

COMPENSATION BOARD DOCKET #06/01

JULY 20, 2005

EMPLOYEE RECOGNITION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMPENSATION BOARD	SENIOR POLICY ANALYST	<p>6-16-05 Email to Bruce Haynes from Lisa Carson, Senior Policy Analyst, regarding Cindy Waddell, Administrative Staff Assistant.</p> <p>"I want to affirm Cindy's value to this agency. She is always patient and willing to help with any problem, whether they be technical-based, applying wisdom of the ages, or a well-timed sense of humor. She is especially sensitive to need and that is the best quality for someone whose primary work is service to the public."</p>	N/A	Noted.
WASHINGTON COUNTY	CIRCUIT COURT CLERK	<p>7-12-05 Email to Pamela Bradley, Training & Development Coordinator, from Kathy Crane, Washington County Clerk:</p> <p>"I and one of my deputies attended the COIN training in Abingdon yesterday. I just wanted to let you know that it was one of the best training programs that I have attended. Kari and Sue were very pleasant. Kari did an exemplary job at presenting the information. The Comp Board is very fortunate to have these young ladies as employees. Please thank them again for me."</p>	N/A	Noted.

304-06-01: SHERIFFS & REGIONAL JAILS

OLD 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> <p>AT THEIR MAY 25, 2005 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST TO THE JULY 20, 2005 MEETING AND ASKED STAFF TO PROVIDE UPDATED ADP DATA AT THAT TIME.</p>	\$27,894.47	As the most recent 3-month average ADP is 83.05, it does not appear that the population is increasing. Sheriff is requested to monitor the population and resubmit his request in October if the population increases.
PRINCE WILLIAM COUNTY	SHERIFF	<p>6-16-05 Officer requests reconsideration of reallocation policy. This is due to our responsibilities to supervise prisoners in our custody, transport prisoners and mental patients, along with the expected increase in the population and the residual effects that brings. The total number of prisoners received was 14,253 in 2004. The impact of these prisoners is more man hours and more miles driven due to longer distances required to travel is much longer and longer transports require 2 deputies, thus placing a strain on manpower.</p> <p>AT THEIR JUNE 22, 2005 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST TO THE JULY 20, 2005 MEETING PENDING STAFF REVIEW.</p>	-0-	As the office exceeds staffing standards by 2.59 positions, request was not approved.

304-06-01: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKINGHAM COUNTY	SHERIFF	<p>6-29-05 Officer requests to rehire Mr. Nolan P. Rodeffer, Jr. in Position #67 at the annual salary of \$27,332. Mr. Nolan P. Rodeffer, Jr. received a Regrade by Law effective April 1 @ \$27,332 and resigned April 24 2005. Officer states if the salary is approved at \$27,332, the employee will be upgraded from C7 to C8 in one year but will not receive a salary increase.</p> <p>Annual Cost (Jul-June): \$2,328 Pro-rate Cost (Aug-June): \$2,134</p>	\$2,134	Approved as an exception to policy, based upon the specific conditions stated by the officer.
PRINCE EDWARD COUNTY	SHERIFF	<p>7-12-05 Officer requests to transfer \$6,932 from part-time funds to permanent salaries to fund internal salary adjustments for the following positions 2,5,11,19,21,26. Each salary will be increased by \$900; position 14 will be increased by \$1,532. All salary increases requested are within 10% above the current salary and within the current pay band.</p>	-0-	The Compensation Board approved a transfer of \$6,932 from base part-time to effect the salary action requested by the Sheriff 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 part-time budget in the current as well as subsequent fiscal years.
ORANGE COUNTY	SHERIFF	<p>07-12-05 Officer requests to transfer the salary from Position #20 for the period of August 1, 2005 -June 31, 2006 in the amount of \$32,219.50 to the part-time/temporary help category.</p>	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies.

320-06-01: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SMYTH COUNTY	COMMONWEALTH'S ATTORNEY	6-22-05 Officer requests exception to the 60-day \$300 reimbursement policy. Substitute Prosecutor did not submit CB24 forms Compensation Board within the 60 days.	\$175.50	Approved as an exception to policy based upon the explanation offered by the assistant Commonwealth's Attorney.

Prosecutor	Expenses From - To	Defendant	Total
Florence A. Powell	07-6-04 / 01-21-05	James Landon Stringfellow & James Lawrence Stringfellow	\$175.50
Total			\$175.50

LISTED BELOW	COMMONWEALTH'S ATTORNEY	The following officers requests to transfer Restoration Funds to the categories listed.	-0-	Approved as an exception to policy as these requests were due to the Compensation Board on June 15.
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FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT
071	Giles	7/7/05	Office Expense	Perm Salary	1,532
650	Hampton	7/8/05	Office Expense	Perm Salary	10,534
	TOTAL				12,066

734-06-01: COMMISSIONERS OF THE REVENUE
NONE.

732-06-01: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GREENSVILLE COUNTY	TREASURER	7-6-05 Acting Officer requests additional part-time funding. Estimated amount \$1,467.75 at the hourly rate of \$5.15 for approximately 285 hours. Due to an employee on sick leave for three weeks and another locally funded employee resigning on July 15, 2005. (Treasurer passed away in May.)	\$734	Approved as an exception to policy based upon the specific conditions stated by the officer, contingent upon written concurrence being received from the governing body by August 15, 2005.

321-06-01: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA BEACH CITY	CIRCUIT COURT CLERK	7-11-05 Officer requests to transfer \$1,730 from Office Expenses to fund a Class Role Change for position #33, GOC @ \$19,280 to DCI @ \$21,010. This salary increase is within 10% of the current salary and is within the current pay band.	-0-	The Compensation Board approved a transfer of \$1,730 from base office expenses to effect the salary action requested by the Clerk 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 expenses budget in the current as well as subsequent fiscal years.

OTHER MATTERS

OLD BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	SHERIFFS' CDP	COMPENSATION BOARD	<p>Staff presents final Sheriffs' CDP (Accreditation & Certification). CDP is to be approved by August 1st, per paragraph M, Item 64, Chapter 951.</p> <p>Staff has received no comments from the Secretary of Administration or the Virginia Sheriffs' Association.</p>	N/A	Approved as submitted to the Compensation Board on June 22, 2005. The Board directed the staff to provide final document to Division of Legislative Services.

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 #05/11 and #05/12	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, January 25, 2006 and Wednesday, February 22, 2006.	N/A	Approved.
6.	TREASURERS' ASSOCIATION OF VIRGINIA	COMPENSATION BOARD	Congratulations and thank you letters to incoming and outgoing Presidents of Treasurers' Association of Virginia.	N/A	Approved.
7.	STAFF TRAINING AND CONFERENCES	COMPENSATION BOARD	Staff presents Compensation Board Staff Training and Conferences attended July 1, 2004-June 30, 2005.	N/A	Noted.
8.	AGENCY STRATEGIC PLAN	COMPENSATION BOARD	Staff presents draft Agency Strategic Plan for Board approval.	N/A	Approved as a draft.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
9. TECHNOLOGY TRUST FUND BUDGET & REIMBURSEMENT MANUAL	COMPENSATION BOARD	Staff presents FY06 TTF Budget & Reimbursement Manual for Circuit Court Clerks.	N/A	Approved.

FOR YOUR INFORMATION
NONE.

CLOSED MEETING
COMPENSATION BOARD DOCKET #06/01
JULY 20, 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 #06/01 JULY 20, 2005

304-06-01: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GILES COUNTY	SHERIFF	7-11-05 Officer requests to transfer \$5,212 from base temporary to permanent salaries to fund internal salary adjustments for positions 1 and 23. Position 1 will be increased by \$3,650 and position 23 will be increased by \$1,562. All salary increases requested are within 10% above the current salary and within the current pay band.	-0-	The Compensation Board approved a transfer of \$5,212 from base temporary to effect the salary action requested by the Sheriff 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 temporary budget in the current as well as subsequent fiscal years.
DICKENSON COUNTY	SHERIFF	7-19-05 Officer requests to transfer \$2,328 from base temporary to permanent salaries to fund internal salary adjustment for position 29. Position 29 will be increased by \$2,328. The salary increase is within 10% above the current salary and is within the current pay band.	-0-	The Compensation Board approved a transfer of \$2,328 from base temporary to effect the salary action requested by the Sheriff 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 temporary budget in the current as well as subsequent fiscal years.

320-06-01: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LEE COUNTY	COMMONWEALTH'S ATTORNEY	<p>7-19-2005 Acting Officer requests additional Temporary Funding @ \$19,426.08. This is equivalent to position #3 ATTIV @ \$55,145 from July 1 to Nov. 7, 2005. The Special Election will be held on November 8, 2005.</p> <p>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 #3 ATTIV is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.

734-06-01: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CARROLL COUNTY	COMMISSIONER OF THE REVENUE	6-22-05 Officer requests to transfer \$1,792 in budgeted office expenses to fund internal salary adjustments.	-0-	The Compensation Board approved a transfer of \$1,792 from base office expenses to effect the salary action requested by the Commissioner 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 expenses budget in the current as well as subsequent fiscal years.

732-06-01: TREASURERS
NONE.

321-06-01: CIRCUIT COURT CLERKS
NONE.

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY05 preliminary collections total \$12,395,792.70. FY04 Collections totaled \$8,492,747.48. This represents a 45.96% increase in collections over last fiscal year.</p> <p>(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. Based on preliminary figures, FY05 recordings were less than FY04 levels. Final collection data will be received the last week of July.)</p> <p>Expenditures: FY05 expenditures totaled \$3,988,648.02.</p>	N/A	Noted.

FOR YOUR INFORMATION

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	NEW RIVER VALLEY REGIONAL JAIL	SUPERINTENDENT	July 14, 2005 letter to Donnie Simpkins, Superintendent, New River Valley Regional Jail, from Bruce W. Haynes, Compensation Board, regarding turning away local responsible inmates due to "overcrowding." Also, copy of Superintendent's response of July 15, 2005.	N/A	Noted.

waddell\Docket\July05MINUTES