

# COMPENSATION BOARD DOCKET #08/12

## JUNE 18, 2008

EMPLOYEE RECOGNITION  
NONE

307-08-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALBEMARLE	SHERIFF	<p>06-09-08 Officer is requesting to correct the workload data submitted for JDR and Circuit Court days for CY2007. Using current workload, the office is in excess status by 1.08 positions. With corrected workload data the office is due 0.58 positions, and is no longer subject to losing a position. The change in rank and percent of need would be as follows:</p> <ul style="list-style-type: none"> <li>• Current Need: -8.34% Updated Need: 4.46%</li> <li>• Current Rank: 110<sup>th</sup> Updated Rank: 41<sup>st</sup></li> </ul>	\$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 Albemarle County Sheriff's office is no longer subject to losing a position per the position reallocation policy in FY09.

Category	JDR Court Days 05	JDR Court Days 06	JDR Court Days 07	Circuit Court Days 05	Circuit Court Days 06	Circuit Court Days 07
Currently Reported Workload Data	653	542	381	412	340	309
Correction to Workload Data	653	542	581	412	340	391

## 307-08-12: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON ROADS REG JAIL	SUPERINTENDENT	06-05-08 The following locality is requesting a One Time Fund Transfer from Active Duty Vacancy Savings to Office Expense funds to be used in the June reimbursement. The office did not previously enter these transfers because the administrative staff specialist handling Compensation Board transactions had terminated her employment with the locality.	\$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
475	307	Hampton Roads Reg Jail	06/05/08	Active Duty Vacancy Savings	Office Expenses	\$33,119.93	\$33,119.93
		<b>Totals</b>				<b>\$33,119.93</b>	<b>\$33,119.93</b>

GLOUCESTER COUNTY	SHERIFF	6-12-08. The following locality is requesting a Base Budget Fund transfer for Personnel Changes. Salary increases are within Compensation Board guidelines. The officer is requesting that this salary increase be effective June 1, 2008.	\$0	The Compensation Board approved a transfer of \$4,284 from base Temporary Funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's Temporary Fund 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
073	307	Gloucester County	06/11/08	Temporary	Position 00010	\$44,852	\$4,284	\$357
		<b>Totals</b>					<b>\$4,284</b>	<b>\$357</b>

## 307-08-12: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

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

<b>FIPS</b>	<b>Office</b>	<b>Locality</b>	<b>Request Date</b>	<b>FROM POSITION #</b>	<b>CLASS</b>	<b>To Category</b>	<b>Amount Requested</b>
491	307	Southside Regional Jail	06/03/08	00022	RCKB	Office Expenses	\$24,258
491	307	Southside Regional Jail	06/03/08	00025	RCKA	Office Expenses	\$21,705
491	307	Southside Regional Jail	06/03/08	00026	RCKA	Office Expenses	\$21,705
165	307	Rockingham County	06/09/08	00119	PMED	Office Expenses	\$26,406
165	307	Rockingham County	06/09/08	00121	PMED	Office Expenses	\$19,338
165	307	Rockingham County	06/09/08	00122	PMED	Office Expenses	\$18,496
165	307	Rockingham County	06/09/08	00123	PMED	Office Expenses	\$18,496
165	307	Rockingham County	06/09/08	00124	PMED	Office Expenses	\$18,912
165	307	Rockingham County	06/09/08	00125	PMED	Office Expenses	\$19,338
		<b>Totals</b>					<b>\$188,654</b>

GRAYSON COUNTY	SHERIFF	<p>06-03-08 Officer is requesting reconsideration of the reallocation policy.</p> <p>Officer states that the loss of one permanent position would drastically affect public safety services in Grayson County. This current year Grayson County saw a major increase in violent crimes. Beginning January to March 2008, they have seen an increase in gun deaths and robberies as well as other property crimes. He also states that Grayson County is 450 mountainous square miles and cannot be adequately patrolled with the number of existing staff.</p> <p>Staff notes that the office is in excess of staffing standards for law enforcement by 2.18 positions, and is due 0.98 positions for court services, resulting in combined positions in excess of the standards of 1.20 positions</p>	\$0	The Compensation Board approved as an exception to policy, a one-time exception to the potential reallocation of 1 law enforcement position for FY09. The Compensation Board also directed staff to consult with the sheriff to reclassify 1 Law Enforcement Deputy position to court services in FY09.
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## 307-08-12: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFFS	<b>FY09</b> The following localities are requesting to transfer the salaries of positions 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.

<b>FIPS</b>	<b>Office</b>	<b>Locality</b>	<b>Request Date</b>	<b>FROM POSITION #</b>	<b>CLASS</b>	<b>To Category</b>	<b>Amount Requested</b>
019	307	Bedford County	05/22/08	00048	L7	Temporary	\$29,520
550	307	Chesapeake City	06/05/08	00009	CKA	Temporary	\$21,705
550	307	Chesapeake City	06/05/08	00254	CKA	Temporary	\$21,705
550	307	Chesapeake City	06/05/08	00255	CKA	Temporary	\$21,705
550	307	Chesapeake City	06/05/08	00256	CKA	Temporary	\$21,705
550	307	Chesapeake City	06/05/08	00257	CKA	Temporary	\$21,705
171	307	Shenandoah County	06/07/08	00050	CS7	Temporary	\$28,234
		<b>Totals</b>					<b>\$136,759</b>

VIRGINIA CENTER FOR  
POLICING INNOVATION

Lynda S. O'Connell  
Executive Director

June 11, 2008 In accordance with the provisions of Chapter 847, Item 76, paragraph R. organization is requesting payment of \$1,004,500 for the Virginia Center for Policing Innovation to continue to implement and provide support for the SAVIN victim notification system in all local and regional jails and to continue to implement and support the interface between SAVIN and the Sex Offender Registry.

\$1,004,500

Approved in accordance with the provisions of Item 76, paragraph R. of Item 76.

## 307-08-12: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA SHERIFFS' ASSOCIATION	VIRGINIA SHERIFF'S ASSOCIATION STAFFING STANDARDS COMMITTEE	<p>05-20-08 The Virginia Sheriff's Association Staffing Standards Committee presents for consideration the attached revisions to the staffing standards for allocation of Compensation Board Positions. The staffing standards recommended include minimum standards to be used by the Compensation Board but also include standards that were adopted by the Association to reflect the needs of the sheriffs in carrying out their duties, without specifying state funding responsibility. The attached revisions present a more comprehensive recommendation for changes to the standards. Briefly, the committee recommends changes to the standards for court services positions allowing for one additional deputy for courthouse security per locality. The Staffing Standards Committee recommends changing the use of one year's data for court services workload calculation to the use of a three year average, to assist in moderating any unusual fluctuations in data. Also the committee recommends changing the service of process definitions from papers served to papers received in hopes of preventing multiple attempts to serve a paper from skewing numbers. For a complete list, please see the attached recommendations dated May 20, 2008.</p> <p>Staff notes that consideration of the change in workload collected from papers served to papers received should include a moratorium on the reallocation of court services positions until three years' worth of papers received data is collected.</p>	N/A	<p>The Compensation Board approved the following requested changes to the staffing standards for Sheriffs' offices as requested by the Virginia Sheriffs' Association:</p> <ul style="list-style-type: none"> <li>• Change in data collection from "papers served" to "papers received" beginning with CY08 data;</li> <li>• Change from one year's data to a three year average of data for papers received to moderate unusual data fluctuations;</li> <li>• Addition of hours for in-jurisdiction and out-of-jurisdiction mental health transports to be added for court services deputies.</li> </ul> <p>The Compensation Board also approved a moratorium on the position reallocation policy until such time as three years of "papers received" data is available.</p> <p>The Compensation Board agreed in concept with changes to the ratio of papers per hour to be served by court services deputies for each population category, and with changes to the administrative standard to base staff on papers received instead of court services deputies, but requests that time and motion studies be conducted to determine appropriate time requirements for service of process and for administrative processing of papers received. The Compensation Board will reconsider changes to the ratio of papers per hour for process service deputies and administrative processing of papers for secretarial support with documented analysis of time/staffing requirements from such time and motion studies.</p> <p>The Compensation Board did not approve the requested addition to court security standards of one deputy per locality for general courthouse (entrance) security.</p>

## 717-08-12: DIRECTORS OF FINANCE NONE.

## 772-08-12: 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	6-9-2008 Effective July 1, 2008, Acting Commonwealth's Attorney requests additional Temporary Funding at \$22,145.81. This is equivalent to position #00003 ATTIV at \$64,817 from July 1, 2008 to Nov. 4, 2008. The special election will be held on Nov. 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.	\$0.00	Approved as an exception to policy, based upon the specific conditions stated by the officer
HALIFAX COUNTY DRUG PROSECUTOR	COMMONWEALTH'S ATTORNEY	<b>FY09</b> 6-11-2008 Officer for Halifax County requests an exception to the 90-Day Vacancy Rule for pos. 00001, Halifax County Drug Prosecutor, budgeted at \$59,290, which became vacant 5-31-2008. Officer states this is the only attorney position in this office and a new candidate will not be able to begin work until July 1, 2008.  Staff notes that the Drug Prosecutor's office is a separate multi-jurisdictional unit supported by one attorney and one support staff position, and as such this position represents 50% of the staffing of the office.	\$14,822.49	Approved as an exception to policy, based upon the specific conditions stated by the officer.
VARIOUS	COMMONWEALTH'S ATTORNEY	<b>FY09</b> Officers are requesting to transfer the annual salaries from permanent personnel to Temporary Funds. Officers do not intend to fill these positions within FY09.	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>To Category</b>	<b>Amount Available</b>	<b>Amount Requested</b>
071	772	Giles County	05/23/08	pos. 00004	Temporary	45,385	45,385.00
173	772	Smyth County	06/10/08	pos. 00005	Temporary	12,307	12,307.00
840	772	Winchester City	06/11/08	pos. 00009	Temporary	45,385	45,385.00
		<b>Totals</b>					<b>103,077.00</b>

## 771-08-12: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NOTTOWAY COUNTY	COMMISSIONER OF THE REVENUE	5-23-08 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00003, budgeted at \$16,494, vacated on 05/21/08. This position represents 50% of the officer's staff, and to hold position 00003 vacant would leave the officer with only one deputy.	\$4,123.50	Approved as an exception to policy, based upon the specific conditions stated by the officer
CITY OF NORFOLK	COMMISSIONER OF THE REVENUE	<p>6-5-08 Officer requests the following corrections to CY05, CY06 and CY07 Workload. Officer states that during conversion to a new software system in late 2005 and through 2006 and 2007, workload data was reported erroneously under the new workload standards for Commissioners of the Revenue. Using current workload the office is in excess of staffing standards by 2.18 positions. With corrected workload data the office is no longer in excess of staffing standards, they are in need of .84 positions. The change in rank and percent of need would be as follows:</p> <ul style="list-style-type: none"> <li>Current Need: (-8.50%) Updated Need: 3.26%</li> <li>Current Rank: 120th Updated Rank: 104th</li> </ul> <p>The Commissioners' Staffing Standards Committee has reviewed the request and concurs.</p>	N/A	Compensation Board concurs with the officer's request to update workload data for CY05, CY06, and CY07 and asks Compensation Board staff to update COIN with corrected data. The Norfolk City Commissioner of the Revenue is no longer subject to losing a position per the position reallocation policy in FY09.
CITY OF BEDFORD	COMMISSIONER OF THE REVENUE	6-9-08 Pos. 00002, budgeted at \$23,594 will become vacant as of July 15, 2008. Officer requests an exception to the 90-Day Vacancy Policy for this position, as this is her only Compensation Board funded deputy.	\$5,898.50	Approved as an exception to policy, based upon the specific conditions stated by the officer
WYTHE COUNTY	COMMISSIONER OF THE REVENUE	6-2-08 Officer requests an exception to the 90-Day Vacancy Policy for pos. 00001, budgeted at \$28,763, vacated on 5/30/08. Officer was subject to a 90-Day hold on this same position from 10/30/07 to 1/31/08. In addition, the officer will be out of the office for several weeks, beginning in June, due to surgery, representing a 40% vacancy rate for all positions	\$7,190.76	Compensation Board approved a one-time exception to policy based upon the unique condition of the recurring vacancy concurrent with the extended absence of the officer.

## 771-08-12: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HIGHLAND COUNTY	COMMISSIONER OF THE REVENUE	6-9-08 Pos. 00001, budgeted at \$21,406 will become vacant as of June 23, 2008. Officer requests an exception to the 90-Day Vacancy Policy for this position, as this is her only Compensation Board funded deputy.	\$5,351.52	Approved as an exception to policy, based upon the specific conditions stated by the officer

## 774-08-12: TREASURERS

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF NEWPORT NEWS	TREASURER	5-27-08 Officer requests the following corrections to CY05, and CY06 Workload. Using current workload the office is in excess of staffing standards by 2.18 positions. With corrected workload data the office is in excess by 1.40 positions. The change in rank and percent of need would be as follows:  <ul style="list-style-type: none"> <li>Current Need: -9.62% Updated Need: -6.18%</li> <li>Current Rank: 116th Updated Rank: 113th</li> </ul> <p>The Treasurers' Staffing Standards Committee has reviewed the request and concurs.</p>	0	Compensation Board concurs with the officer's request to update workload data for CY05, and CY06 and asks Compensation Board staff to update COIN with corrected data. The Newport News City Treasurer remains subject to losing one position per the position reallocation policy instead of 2 positions as determined May 1, 2008.

#### CURRENT W/ ERROR

Category	CY05	CY06
Item. 47 Bank Reconciliations	696	624

#### CORRECTION

Category	CY05	CY06
Item. 47 Bank Reconciliations	179,201	163,496



## 773-08-12: CIRCUIT COURT CLERKS

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MONTGOMERY COUNTY	CIRCUIT COURT CLERK	<p>5-28-08 Officer requests an exception to the 90-Day Vacancy Rule for pos. 00002, budgeted at \$28,793. Officer states that the deputy in pos. 00010 will be on maternity leave in the near future and this would leave the office without two essential staff members.</p> <p>Staff notes the Compensation Board funds 10 positions in this office.</p>	\$7,198.26	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 part of the Governor's FY08 Budget Reduction Plan.
FREDERICKSBURG CITY	CIRCUIT COURT CLERK	<p>5-28-2008 Officer is requesting an exception to the 90-Day Vacancy Rule for pos. 00003, budgeted at \$24,790, and pos. 00005, budgeted at \$21,689.</p> <p>Officer states that with the separation of one deputy June 2nd and the other June 10th, and with the death of the judge in April, she will be not be able to provide expected court services until the positions are filled or a Judge can assume the responsibility. The criminal docket is very heavy with 855 new criminal cases thus far in 2008, twice as many as last year, this exceeds both Spotsylvania and Hanover Counties, both of which the populations are greater than Fredericksburg. Leaving the 2 positions vacant for 90 days, will result in court orders not being entered until September and may cause jail over-crowding and numerous complaints from DOC, attorneys, etc.</p> <p>Staff notes the Compensation Board funds 7 positions in this office.</p>	\$11,619.78	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 part of the Governor's FY08 Budget Reduction Plan.

## 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 and 08/11.	N/A	Approved.
2.	MONTHLY ACTIVITY REPORT- LIDS 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.
3.	ANNUAL LIDS AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents annual LIDS audit status report	N/A	Noted.
4.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, July 16, 2008 at 11:00 a.m. and Wednesday, August 20, 2008 at 11:00a.m.	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>
5. FY08 TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY08 year-to-date collections total \$8,296,691.19, which is a 17.32% decrease compared to the same period in FY07.</p> <p>Expenditures:</p> <ol style="list-style-type: none"> <li>Based on current collections, FY08 TTF collections would be approximately \$9.0 million, a decrease of 17.36% over FY07 collections.</li> <li>Based on a projected reduction in recordings of an additional 10% over the remainder of FY08, collections for FY08 would be \$8.98 million, a decrease of 18.05% over FY07 collections.</li> <li>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.</li> </ol> <p>Expenditures: FY08 YTD expenditures through May 14, 2008, which represents the reimbursement for July through May, total \$8,451,366.65 which is 55.88% of budgeted funding.</p>	N/A	Noted.

FOR YOUR INFORMATION  
NONE.

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**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #08/12**  
**June 18, 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.**

# HANDCARRY COMPENSATION BOARD DOCKET #08/12 JUNE 18, 2008

EMPLOYEE RECOGNITION  
NONE

307-08-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRICO COUNTY	SHERIFF	FY09 6-13-08 The following locality is requesting to transfer the salaries of positions 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

FIPS	Office	Locality	Request Date	FROM POSITION #	CLASS	To Category	Amount Requested
087	307	Henrico County	06/13/08	00154	PMED	Temporary	\$18,496
087	307	Henrico County	06/13/08	00155	PMED	Temporary	\$18,496
087	307	Henrico County	06/13/08	00164	PMED	Temporary	\$18,496
087	307	Henrico County	06/13/08	00165	PMED	Temporary	\$18,496
087	307	Henrico County	06/13/08	00166	PMED	Temporary	\$18,496
087	307	Henrico County	06/13/08	00167	PMED	Temporary	\$18,496
087	307	Henrico County	06/13/08	00168	PMED	Temporary	\$18,496
087	307	Henrico County	06/13/08	00169	PMED	Temporary	\$18,496
087	307	Henrico County	06/13/08	00170	PMED	Temporary	\$18,496
087	307	Henrico County	06/13/08	00171	PMED	Temporary	\$18,496
087	307	Henrico County	06/13/08	00172	PMED	Temporary	\$18,496
087	307	Henrico County	06/13/08	00173	PMED	Temporary	\$18,496
		<b>Totals</b>					<b>\$221,952</b>

## 307-08-12: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WESTMORELAND COUNTY	SHERIFF	06-11-08 Officer requests correction to the workload data submitted for papers served for CY2007. The current workload show this office is in excess status by 1.16 positions, with corrected workload data the office is in excess 1.14 positions. The change in the percent of need would be as follows:  <ul style="list-style-type: none"> <li>Current Need: -7.26% Updated Need: -7.15%</li> </ul>	\$0	The Compensation Board concurs with officer's request to update workload data for CY07 and asks Compensation Board staff to update COIN with corrected data.

<u>FIPS</u>	<u>LOCALITY</u>	<u>CY07 PAPERS SERVED</u>	<u>CY07 TOTAL HOURS</u>	<u>FY08 CS POS</u>	<u>CS POS DUE</u>	<u>TOTAL ADD'L CS DUE</u>	<u>TOTAL FY08 CS+LE</u>	<u>Total Add'l Due (CS+LE)</u>	<u>% OF NEED</u>
193	Westmoreland .	8,332	6430	4	3.67	-0.33	16.00	-1.16	-7.26%
193	Westmoreland o.	8,391	6459.5	4	3.69	-0.31	16.00	-1.14	-7.15%

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRICO COUNTY	SHERIFF	6-12-08 The following locality is requesting a One Time Fund Transfer from Active Duty Vacancy Savings to Temporary Expense funds to be used in the June reimbursement.	\$0	Approved per the Compensation Board's FY09 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

<u>FIPS</u>	<u>Office</u>	<u>Locality Name</u>	<u>Request Date</u>	<u>From Category</u>	<u>To Category</u>	<u>Amount Available</u>	<u>Amount Requested</u>
087	307	Henrico County	06/13/08	Active Duty Vacancy Savings	Temporary	\$34,794.23	\$34,794.23
		<b>Totals</b>				<b>\$34,794.23</b>	<b>\$34,794.23</b>

307-08-12: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BATH COUNTY	SHERIFF	<p><b>FY09 - 6-17-08</b> Officer requests 100% reimbursement \$17305 for Live Scan Equipment approved in the FY09 Budget Request.</p> <p>Officer states that the locality has not placed the necessary funds in their upcoming budget to pay the difference in the stressed amount of the livescan equipment. They are a small office, in a rural, sparsely populated area and many people are living on a fixed income and the locality has had financial difficulty for several years. Also without the livescan equipment this office cannot proceed with the Career Development Program.</p> <p>Equipment Approved \$17,305 Stressed factor 39.42% Comp Bd Share \$ 6,822</p>	\$10,483.00	The Compensation Board did not approve this request. Although the Compensation Board is sensitive to the financial difficulties experienced by the locality, application of the fiscal stress factor to equipment purchases is a matter of law and not a matter of Compensation Board discretion in setting budgets.

717-08-12: DIRECTORS OF FINANCE.  
NONE.

771-08-12: COMMISSIONERS OF THE REVENUE  
NONE.

772-08-12: COMMONWEALTH'S ATTORNEYS  
NONE.

## 773-08-12: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKINGHAM COUNTY	CIRCUIT COURT CLERK	<p>6-10-08 Officer requests TTF \$4 money for redaction of social security numbers in the amount of \$91,403 (2,649,374 images at 3.45 cents per image) and \$2,000 for a one-time redaction software licensing fee (resulting in a total per image cost of 3.53 cents per image). Redaction services will be provided by ACS. Officer also requests \$1,000 for a laptop to be provided by the Supreme Court.</p> <p>In addition, Officer requests \$2,000 for four computers for case management paperless options to be used by judges (Purpose Code F request). Officer explains that the equipment is necessary in that the Clerk's office and the Rockingham court system is going paperless. The judges need electronic files for court business and the Clerk's office is required to provide the court access to those files.</p> <p>Total TTF \$4 request is \$96,403. Officer certified to currently providing secure remote access to land records on May 15, 2008. Officer confirms that redaction services will be completed by June 30, 2008 and that the locality has approved the expenditure and will process payment by June 30, 2008.</p>	\$96, 403	<p>The Compensation Board approves the following from the Clerk of Rockingham's TTF \$4 available balance:</p> <ul style="list-style-type: none"> <li>• \$93,403 for redaction services;</li> <li>• \$1,000 for equipment in the Clerk's office; and</li> <li>• \$2,000 for computers for case management paperless options (Purpose Code F).</li> </ul>



## 773-08-12: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LUNENBURG COUNTY	CIRCUIT COURT CLERK	<p>6-10-08 Clerk asks for reconsideration by the Compensation Board of the budget set for his office. The Clerk states his belief that the Code of Virginia requires the Compensation Board to set a total budget for the operation of his office. In prior years the Compensation Board has set out a budget that outlines the needs of the office. This year the budget simply duplicates the funds available from state sources, however, Clerk believes the Code requires the Compensation Board to establish a budget that covers the operation of the office and not just an appropriation. Clerk notes that he understands the limitation in funding in this fiscal year, but that he seeks the Board to establish an appropriate operating level for his budget for office operations, and not simply define the distribution of appropriation by the General Assembly.</p> <p>Staff notes that in his FY09 budget request, Clerk requested one additional staff position, an additional \$10,000 in temporary funds and \$20,000 in office expense funds for the operation of his office. Based upon staffing standards, the Lunenburg Clerk is due 1 additional deputy clerk position. The Clerk has not requested reconsideration of any specific budgetary item, but for the budget as a whole in representing the funding needed for office operation.</p>	N/A	<p>The Compensation Board acknowledges and appreciates the Clerk's concern with respect to total cost for operation of the office. However, the Board did not approve any changes to the budget for FY09 as established May 1, 2008. The Board notes that its responsibilities, as specified in Section 15.2-1636.8, <u>Code of Virginia</u>, provide that "(t)he Board shall fix and determine what constitutes a fair and reasonable budget for the <i>participation of the Commonwealth</i> (emphasis added) toward the total cost of the office. Such budgets, in the aggregate, shall not contemplate state expenditures in excess of the appropriation available to the Board." Consequently, the Board cannot establish a budget level in excess of its available appropriation, regardless of any assessment of the total needs for operation of the office which would consider other funding sources, such as the local government, that have a responsibility to participate in the budgeting for operation of the office.</p>

## 774-08-12: TREASURERS NONE.

## OTHER MATTERS NONE.

## FOR YOUR INFORMATION. NONE.