

COMPENSATION BOARD DOCKET #08/11

May 21, 2008

EMPLOYEE RECOGNITION
NONE.

307-08-11: 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	SHERIFFS	The following localities are requesting One Time Fund Transfers from Active Duty Vacancy Savings to Temporary and Office Expense funds.	\$0	Approved per the Compensation Board's FY08 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED
087	307	Henrico County	04/22/08	Active Duty Vacancy Savings	Temporary	\$24,113.82	\$24,113.82
760	307	Richmond City	05/12/08	Active Duty Vacancy Savings	Office Expenses	\$89,246.24	\$89,246.24
		TOTAL					\$113,360.06

LISTED BELOW	SHERIFF	05-05-08 The following localities are requesting Base Budget Fund transfers for Personnel Changes. Salary increases are within Compensation Board guidelines. The officers are requesting that these salary increases be effective May 1, 2008.	\$0	The Compensation Board approved transfers of \$2,763 (Middlesex County), \$1,920 (Augusta County) and \$14,266 (Prince Edward County) from base temporary to effect the salary action(s) requested by the officers in accordance with the Compensation Board's pay and classification policy. These action(s) will result in a reduction in the officer(s) temporary budget in the current as well as subsequent fiscal years.
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FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED	PRORATED AMOUNT
119	307	Middlesex County	05/05/08	Temporary Funds	Position 00017	\$37,824	\$2,763	\$461
015	307	Augusta County	05/08/08	Temporary Funds	Position 00042	\$124,582	\$1,920	\$320
147	307	Prince Edward County	05/12/08	Temporary Funds	Position 00008	\$44,492	\$3,079	\$513
147	307	Prince Edward County	05/12/08	Temporary Funds	Position 00015	\$41,413	\$3,380	\$563
147	307	Prince Edward County	05/12/08	Temporary Funds	Position 00016	\$38,033	\$3,162	\$527
147	307	Prince Edward County	05/12/08	Temporary Funds	Position 00004	\$34,871	\$1,412	\$235
147	307	Prince Edward County	05/12/08	Temporary Funds	Position 00020	\$33,459	\$3,233	\$539
		TOTALS					\$18,949	\$3,158

307-08-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RAPPAHANNOCK REGIONAL JAIL	SUPERINTENDENT	FY09 05-05-08 The following locality is requesting to transfer the salaries of positions that will remain vacant for the entire fiscal year 2009 to office expenses to pay food services contract.	\$0	Approved per the Compensation Board's FY09 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	OFFICE	LOCALITY	REQUEST DATE	FROM POSITION #	CLASS	TO CATEGORY	AMOUNT REQUESTED
450	307	Rappahannock RJ	05/05/08	00048	RCKA	Office Expense	\$23,723
450	307	Rappahannock RJ	05/05/08	00049	RCKA	Office Expense	\$21,705
450	307	Rappahannock RJ	05/05/08	00061	RCKB	Office Expense	\$27,113
450	307	Rappahannock RJ	05/05/08	00009	RCKB	Office Expense	\$24,258
450	307	Rappahannock RJ	05/05/08	00157	RCKB	Office Expense	\$23,723
		TOTAL					\$120,522

717-08-11: DIRECTORS OF FINANCE NONE.

771-08-11: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKINGHAM COUNTY	COMMISSIONER OF THE REVENUE	<p>04-18-08 Pos. 00006, budgeted at \$24,631 separated as of 4/11/08. Officer requests an exception to the 90-Day Vacancy Rule for this position. There is currently an annual vacancy of Pos. 00001, budgeted at \$30,092, held vacant since October 2007 due to the death of the previous Commissioner of the Revenue and the appointing of the chief deputy as Acting Commissioner. There will be a special election in November, 2008. Officer also cites high workload volume of county assessments as justification for exception.</p> <p>Officer also requests additional Temporary Funding in the amount of \$21,327.86. This amount is equivalent to the Compensation Board salary for Pos. 00001, CDI @ \$28,935 from October 14th to November 30th, and @ \$30,092 from December 1st to June 30th. A Special Election is to be held on November 4th.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as the officer understands that the Compensation Board's interpretation of \$24.2-226 and 228 is that Pos. 00001, CDI, is not vacant during the period in which the deputy is the Acting Commissioner of the Revenue, consequently funds cannot be transferred from this position.</p>	<p>\$6,157.77</p> <p>\$0</p>	<p>The Compensation Board did not approve this request. As noted by the Compensation Board at their meeting of October 3, 2007, a 90-Day vacancy policy is in effect for FY08 as a part of the Governor's FY08 Budget Reduction Plan.</p> <p>Approved as an exception to policy, based upon the specific conditions stated by the officer.</p>

772-08-11: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ISLE OF WIGHT COUNTY	COMMONWEALTH'S ATTORNEY	05-08-08 Effective May 19, 2008, Acting Commonwealth's Attorney requests additional Temporary Funding at \$7,856.61. This is equivalent to position #00003 ATTIV at \$64,817 from May 19, 2008 to June 30, 2008. The special election will be held on November 4, 2008. 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 #00003 ATTIV is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.	\$7,856.61	Approved as an exception to policy, based upon the specific conditions stated by the officer.
BUCHANAN COUNTY	COMMONWEALTH'S ATTORNEY	05-9-08 Officer requests a One Time Fund Transfer of Office Expense funds to fund the following equipment purchases. Office Expense funds are available to fund the cost of these purchases.	\$3,108 Total Cost \$2,667.60 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	Projector	1	898	898	1	898	898	770.75
027-772	Buchanan County	Laptop	1	944	944	1	944	944	810.24
027-772	Buchanan County	PC	2	633	1,267	2	633	1,266	1,086.61
027-772 Total					3,109			3,108	2,667.60
GRAND TOTAL					\$3,109			\$3,108	\$2,667.60

LYNCHBURG CITY	COMMONWEALTH'S ATTORNEY	05-13-08 Officer requests a One Time Fund Transfer of Vacancy Savings at 5472.69, Temporary Funds at 5,000.00 and Office Expense funds at 3447.31 to fund equipment purchases. Vacancy Savings, Temporary and Office Expense Funds are available to fund the cost of these purchases.	\$13,920 Total Cost \$12,593.42 Total Stressed Cost	Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed and reimbursable cost. 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	BOARD ACTION 05-21-08
680-772	Lynchburg City	Laptop	3	2,500	7,500	3	2,200	6,600	5,971.02	Approved
680-772	Lynchburg City	Printer	1	3,000	3,000	1	1,500	1,500	1,357.05	Approved
680-772	Lynchburg City	Projector	1	3,200	3,200	1	3,200	3,200	2,895.04	Approved
680-772	Lynchburg City	Calculator	7	100	700	7	100	700	633.29	Approved
680-772	Lynchburg City	Monitor	6	300	1,800	6	300	1,800	1,628.46	Approved
680-772	Lynchburg City	Jump Drives	2	60	120	2	60	120	108.56	Approved
680-772 Total					16,320			13,920	12,593.42	
GRAND TOTAL					\$16,320			\$13,920	\$12,593.42	

772-08-11: 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	The following localities request Base Budget funds transfer for Personnel Changes. Salary increases are within Compensation Board guidelines. The officers are requesting that the salary increases be made effective May 1, 2008.	\$0	<p>Rockbridge County: The Compensation Board approved a transfer of \$1,710 from base office expense 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) office expense budget in the current as well as subsequent fiscal years.</p>

Sussex County: The Compensation Board approved a transfer of \$2,500 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	REQUEST DATE	FROM POSITION	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED	PRORATED AMOUNT
163	772	Rockbridge County	05/09/08	Office Expense	Permanent Salaries	\$8,049.00	1,710.00	\$285.00
163 Total							1,710.00	\$285.00
183	772	Sussex County	05/09/08	Temporary Funds	Permanent Salaries	\$9,000.00	2,500.00	\$416.67
183 Total							2,500.00	\$416.67
GRAND TOTAL							\$4,210.00	\$701.67

LISTED BELOW	COMMONWEALTH'S ATTORNEY	Officers request One Time Fund Transfer of Vacancy Savings to Temporary and Office Expense Funds. Vacancy Savings funds are available to fund these transfers.	\$0	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	OFFICE CODE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED
041	772	Chesterfield County	05/13/08	Vacancy Savings	Temporary	69643.71	20,000.00
041	772	Chesterfield County	05/13/08	Vacancy Savings	Office Expense	69643.71	49,643.71
143	772	Pittsylvania County	05/12/08	Vacancy Savings	Temporary	72491.46	38,283.00
		TOTALS					\$107,926.71

772-08-11: 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.	\$63,804 Total Cost \$46,310.94 Total Stressed Cost	Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed and reimbursable cost. 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	BOARD ACTION 05-21-08
087-772	Henrico County	PC	16	1,562	24,992	16	1,200	19,200	11,712.00	Approved
087-772	Henrico County	Laptop	2	2,095	4,190	2	2,095	4,190	2,555.90	Approved
087-772	Henrico County	Printer	8	177	1,419	8	177	1,416	863.76	Approved
087-772	Henrico County	Laser Printer	1	492	492	1	492	492	300.12	Approved
087-772 Total					31,094			25,298	15,431.78	
143-772	Pittsylvania County	PC	3	2,000	6,000	3	1,200	3,600	2,545.56	Approved
143-772	Pittsylvania County	Laptops	3	3,000	9,000	3	2,200	6,600	4,666.86	Approved
143-772	Pittsylvania County	Printer	5	250	1,250	5	250	1,250	883.88	Approved
143-772	Pittsylvania County	Jump Drives 4 gig	11	120	1,320	11	120	1,320	933.37	Approved
143-772	Pittsylvania County	Monitors	3	1,000	3,000	3	300	900	636.39	Approved
143-772	Pittsylvania County	Scanner	1	250	250	1	250	250	176.78	Approved
143-772	Pittsylvania County	Shredder	1	2,500	2,500	1	700	700	494.97	Approved
143-772	Pittsylvania County	Calculators	3	100	300	3	100	300	212.13	Approved
143-772	Pittsylvania County	Projector	1	2,000	2,000	1	2,000	2,000	1,414.20	Approved
143-772 Total					25,620			16,920	11,964.13	
169-772	Scott County	Printer	1	240	240	1	240	240	186.55	Approved
169-772	Scott County	Shredder	1	450	450	0	0	0	0.00	Not Approved
169-772	Scott County	Calculator	1	75	75	1	75	75	58.30	Approved
169-772	Scott County	Monitors	2	300	600	1	300	300	233.19	Approved
169-772	Scott County	Keyboards	2	82	164	2	82	164	127.48	Approved
169-772 Total					1,529			779	605.52	
650-772	Hampton City	PC	12	960	11520	12	960	11520	10,301.18	Approved
650-772 Total					11520			11520	10,301.18	
651-772	Hampton City Drug Prosecutor.	PC	2	960	1920	2	960	1920	1,716.86	Approved
651-772 Total					1920			1920	1,716.86	
670-772	Hopewell City	Laptop	2	1,615	3,230	2	1,615	3,230	2,848.21	Approved
670-772	Hopewell City	Printer	1	1,500	1,500	1	1,500	1,500	1,322.70	Approved
670-772	Hopewell City	Printer	1	179	179	1	179	179	157.84	Approved
670-772	Hopewell City	Digital Camera	1	350	350	0	0	0	0.00	Not Approved
670-772 Total					5,259			4,909	4,328.76	
775-772	Salem City	Laptop	1	1,382	1,382	1	1,382	1,382	1,103.67	Approved
775-772	Salem City	CPU Unit	1	1,076	1,076	1	1,076	1,076	859.04	Approved
775-772 Total					2,458			2,458	1,962.70	
Grand Total					\$83,400			\$63,804	\$46,310.94	

773-08-11: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LYNCHBURG CITY	CIRCUIT COURT CLERK	<p>04-13-08 Officer is requesting an exception to the 90-day hiring delay to fill pos. #00005, DCIV 33,751 effective May 26, 2008.</p> <p>Officer states his assistant chief Deputy will resign effective May 23, 2008, his Chief Deputy is on extended emergency medical leave and another employee will be on maternity leave in the near future. This leaves this office with only one (1) employee for two court sessions daily and 4 dockets on Fridays. This office can not staff the courtrooms for criminal matters as required without filling vacant pos. #00005.</p> <p>Staff notes that office is funded for eleven permanent staff positions.</p>	8,437.74	The Compensation Board did not approve this request. As noted by the Compensation Board at their meeting of October 3, 2007, a 90-Day vacancy policy is in effect for FY08 as a part of the Governor's FY08 Budget Reduction Plan.
LISTED BELOW	CIRCUIT COURT CLERK	<p>Officers request an exception to the restrictions on the use of accrued vacancy savings. Officers state this transfer of funds would enable them to reimburse a portion of salaries of locality funded positions.</p> <p>Vacancy Savings funds are available to fund these transfers.</p>	7,366.98	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 use of vacancy savings will not be allowed for the remainder of FY08 for Circuit Court Clerks, Treasurers, Directors of Finance or Commissioners of the Revenue, as part of the Governor's FY08 Budget Reduction Plan.

FIPS	OFFICE CODE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED
091	773	Highland County	05/12/08	Vacancy Savings	Temporary	1,892.05	1,500.00
800	773	Suffolk City	05/13/08	Vacancy Savings	Temporary	5,866.98	5,866.98
		TOTAL					\$7,366.98

774-08-11: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHARLOTTE COUNTY	TREASURER	<p>05-07-08 Officer requests exception to 90-Day Vacancy Rule for pos. 00004, budgeted at \$19,856, which will become vacant on May 21, 2008. Pos. 00003, budgeted at \$19,157, separated on 4/11/08, and is currently being held vacant for 90 days. With both positions vacant, the officer will be left with only one deputy.</p>	\$4,964.01	Approved as an exception to policy, based upon the specific conditions stated by the officer.

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 #08/10.	N/A	Due to the Chairman's absence, the final April 23, 2008 minutes will be approved at the next Board meeting.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents Training Status Report. (No updates since the February 20 th Board meeting)	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, June 18, 2008 at 11:00 a.m. and Wednesday, July 16, 2008 at 11:00 a.m.	N/A	Approved.
6.	LAWFUL EMPLOYMENT FOR LAW ENFORCEMENT	COMPENSATION BOARD	The Richmond session of Lawful Employment for Law Enforcement was held at the Crowne Plaza Richmond West on April 17-18, 2008 and had 50 attendees.	N/A	Noted.
7.	DRAFT EMAIL REGARDING THE ALLOCATION OF TECHNOLOGY TRUST FUNDS (TTF) IN FY09 TO CLERKS NOT PROVIDING SECURE REMOTE ACCESS (SRA)	COMPENSATION BOARD	Staff presents recommended memorandum to Clerks, reminding them of the statutory requirement in § 17.1-279 D.3., <u>Code of Virginia</u> , which states that "Every circuit court clerk shall provide secure remote access to land records pursuant to § <u>17.1-294</u> on or before July 1, 2008" and the Board's limitation in allocating Technology Trust Funds if this requirement is not met.	N/A	Approved in draft pending review of the Attorney General's Office regarding the ramifications of a Clerk not providing SRA.
8.	FY09 POLICY & PROCEDURE MANUAL	COMPENSATION BOARD	Staff presents draft FY09 Policy and Procedure Manual.	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>
9. EMERGENCY MEDICAL REQUESTS	SHERIFFS/ REGIONAL JAILS	Staff presents emergency medical requests for reimbursement.	\$61,416.87 (Recommended for approval \$3,393.75)	Compensation Board approved as noted.

Facility Name	Inmate Name	Date(s) of medical services	State Responsible	Bonus Start Date (date inmate became state responsible)	Amount Requested	Amount Recommended for Approval	Compensation Board Action Approve/Not approved
Middle Peninsula Regional Security Center* (see note below)	Robert Anderson	10/23/07 – 01/15/08	No	None	48,023.12	0	Not approved – not state responsible during time expenses were incurred. The Compensation Board regrets that it cannot approve reimbursement for emergency medical expenses for this inmate, as he was the responsibility of the locality until such time as a revocation hearing determined whether or not the inmate would return to state custody or remain in the custody of the locality, and the expenses were incurred during his local responsible time.
Riverside Regional Jail	Alvin Blocker	10/01/07 – 12/12/07	Yes	09/23/07	1,186.75	1,186.75	Approve.
Riverside Regional Jail	Ira Nettles	08/01/07	Yes	05/09/07	199.83	199.83	Approve.
Riverside Regional Jail	Jerome Tally	09/19/07	Yes	05/29/05	590.00	590.00	Approve.
Richmond City Sheriff's Office	Danny Billups	03/05/08	Yes	02/17/08	1,417.17	1,417.17	Approve.
Henrico County Sheriff's Office	Tina Hancock	01/15/08 – 01/18/08	Yes	03/03/08	10,000.00	0	Not approved – not state responsible during time expenses were incurred.
TOTALS					\$61,416.87	\$ 3,393.75	

*Superintendent seeks reimbursement of extraordinary medical expenses incurred in the care of an inmate housed for 147 days as a parole violator awaiting a revocation hearing, ultimately transferred back to the Department of Corrections upon revocation of parole. Superintendent considers this expense and the inmate's status to be out of the ordinary as the inmate was a parolee and not and not an inmate with new charges. Staff notes that parole violators housed in local and regional jails are by policy considered pre-trial (local responsible) inmates until such time as it is known whether the inmate's parole will be revoked and whether such sentencing results in state or local time to be served.

FOR YOUR INFORMATION NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #08/11
May 21, 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 #08/11

May 21, 2008

EMPLOYEE RECOGNITION
NONE.

307-08-11: 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	05-16-08 The following localities are requesting Base Budget Fund transfers for Personnel Changes. Salary increases are within Compensation Board guidelines. The officers are requesting that these salary increases be effective June 1, 2008 or May 1, 2008 respectively.	\$0	The Compensation Board approved a transfer of \$380 (Giles County) and \$231 (Patrick County) 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
071	307	Giles County	05/15/08	Temporary Funds	Position 00018	\$36,529	\$380	\$32
141	307	Patrick County	05/16/08	Temporary Funds	Position 00006	\$1,630	\$231	\$39
		Totals					\$611	\$70

NORFOLK CITY	SHERIFF	05-19-08 Officer requests an exception to the 60-day reimbursement policy for physical reimbursements for deputy positions. The office paid for the physical reimbursements listed below during the month of January, 2008.	\$600	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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FIPS	OFFICE	LOCALITY	REQUEST DATE	FROM POSITION #	AMOUNT REQUESTED
710	307	Norfolk City	05/19/08	00007	\$100
710	307	Norfolk City	05/19/08	00046	\$100
710	307	Norfolk City	05/19/08	00283	\$100
710	307	Norfolk City	05/19/08	00343	\$100
710	307	Norfolk City	05/19/08	78599	\$100
710	307	Norfolk City	05/19/08	78642	\$100

307-08-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BRUNSWICK COUNTY	SHERIFF	05-16-08 Officer is requesting to correct the workload data submitted for Subpoenas Served and Civil Process Served for CY2007. Using current workload, the office is in excess status by 1.32 positions. With corrected workload data the office is in excess by .10 position, and is no longer subject to losing a position. The change in rank and percent of need would be as follows:	\$0	Compensation Board concurs with officer's request to update workload data for CY07 and asks Compensation Board staff to update COIN with corrected data. The Brunswick County Sheriff is no longer subject to losing a position per the position reallocation policy.

- Current Need: -10.56% Updated Need: -58%
- Current Rank: 113th Updated Rank: 77th

Category	Subpoenas served CY05	Subpoenas served CY06	Subpoenas served CY07	Other civil process served CY05	Other civil process served CY06	Other civil process served CY07
Currently Reported Workload Data	7344	7301	7065	7220	7177	0
Correction to Workload Data	7344	7301	2637	7220	7177	10713

JAMES CITY COUNTY	SHERIFF	FY09 05-12-08 Officer requests reconsideration of the reallocation policy. Courthouse security requires a minimum of two deputies (as recommended by a United States Marshall security survey) at the Main Entrance security checkpoint, and a third deputy assists at this location during peak hours. This locality occasionally operates more than three courtrooms at once, sometimes assigning more than two deputies in the courtroom to ensure order and security. Court services deputies are also needed for transportation of inmates and to secure the control room/lockup facility. The civil process deputies serve two jurisdictions - Williamsburg and James City County - covering 185 square miles with a population approaching 73,000.	\$0	Compensation Board deferred action on this request until its July 16, 2008 Board meeting.
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WASHINGTON COUNTY	SHERIFF	FY09 05-13-08 The following locality is requesting to transfer the salary of position number 00029 that will remain vacant for the entire fiscal year 2009 to temporary funds.	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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FIPS	OFFICE	LOCALITY	REQUEST DATE	FROM POSITION #	CLASS	TO CATEGORY	AMOUNT REQUESTED
191	307	Washington County	05/13/08	00029	L12	Temporary Funds	\$64,312
		TOTAL					\$64,312

307-08-11: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE WILLIAM REGIONAL JAIL	SUPERINTENDENT	<p>FY09 05-15-08 Officer is requesting to carryover FY08 LiveScan equipment approved and that remains unspent to FY09.</p> <p>Officer states the LiveScan equipment will be placed in their current 200 bed expansion which is still in process of completion, and he does not feel that placing the unit in a temporary location and relocating it in the next 3-6 months is prudent.</p> <p>The total amount of equipment funds granted in FY2008 is \$14,860 stressed at \$9,928. Carrying these funds over to FY2009 budget would be at a stressed cost of \$9,928.</p>	\$9,928	<p>The Compensation Board cannot approve the carryover of budgeted funds, as the agency appropriation does not carry over automatically to the following year.</p> <p>However, the Compensation Board approved, as an exception to policy, the allocation of livescan funds in FY09.</p>
WESTERN VIRGINIA REGIONAL JAIL	SUPERINTENDENT	<p>FY09 05-16-08 Officer is requesting equipment funds for FY2009 to purchase LiveScan equipment for their new jail scheduled to open in March 2009. The total cost of the Live Scan equipment requested is \$14,910 with an FY09 stressed amount of \$11,363.</p> <p>Superintendent originally made a request for LiveScan funding on the December 2007 docket that was not approved as the facility was not scheduled for opening in FY08. The Compensation Board recommended Superintendent make request during annual budget request process but Superintendent was not included in official request process as facility is not scheduled to open until the latter half of FY09.</p>	\$11,363	Approved as requested.

717-08-11: DIRECTORS OF FINANCE

NONE.

771-08-11: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF RADFORD	COMMISSIONER OF THE REVENUE	05-07-08 Officer requests to transfer \$4,821 from pos. 00001, currently budgeted at \$4,821, to base Temp Funds. Staff notes that this is the full budgeted salary of the position, not turnover, and the position has remained vacant since budget reductions significantly reduced the salary of the position in FY04. Since FY04, funds have been used instead in temporary funds for hourly-wage staff.	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.
CITY OF HARRISONBURG	COMMISSIONER OF THE REVENUE	05-12-08 Pos. 00003, budgeted at \$30,176 was appointed Acting Treasurer for the City as of 5/2/2008. The officer will hold this position vacant until the Special Election on November 4, 2008. Officer requests additional Temporary Funding in the amount of \$4,915.18. This amount is equivalent to the Compensation Board salary for Pos. 00003, DIII @ \$30,176 from May 2nd to June 30th. This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as the officer understands that the Compensation Board's interpretation of §24.2-226 and 228 is that Pos. 00003, DIII, is not vacant during the period in which the deputy is the Acting Treasurer, consequently funds cannot be transferred from this position.	\$4,915.18	Approved as an exception to policy, based upon the specific conditions stated by the officer.
		FY09 Officer requests additional Temporary Funding in the amount of \$10,310.16. This amount is equivalent to the Compensation Board salary for Pos. 00003, DIII @ \$30,176 from July 1st to November 4th. A Special Election will be held on November 4, 2008. This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as the officer understands that the Compensation Board's interpretation of §24.2-226 and 228 is that Pos. 00003, DIII, is not vacant during the period in which the deputy is the Acting Treasurer, consequently funds cannot be transferred from this position.	\$10,310.16	Approved as an exception to policy, based upon the specific conditions stated by the officer.
NOTTOWAY COUNTY	COMMISSIONER OF THE REVENUE	05-15-08 Officer requests an exception to the vacancy savings transfer policy and requests a one-time fund transfer of Vacancy Savings to Temporary Funds to reimburse the county for a locally funded position. Vacancy Savings funds are available to fund this transfer.	\$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 use of vacancy savings will not be allowed for the remainder of FY08 for Circuit Court Clerks, Treasurers, Directors of Finance or Commissioners of the Revenue, as part of the Governor's FY08 Budget Reduction Plan.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
135	771	Nottoway County	05/15/08	Vacancy Savings	Temporary	1767.21	1,767.21
		Totals					\$1,767.21

772-08-11: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

LOCALITY	OFFICER	REQUEST	TOTAL COST	COMPENSATION BOARD ACTION
CARROLL COUNTY	COMMONWEALTH'S ATTORNEY	05-12-08 Officer requests a One Time Fund Transfer of Vacancy Savings to fund equipment purchases. Vacancy Savings are available to fund the cost of these purchases.	\$4,000 Total Cost \$3,076.40 Total Stressed Cost	Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed and reimbursable cost. 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	Board Action 05-21-08
035-772	Carroll County	Laptop	1	2,000	2,000	1	2,000	2,000	1,538.20	Approved
035-772	Carroll County	Printers	2	1,000	2,000	2	1,000	2,000	1,538.20	Approved
035-772 Total					4,000			4,000	3,076.40	
Grand Total					\$4,000			\$4,000	\$3,076.40	

WAYNESBORO CITY	COMMONWEALTH'S ATTORNEY	05-15-08 Officer intends to hire an experienced, professional prosecutor with 16 years experience as an elected Commonwealth's Attorney. Officer requests to reduce the budgeted salary of vacant pos. #00008 currently budgeted at 45,385 to be 6,662, generating Turnover Funds of 38,723. Officer requests to transfer Turnover Funds created by this action at 38,723 into pos. #6 currently budgeted at 45,385 to become budgeted at 84,108 to fund an appropriate salary for this qualified candidate.	\$0	<p>The Compensation Board did not approve this request. Approval of this request would have the effect of eliminating an assistant attorney position recently established.</p> <p>Elimination of a position would add to the overall staffing due the office for which the General Assembly has already appropriated and the Compensation Board has allocated staffing and funding.</p> <p>Also, the position cannot be reallocated to another office without its corresponding funding.</p>
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GREENSVILLE COUNTY	COMMONWEALTH'S ATTORNEY	05-19-08 Officer requests 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.	\$13,210 Total Cost \$10,999.95 Total Stressed Cost	Action as noted in "Per Policy Quantity" and "Board Action" columns. Any amounts approved will be reimbursed at the stressed and reimbursable cost. 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	BOARD ACTION 05-21-08
081-772	Greensville County	Server	1	4,984	4,984	1	4,984	4,984	4,149.91	Approved
081-772	Greensville County	Laptop	2	2,024	4,049	2	2,024	4,049	3,371.29	Approved
081-772	Greensville County	Projector	1	3,312	3,312	1	3,312	3,312	2,757.64	Approved
081-772	Greensville County	Printer	1	866	866	1	866	866	721.12	Approved
081-772 Total					13,210			13,210	10,999.95	
Grand Total					\$13,210			\$13,210	\$10,999.95	

LOUDOUN COUNTY	COMMONWEALTH'S ATTORNEY	05-19-08 Officer requests, in accordance with §15.2-1606 and 15.2-1636.14, to reimburse the County of Loudoun for Defense Counsel @ \$8,165.84.	\$8,165.84	Approved as requested.
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773-08-11: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GREENSVILLE COUNTY	CIRCUIT COURT CLERK	05-19-08 Officer requests to transfer the annual salary of pos. #00005 to Temporary Funds. Officer states these funds should have been transferred for reimbursement to Greenville County but had neglected to enter the request in a timely manner.	\$8,922	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 use of vacancy savings will not be allowed for the remainder of FY08 for Circuit Court Clerks, Treasurers, Directors of Finance or Commissioners of the Revenue, as part of the Governor's FY08 Budget Reduction Plan.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
081	773	Greenville County	05/19/08	Vacancy Savings	Temporary	8922	8,922.00
		Total					\$8,922.00

774-08-11: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF VIRGINIA BEACH	TREASURER	5-12-08 Officer requests the following corrections to CY05, CY06, and CY07 Workload. The change in rank and percent of need would be as follows: <ul style="list-style-type: none"> Current Need: -25.57% Updated Need: -25.43% Current Rank: 126th Updated Rank: 126th The Treasurers' Staffing Standards Committee has reviewed the request and concurs	\$0	Compensation Board concurs with officer's request to update workload data for CY05, CY06 and CY07 and asks Compensation Board staff to update COIN with corrected data.

810-774

CURRENT W/ ERROR

Category	CY05	CY06	CY07
Item 18. Parcels in Judicial Sales	0	0	1
Item 22. Delinquent Notices	99,530	130,342	81,636
Item 30. Utility Bills Collected	0	0	0
Item 31. Trash collection bills collected	0	0	0
Item 35. Bldg Permits Processed	0	0	0
Item 38. Utility Tax & Consumer tax acts	0	0	0
Item 40. Other local bills collected	0	0	0

CORRECTION

Category	CY05	CY06	CY07
Item 18. Parcels in Judicial Sales	2	1	2
Item 22. Delinquent Notices	109,667	144,856	91474
Item 30. Utility Bills Collected	978,478	896,712	1155135
Item 31. Trash collection bills collected	8920	8774	8162
Item 35. Bldg Permits Processed	14233	13486	9615
Item 38. Utility Tax & Consumer tax acts	1092	1092	1092
Item 40. Other local bills collected	2216	1505	3041

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. FY08 TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY08 year-to-date collections total \$7,547,541.99, which is a 17.24% decrease compared to the same period in FY07.</p> <p>Expenditures: 1. Based on current collections, FY08 TTF collections would be approximately \$9.0 million, a decrease of 17.31% over FY07 collections.</p> <p>2. Based on a projected reduction in recordings of an additional 10% over the remainder of FY08, collections for FY08 would be \$8.9 million, a decrease of 18.69% over FY07 collections.</p> <p>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> <p>Expenditures: FY08 YTD expenditures through May 14, 2008, which represents the reimbursement for July through April, total \$6,315,747.90 which is 41.86% of budgeted funding.</p>	N/A	Noted.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: May 21, 2008
Time: 11:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Frank Drew, Chairman (absent)
Walter J. Kucharski, ExOfficio Member (present)
Janie E. Bowen, ExOfficio Member (present)

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