICER | REQUEST | TOTAL COST | COMPENSATION BOARD ACTION |
|----------------------------|----------------|--|---|--|
| EMERGENCY MEDICAL REQUESTS | SHERIFFS/JAILS | Staff presents emergency medical requests for reimbursement. | \$60,503.84 (recommended for approval \$49,620.65) | Compensation Board approved staff recommendations. |

| Facility Name | Inmate Name | Date(s) of medical services | State Responsible | Bonus Start Date (date became state responsible) | Amount Requested | Amount Recommended for Approval | CB Staff Recommended Action Approve/Do not approve |
|----------------------------------|---------------------|-----------------------------|-------------------|--|------------------|---------------------------------|--|
| New River Valley Regional Jail | David W. Via | 09/20/04-09/29/04 | Yes | 08/17/04 | 21,986.50 | 21,986.50 | Approve. |
| Riverside Regional Jail | Lisa Hunt | 08/19/04 | Yes | 09/15/04 | 308.60 | 0 | Do not approve; expenses incurred prior to becoming state responsible. |
| Riverside Regional Jail | Donald Raines | 09/08/04 | Yes | 11/07/04 | 77.75 | 0 | Do not approve; expenses incurred prior to becoming state responsible. |
| Riverside Regional Jail | Rita Washington | 09/10/04-10/12/04 | Yes | 10/28/04 | 1,852.13 | 0 | Do not approve; expenses incurred prior to becoming state responsible. |
| Riverside Regional Jail | Darryl Green | 09/08/04-09/10/04 | Yes | 11/09/04 | 7,495.46 | 0 | Do not approve; expenses incurred prior to becoming state responsible. |
| Riverside Regional Jail | Frances Hanley | 10/04/04 | Yes | 08/16/04 | 491.34 | 491.34 | Approve. |
| Riverside Regional Jail | John Cook | 11/16/04 | Yes | 12/15/04 | 320.00 | 0 | Do not approve; expenses incurred prior to becoming state responsible. |
| Riverside Regional Jail | Richard Fulghum | 10/24/03 | Yes | 10/15/03 | 118.75 | 118.75 | Approve. |
| Riverside Regional Jail | Lawrary Taylor | 11/24/04-12/01/04 | Yes | 05/30/04 | 8,457.44 | 8,457.44 | Approve. |
| Riverside Regional Jail | Tyrone Thilbodeaux | 10/01/04 | Yes | 10/19/04 | 405.50 | 0 | Do not approve; expenses incurred prior to becoming state responsible. |
| Riverside Regional Jail | Roy Smith | 09/20/04-10/12/04 | Yes | 01/23/05 | 423.75 | 0 | Do not approve; expenses incurred prior to becoming state responsible. |
| Prince William-Manassas Regional | Kevin L. Curtis | 11/09/04-12/30/04 | Yes | 10/20/04 | 7,516.88 | 7,516.88 | Approve. |
| Prince William-Manassas Regional | Jasbert C. Fitchett | 10/16/03-11/06/03 | Yes | 07/09/03 | 1,782.98 | 1,782.98 | Approve. |
| Prince William-Manassas Regional | David A. Bobo | 10/18/04-02/04/05 | Yes | 06/27/04 | 9,266.76 | 9,266.76 | Approve. |
| TOTALS | | | | | 60,503.84 | 49,620.65 | |

OTHER MATTERS

NEW BUSINESS:

| | <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----|--------------------------------------|-------------------------|--|-------------------|----------------------------------|
| 10. | TECHNOLOGY TRUST FUND COLLECTIONS | CIRCUIT COURT CLERKS | <p>Collections: FY05 year to date collections total \$10,167,559.77, a 42.61% increase the same period in FY04.</p> <p>Projections: Based on current collections, FY05 TTF collections would be approximately \$12.2 million, an increase or 43.34% over FY04 collections. (NOTE: The TTF fee was increased from \$3 to \$5 effective July 1, 2004. If recordings remained at FY04 levels then FY05 collections would be approximately 66.7% more than FY04 or approximately \$14.2 million. However, year-to-date recordings appear to be less than FY04.)</p> <p>Expenditures: FY05 year-to-date TTF expenditures total \$3,057,148.77, which is 56.77% of budgeted TTF funds.</p> | N/A | Noted. |

FOR YOUR INFORMATION
NONE.

CLOSED MEETING
COMPENSATION BOARD DOCKET #05/11
MAY 25, 2005

NO CLOSED MEETING.

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

- ☐ Under the provisions of Section 2.1-344.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific ricers, appointees or employees.
- ☐ Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning

2) **Chairman Frank Drew: I move to return to open session. (_____ seconded the motion).**

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion. The members must certify that they discussed: **only public business exempt from the Act,**

| | | |
|-----------------------------|----------|---------|
| Frank Drew, Chairman | Yes_____ | No_____ |
| Walter J. Kucharski, Member | Yes_____ | No_____ |
| Kenneth W. Thorson, Member | Yes_____ | No_____ |

AND

only public business matters identified in the motion to convene the closed meeting.

| | | |
|-----------------------------|----------|---------|
| Frank Drew, Chairman | Yes_____ | No_____ |
| Walter J. Kucharski, Member | Yes_____ | No_____ |
| Kenneth W. Thorson, Member | Yes_____ | No_____ |

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

H A N D C A R R Y

COMPENSATION BOARD DOCKET #05/11

MAY 25, 2005

304-05-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-------------------|----------------|---|-------------------|---|
| GLOUCESTER COUNTY | SHERIFF | 5-5-05 Officer requests reconsideration of reallocation policy. Total subpoenas served was incorrect. Workload indicated 6,652 subpoenas served during 2004; when in fact, it was 9,718 served. With correct data, office is due .40 of a CS position, is in excess of LE by .50 for a net of .10; office is no longer in excess by a full position. Data has been corrected. | -0- | Approved as an exception to policy based upon the submission of corrected data. |

| | | | | |
|--------------|----------------------------|--|-----|--|
| LISTED BELOW | SHERIFF/ SUPERINTENDENT | 5-20-05 Officer requests to transfer Turnover Funds to Base Office Expense or Base Temporary Salaries. | -0- | Approved per the Compensation Board's May 1, 2004 Budget Priorities and Policies as amended December 15, 2004. |
|--------------|----------------------------|--|-----|--|

| FIPS | LOCALITY | Request Date | FROM Category | TO Base Office/Temp Category | AMOUNT Requested | FY05 Prorated |
|-------|---------------------|--------------|---------------|------------------------------------|---------------------|---------------|
| 550 | Chesapeake | 5/20/2005 | Turnover | TEMPORARY SALARIES | 52,113 | 8,685.50 |
| 475 | Hampton Roads RJ | 5/20/2005 | Turnover | OFFICE EXPENSES | 7,325 | 1,220.83 |
| TOTAL | | | | | 59,438 | 9,960.33 |

| | | | | |
|----------------|---------|---|-----|--|
| FAIRFAX COUNTY | SHERIFF | 5-25-05 Officer requests to transfer \$33,595 from Turnover Funds to Base Temporary Salaries. | -0- | Approved per the Compensation Board's May 1, 2004 Budget Priorities and Policies as amended December 15, 2004. |
|----------------|---------|---|-----|--|

304-05-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-------------------------|----------------|--|-------------------|--|
| SOUTHWEST REGIONAL JAIL | SUPERINTENDENT | 5-17-05 Positions in local jail facilities that are closing were maintained by the Sheriff and reclassified to Court Services, resulting in incumbents from local facilities going into new positions at Southwest VA Regional Jail. New positions in the regional jail are budgeted at entry level, and requests are to bring incumbents of former local jail positions into the regional jail at their current salaries. Total annual cost to provide these adjustments to salary, within policy, for the new regional jail facility is a total cost of \$84,429.00 for FY06, with a pro-rated cost of \$14,607.39 for FY05. | \$14,607.39 | Approved per the Compensation Board's May 1, 2004 Budget Priorities and Policies as amended December 15, 2004. |

| Pos Class | Name | Pos Number | Budgeted Salary | Requested Salary | Annual Cost | Pro-Rated Cost |
|-----------------|-------------|------------|-----------------|------------------|-------------|----------------|
| RC7 Recl to RC8 | Meade | 99 | 25,004 | 31,234 | 6,230 | 1,038.33 |
| RC7 Recl to RC8 | Thacker | 101 | 25,004 | 32,655 | 7,651 | 1,275.17 |
| RPCLS | Thompson | 132 | 16,380 | 17,000 | 620 | 75.15 |
| RC7 Recl to RC8 | Hicks | 149 | 25,004 | 35,694 | 10,690 | 1,781.67 |
| RCKA | Blevins | 178 | 20,094 | 18,661 | -1,433 | -173.70 |
| RC9 | Williams, R | 216 | 31,073 | 32,655 | 1,582 | 191.76 |
| RC8 | Atwell | 225 | 27,332 | 44,589 | 17,257 | 3,629.45 |
| RC8 | Vencille | 228 | 27,332 | 27,946 | 614 | 129.13 |
| RC8 | Worley | 229 | 27,332 | 32,655 | 5,323 | 1,119.52 |
| RC9 | Austin | 266 | 31,936 | 54,476 | 22,540 | 2,732.12 |
| RC9 | Warner | 276 | 31,234 | 44,589 | 13,355 | 2,808.79 |
| TOTAL | | | | | 84,429 | 14,607.39 |

320-05-11: 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 reimbursement for the purchase of the 1100 Contivity boxes as part of the VSP's upgrade of the VCIN network. Cost is \$975 each per VSP. | \$262.43 Stressed Cost | Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06. |

| FIPS | LOCALITY | APPROVED BY VSP | COST \$975 (STRESSED) | AVAILABLE STRESSED TO/VS | ADDITIONAL FUNDING REQUESTED | CB APPROVED FUND TRANSFER | CB APPROVED ADDITIONAL FUNDING |
|--------|------------|-----------------|-----------------------|--------------------------|------------------------------|---------------------------|--------------------------------|
| 095 | James City | Y | 564.62 | 564.62 | 0.00 | 564.62 | 0.00 |
| 163 | Rockbridge | Y | 671.58 | 409.15 | 262.43 | 409.15 | 262.43 |
| TOTALS | | | 1,236.20 | 973.77 | 262.43 | 973.77 | 262.43 |

| | | | | |
|--------------|-------------------------|--|--------------------------|--|
| LISTED BELOW | COMMONWEALTH'S ATTORNEY | In response to the notification of funds re-appropriated by the Governor for equipment; the following Officers request early funding in FY05 for all or some of equipment requested for FY06. Localities have agreed to fund the fiscal stress factors as indicated. | \$1,221 Stressed Cost | Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06. |
|--------------|-------------------------|--|--------------------------|--|

| FIPS | Locality | Equipment Requested | Requested Qty | Requested Cost | Total Requested Cost | Per Policy Qty | Per Policy Cost | Total Cost Approved | Stressed Cost |
|------|-----------|---------------------|---------------|----------------|----------------------|----------------|-----------------|---------------------|---------------|
| 680 | Lynchburg | Calculators | 14 | 100 | 1,400 | 14 | 100 | 1,400 | 1,220.94 |

320-05-11: 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 | 5-24-2005 Officers request to use unexpended equipment funds to purchase the following: | -0- | Approved per the Compensation Board's FY05 Budget Priorities and Policies, as amended December 15, 2004. Any amounts approved will be reimbursed at the stressed cost amounts shown below. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2005 payroll reimbursement request will not be available for expenditure in June 2005 or in FY06. |

| FIPS | Locality | Equipment Requested | Requested Qty | Requested Cost | Total Requested Cost | Per Policy Qty | Per Policy Cost | Total Cost Approved | Stressed Cost |
|--------------------|----------|---------------------|---------------|----------------|----------------------|----------------|-----------------|---------------------|-----------------|
| 105 | Lee | Printer | 1 | 1,500 | 1,500 | 1 | 1,500 | 1,500 | 1,193.55 |
| 105 | Lee | Monitor | 1 | 300 | 300 | 1 | 300 | 300 | 261.63 |
| 105 Total | | | | | | | | 1,800 | 1,455.18 |
| 183 | Sussex | Laptop | 1 | 2,200 | 2,200 | 1 | 2,200 | 2,200 | 1,884.52 |
| 183 Total | | | | | | | | 2,200 | 1,884.52 |
| Grand Total | | | | | | | | 4,000 | 3,339.70 |

| | | | | |
|---------------|-------------------------|---|-----|---|
| DANVILLE CITY | COMMONWEALTH'S ATTORNEY | The following officers request to transfer Office Expense Funds to the categories listed. | -0- | The Compensation Board approved a transfer of \$5,670 from base office expense to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action is at no additional cost to the Compensation Board, and will result in a reduction in the officer's office expense budget in the current as well as subsequent fiscal years. |
|---------------|-------------------------|---|-----|---|

| FIPS | LOCALITY | Request Date | FROM | TO POSITION | AMOUNT | PRO-RATED |
|------|---------------|--------------|----------------|-------------|--------|-----------|
| 590 | Danville City | 5/10/05 | Office Expense | 00009 | 5,670 | 5,670 |
| | TOTAL | | | | 5,670 | 5,670 |

734-05-11: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|-----------------|--------------------------------|---|-------------------|--|
| SMYTH COUNTY | COMMISSIONER OF THE REVENUE | 5-20-05 Officer requests to transfer the balance of vacancy savings of position 00001 for the remainder of FY05 @ \$2887.18 to Temporary Funds. | -0- | Approved per the Compensation Board's May 1, 2004 Budget Priorities and Policies as amended December 15, 2004. |

| FIPS | LOCALITY | Request Date | FROM | TO Category | AMOUNT | Annual One- Time Transfer Approved |
|-------|----------|--------------|---------|----------------|--------|--|
| 173 | Smyth | 5/20/05 | Vacancy | Temp | 2,887 | 2,887 |
| | | | | | | |
| TOTAL | | | | | 2,887 | |

732-05-11: TREASURERS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---------------------|----------------|--|-------------------|---|
| SPOTSYLVANIA COUNTY | TREASURER | The workload correction submitted on March docket reflected incorrect data. Comp Board staff submits corrected workload request. Treasurers' Audit Committee chairman concurs with the correction. | -0- | Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies. |

Approved on March Docket

Previous Years Submitted

| Line | Description | CY02 | CY03 |
|------|-------------------------|---------|---------|
| 8 | Personal Property Items | 380,129 | 393,100 |

Correction to Previous Years

| Line | Description | CY02 | CY03 |
|------|-------------------------|---------|---------|
| 8 | Personal Property Items | 529,909 | 557,878 |

Corrections Requested

Previous Years Submitted

| Line | Description | CY02 | CY03 |
|------|-------------------------|---------|---------|
| 8 | Personal Property Items | 147,999 | 156,396 |

Correction to Previous Years

| Line | Description | CY02 | CY03 |
|------|-------------------------|---------|---------|
| 8 | Personal Property Items | 149,780 | 164,778 |

321-05-11: CIRCUIT COURT CLERKS

NEW BUSINESS:

| <u>LOCALITY</u> | <u>OFFICER</u> | <u>REQUEST</u> | <u>TOTAL COST</u> | <u>COMPENSATION BOARD ACTION</u> |
|---------------------|---------------------|--|-------------------|--|
| CHARLES CITY COUNTY | CIRCUIT COURT CLERK | Acting Officer requests additional Temporary Funding @ \$5,073.00. This is equivalent to position #2 DII @ \$30,438 from May 2, 2005 to June 30, 2005. The Special Election will be held on August 9, 2005. 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 DCII is not vacant during the period in which I am the Acting Clerk, consequently funds cannot be transferred from this position. | -0- | Approved at no additional cost to the Compensation Board. |
| LISTED BELOW | CIRCUIT COURT CLERK | The following officers request to transfer Turnover Funds to the categories listed | -0- | Approved per the Compensation Board's May 1, 2004 Budget Priorities and Policies as amended December 15, 2004. |

| FIPS | LOCALITY | Request Date | FROM Position | TO Category | AMOUNT | Annual One Time Transfer Approved | Transfer Approved in Base |
|------|-----------|--------------|---------------|-------------|--------|-----------------------------------|---------------------------|
| 069 | Frederick | 5-24-05 | Turnover | Temporary | 3,141 | | 3,141 |
| | TOTAL | | | | 3,141 | 0 | 3,141 |

OTHER MATTERS

| | | | | | |
|----|-------------------------|--------------------|---|-----|-----------|
| 1. | CUSTOMER SERVICE SURVEY | COMPENSATION BOARD | Staff presents Customer Service Survey FY05 Workplan. | N/A | Approved. |
|----|-------------------------|--------------------|---|-----|-----------|

FOR YOUR INFORMATION NONE.

waddell\Docket\May05MINUTES