

# COMPENSATION BOARD DOCKET #06/02

## AUGUST 24, 2005

### EMPLOYEE RECOGNITION

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROANOKE COUNTY	SHERIFF	<p>8-2-05 Email to Bruce Haynes from Charlie Poff, Projects Manager, Roanoake County Sheriff's Office, regarding Sue Kelly-Graham and Rick Burkett.</p> <p>"Mr. Haynes, I wanted to contact you regarding two of your staff members, Sue Kelly-Graham and Rick Burkett. We are currently in the process of seeking state approval for a regional jail. As we go through the planning process, several members of our Authority had numerous questions regarding Compensation Board services. This morning, I contacted your agency and spoke to Ms. Graham and Mr. Burkett. I just wanted you to know that they provided the most friendly service and worked so hard to ensure that all my questions had been resolved. It was a pleasure working with them."</p>	N/A	Noted.

## 304-06-02: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LUNENBURG COUNTY	SHERIFF	7-27-05 Officer requests additional funding for a LiveScan in the amount of \$6,102. The original amount of \$11,936 was approved on the allocation package. This was for an upgrade. There is no existing LiveScan and a new one is needed. The total purchase price is \$18,038 (stressed \$14,147, \$4,786 additional)	\$4,786	Approved as an exception to policy, based upon the specific conditions stated by the officer.
ROCKBRIDGE REGIONAL JAIL	SUPERINTENDENT	7-28-05 Officer requests to transfer \$5,862 from base office expenses to permanent salaries to fund internal salary adjustments for position #6 effective July 1, 2005. All salary increases requested are within 10% above current salary and within the current pay band.	-0-	The Compensation Board approved a transfer of \$5,862 from base office expenses to effect the salary action requested by the Superintendent in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's office expenses budget in the current as well as subsequent fiscal years.
BUCHANAN COUNTY	SHERIFF	7-29-05 Officer request to transfer \$24,847 from base temporary to perm salaries to fund internal salary adjustments for the following positions: 2, 4, 5, 6, 7, 9, 11, 12, 13, 14, 16, 17, 18, 20, 21, 22, 24, 25, 26, 27, 28, 29, 36, 38, 41, 42, 45 and 46. 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 \$24,847 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 will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.
PAGE COUNTY	SHERIFF	8-3-05 Officer requests vacant position 00006 in the amount of \$54,476 and pos 00005 in the amount of \$21,010 totaling \$75,486 be transferred to temporary salaries for FY 06. The position will be left vacant for the entire year.	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies. This is a one-time approval, not in the base.

## 304-06-02: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RAPPAHANNOCK COUNTY	SHERIFF	8-4-05 Officer requests to transfer \$615 from base temporary to permanent salaries to fund internal salary adjustment for position 00006. The increase is within 10% above the current salary. (Prorated \$563.75)	-0-	The Compensation Board approved a transfer of \$615 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 will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.
RAPPAHANNOCK COUNTY	SHERIFF	8-4-05 Officer requests additional funding in the amount of \$5,733 for new chief jailor in position 00014. The new hire is Scott St. Clair who retired from the Fairfax County Sheriff's Office in September 2003 with 25 years service. He is an experienced and well-referenced corrections supervisor and will supervise the jail facility. (Prorated 4,777.50)	\$5,733	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.
ISLE OF WIGHT COUNTY	SHERIFF	8-5-05 Officer requests to transfer \$2,463 from base temporary to permanent salaries to fund internal salary adjustment for position 00002. The increase requested is within 10% above the current salary. (Prorated \$2,257.75)	-0-	The Compensation Board approved a transfer of \$2,463 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 will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.

## 304-06-02: 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	8-10-05 Officer requests vacant positions to be transferred to office expenses. These positions will remain vacant for the entire FY06.	-0-	Approved as an exception to policy as this request was due to the Compensation Board on or before June 14, 2005. This is a one-time approval, not in the base.

<u>FIPS</u>	<u>LOCALITY</u>	<u>Request Date</u>	<u>FROM POSITION #</u>	<u>CLASS</u>	<u>TO Category</u>	<u>AMT</u>	<u>Total by Locality</u>
087	Henrico	8/10/05	00154	PMED	Office	16380	
087	Henrico	8/10/05	00155	PMED	Office	16380	
087	Henrico	8/10/05	00164	PMED	Office	16380	
087	Henrico	8/10/05	00165	PMED	Office	16380	
087	Henrico	8/10/05	00166	PMED	Office	16380	
087	Henrico	8/10/05	00167	PMED	Office	16380	
087	Henrico	8/10/05	00168	PMED	Office	16380	
087	Henrico	8/10/05	00169	PMED	Office	16380	
087	Henrico	8/10/05	00170	PMED	Office	16380	
087	Henrico	8/10/05	00171	PMED	Office	16380	
087	Henrico	8/10/05	00172	PMED	Office	16380	
087	Henrico	8/10/05	00173	PMED	Office	16380	
							<b>196,560</b>

SHENANDOAH COUNTY	SHERIFF	8-12-05 Officer requests to transfer \$9,791 from base temporary salaries to permanent salaries to fund internal salary adjustments for the following positions: 53, 30, 15, and 47. All salary increases requested are within 10% above current salary and within the current pay band. (Prorated \$8,975.08)	-0-	The Compensation Board approved a transfer of \$9,791 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 will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.
-------------------	---------	--	-----	---

## 304-06-02: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RICHMOND COUNTY	SHERIFF	8-15-05 Officer requests additional base temporary funds in the amount of \$15,000. This is due to added safety needed in the courts. This is caused by the situation of prisoners in the courts having no holding cells or attorney visitation rooms. Prisoners needing to pay fines or sign papers are brought into the judge's chambers accompanied by a deputy.	\$15,000	Deferred to the September 21, 2005 meeting pending staff review.
GILES COUNTY	SHERIFF	8-17-05 Officer request \$9,138 be transferred from turnover to base temporary. (Prorated \$8,376.50)	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies; this is a base budget transfer.
RUSSELL COUNTY	SHERIFF	8-17-05 Officer requests to transfer \$30,000 from base temporary to permanent salaries to fund internal salary adjustments for the following positions:00006, 00010, 00029, 00009, 00027, 00002, 00003, 00038, 00044, 00032 and 00012. All salary increase requested is within 10% above current salaries. (Prorated \$27,500).	-0-	The Compensation Board approved a transfer of \$30,000 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 will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.

## 320-06-02: 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 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.																																																
		<table><tr><th>FIPS</th><th>LOCALITY</th><th>Request Date</th><th>FROM</th><th>TO Category</th><th>AMOUNT</th></tr><tr><td>053</td><td>Dinwiddie</td><td>8/1/05</td><td>Office Expense</td><td>Perm Salary</td><td>2,415</td></tr><tr><td>057</td><td>Essex</td><td>8/16/05</td><td>Office Expense</td><td>Perm Salary</td><td>3,038</td></tr><tr><td>073</td><td>Gloucester</td><td>8/18/05</td><td>Office Expense</td><td>Perm Salary</td><td>6,863</td></tr><tr><td>101</td><td>King William</td><td>8/12/05</td><td>Office Expense</td><td>Perm Salary</td><td>2,127</td></tr><tr><td>109</td><td>Louisa</td><td>7/29/05</td><td>Office Expense</td><td>Perm Salary</td><td>5,380</td></tr><tr><td>149</td><td>Prince George</td><td>7/25/05</td><td>Office Expense</td><td>Perm Salary</td><td>2,910</td></tr><tr><td></td><td>TOTAL</td><td></td><td></td><td></td><td>22,733</td></tr></table>	FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT	053	Dinwiddie	8/1/05	Office Expense	Perm Salary	2,415	057	Essex	8/16/05	Office Expense	Perm Salary	3,038	073	Gloucester	8/18/05	Office Expense	Perm Salary	6,863	101	King William	8/12/05	Office Expense	Perm Salary	2,127	109	Louisa	7/29/05	Office Expense	Perm Salary	5,380	149	Prince George	7/25/05	Office Expense	Perm Salary	2,910		TOTAL				22,733		
FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT																																															
053	Dinwiddie	8/1/05	Office Expense	Perm Salary	2,415																																															
057	Essex	8/16/05	Office Expense	Perm Salary	3,038																																															
073	Gloucester	8/18/05	Office Expense	Perm Salary	6,863																																															
101	King William	8/12/05	Office Expense	Perm Salary	2,127																																															
109	Louisa	7/29/05	Office Expense	Perm Salary	5,380																																															
149	Prince George	7/25/05	Office Expense	Perm Salary	2,910																																															
	TOTAL				22,733																																															
WYTHE COUNTY	COMMONWEALTH'S ATTORNEY	<p>8-17-05 Acting Officer requests additional Office Expense Funding @ \$16,434.24. This is equivalent to position #2 ATIII @ \$64,163 from August 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 Office Expense Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #2 ATIII 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.																																																
WYTHE COUNTY	COMMONWEALTH'S ATTORNEY	8-17-05 Officer requests to transfer 2 months Vacancy Savings @ \$6,752.84 from pos. #5 to Temporary Funds. Officer anticipates filling the position in the month of October.	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies. This is a one-time approval, not in the base.																																																

734-06-02: COMMISSIONERS OF THE REVENUE  
NONE.

732-06-02: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RUSSELL COUNTY	TREASURER	7-25-05 Officer requests to transfer \$6,977 from part-time funds to fund internal salary adjustments for pos. 00001, 00003, and 00004. 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 \$6,977 from base part-time to effect the salary action requested by the Treasurer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's part-time budget in the current as well as subsequent fiscal years.
HOPEWELL CITY	TREASURER	8-2-05 Officer requests transfer of base budget funds in the amount of \$9,510 from pos. 00002 to part-time funds.	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies; this is a base budget transfer.
FRANKLIN CITY	TREASURER	8-5-05 Officer requests transfer of funds in the amount of \$30,008 from pos. 00002 to part-time funds. The position will remain vacant for FY06.	-0-	Approved as an exception to policy as this request was due to the Compensation Board on June 14. This is a one-time transfer, not in the base.
POQUOSON CITY	TREASURER	8-12-05 Officer requests a salary increase of \$2,500 to pos. 00004, currently funded @ \$13,830. Officer feels this increase is warranted due to the employee's years of service, office knowledge, experience, and performance.	\$2,500	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.

## 321-06-02: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NOTTOWAY COUNTY	CIRCUIT COURT CLERK	7-22-05 Officer requests reimbursement of June FY05 Temporary Funds @ \$1,391.25 and that it not be deducted from the current FY06 budget.  The June FY05 Temporary Funds reimbursement was to have been increased from the requested \$1,391.25 to \$2,032.50 to reimburse the amount that had been reduced in the May reimbursement.	\$1,391.25	Approved as an exception to policy, based upon the specific conditions stated by the officer.
PRINCE EDWARD COUNTY	CIRCUIT COURT CLERK	7-26-05 Officer requests to transfer Budgeted and Annual Vacant Funds to the category listed.	-0-	The Compensation Board approved a transfer of \$5,430 from base temporary to effect the salary action requested by the Clerk in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.

FIPS	LOCALITY	Request Date	FROM Position	TO Category	AMOUNT	Annual One Time Transfer Approved	Transfer Approved in Base	PRO-RATED
147	Prince Edward	7/26/05	Temporary	Perm Salary	5,430		5,430	

WINCHESTER CITY	CIRCUIT COURT CLERK	8-2-05 Officer requests to transfer Budgeted and Annual Vacant Funds to the category listed.	-0-
-----------------	---------------------	--	-----

The Compensation Board approved a transfer of \$5,427 from base temporary to effect the salary action requested by the Clerk in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.

FIPS	LOCALITY	Request Date	FROM Position	TO Category	AMOUNT	Annual One Time Transfer Approved	Transfer Approved in Base	PRO-RATED
840	Winchester	8/2/05	Temporary	Perm Salary	5,427		5,427	4,523



## 321-06-02: 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	8-9-05 Officer requests to transfer Budgeted and Annual Vacant Funds to the categories listed.	-0-	Compensation Board approved these requests as a one-time transfer, not in the base.				
FIPS	LOCALITY	Request Date	FROM Position	TO Category	AMOUNT	Annual One Time Transfer Approved	Transfer Approved in Base	PRO-RATED
009	Amherst	8/9/05	00005	Temporary	13,258	12,153.17		12,153
035	Carroll	8/18/2005	00003	Temporary	4,821	4,821		
	TOTAL				18,079	16,974.17		12,153

DANVILLE CITY	CIRCUIT COURT CLERK	8-11-05 Officer requests reimbursement of VRS Funds for pos. #9 for FY05.  Replacement CB10, effective 5-24-04, was inadvertently coded No for VRS.	\$68.04	Approved as an exception to policy, based upon the specific conditions stated by the officer.
PULASKI COUNTY	CIRCUIT COURT CLERK	8-17-05 Officer requests to transfer Budgeted Funds to the category listed.	-0-	The Compensation Board approved a transfer of \$3,741 from base temporary to effect the salary action requested by the

Approved as an exception to policy, based upon the specific conditions stated by the officer.

The Compensation Board approved a transfer of \$3,741 from base temporary to effect the salary action requested by the Clerk in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.

FIPS	LOCALITY	Request Date	FROM Position	TO Category	AMOUNT	Transfer Approved in Base	PRO-RATED
155	Pulaski	8/17/05	Temporary	Perm Salary	3,741	3,741	3,429
	TOTAL				3,741	3,741	3,429

## 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 #06/01	N/A	Approved.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	None this month.	N/A	N/A
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.	AUDIT SUMMARY	COMPENSATION BOARD	Staff presents the Summary of Audits Completed from July 2004 to June 2005.	N/A	Noted.
6.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, March 29, 2006 and Wednesday, April 26, 2006.	N/A	Approved.
7.	LIDS	COMPENSATION BOARD	LIDS Change Request recommended by the Inmate Population Forecasting Committee. The Compensation Board has been requested to alter LIDS to capture additional information on probation and parole violators.	N/A	Approved.

## OTHER MATTERS

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
8.	CONVERSION OF PART-TIME COMMONWEALTH'S ATTORNEYS TO FULL-TIME	COMMONWEALTH'S ATTORNEY	Staff requests consent of the Compensation Board for Commonwealth's Attorney's conversion request from part-time to full-time status. Of 10 part-time Commonwealth's Attorneys' offices eligible to elect conversion to full-time status, Highland County has elected to convert. With the Compensation Board's concurrence, staff will include a budget amendment with its Fall, 2005 budget submission to DPB to fund the conversion of this one office, effective July 1, 2006. Anticipated cost for FY07 to convert this office to full-time status is \$87,213.	N/A	The Compensation Board approved this request to convert this office to full-time status contingent upon Department of Planning and Budget/General Assembly action. The Compensation Board directed the staff to include 1 budget amendment with costs included as previously established by policy with its Fall 2005 budget submission to DPB to fund the conversion of this 1 office effective July 1, 2006.
9.	ARLINGTON COUNTY, FAIRFAX COUNTY, PRINCE WILLIAM COUNTY and CITY OF ALEXANDRIA	COMMONWEALTH'S ATTORNEYS	Per the Compensation Board's request of July 22, 2004, Commonwealth's Attorneys in Arlington County, Fairfax County, Prince William County and City of Alexandria have submitted their annual Gang Violence Prosecutor Progress Reports.	N/A	Noted
10.	FEDERAL INMATE OVERHEAD RECOVERY METHODOLOGY	COMPENSATION BOARD	Staff presents draft report regarding options to the current federal inmate overhead recovery methodology.	N/A	Approved as an exposure draft. This document will be brought back before the Board in final at the September 21, 2005 meeting.
11.	BUDGET DEVELOPMENT PROCESS & DECISION PACKAGES	COMPENSATION BOARD	Staff provides overview of budget development process and decision packages.	N/A	Approved.

## OTHER MATTERS

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
12.	VCCA STAFFING/ COMPENSATION & EXECUTIVE COMMITTEES	CIRCUIT COURT CLERKS	<p>The Virginia Court Clerks' Association (VCCA) Staffing/Compensation Committee recommends that the standards as shown on the September 9, 2005, spreadsheet be adopted with the provision that the Staffing/Compensation Committee and Compensation Board staff will continue to jointly review outstanding issues and report back to the Compensation Board no later than August 2006 and further that said standards be revised on an ongoing basis by said Committee and Compensation Board staff with accounting, public service and office size being addressed in particular.</p> <p>Compensation Board staff recommends adoption of the revised workload weights developed by the Staffing/Compensation Committee and their recommendation that their committee continue to review and offer revision to the staffing standards no later than August 2006.</p>	N/A	<p>The Compensation Board wishes to thank the VCCA for their assistance in reviewing the Clerks' staffing standards.</p> <p>The Compensation Board approved the workload items and weights as requested by the VCCA Executive Committee. These workload items and weights are approved on an interim basis until August 1, 2006. The Compensation Board asks that the VCCA continue its assistance in the further refinement of the workload items and weights. The Board also asked that Supreme Court of Virginia and Auditor of Public Accounts staff participate in this committee and that the VCCA President appoint the Norfolk Clerk to this committee. The Compensation Board also asks that Compensation Board staff specifically address accounting issues and the effect of workload volume on transaction time. The Compensation Board further asks that staff provide status reports in November, February and May with a final recommendation for action on revised standards at the August 2006 Compensation Board meeting.</p>
13.	VCCA STAFFING/ COMPENSATION & EXECUTIVE COMMITTEES	CIRCUIT COURT CLERKS	The Virginia Court Clerks' Association (VCCA) Staffing/Compensation Committee asks that the Compensation Board assist in their analysis and potential revision of current Compensation Board position titles and pay plan.	N/A	The Compensation Board asked staff to assist the VCCA in this matter and will hear whatever recommendations the VCCA wishes to make.
14.	CLERKS' CAREER DEVELOPMENT PROGRAM (CDP)	WINCHESTER CLERK AND VACA	Staff presents comments received to the Clerks' Career Development Program (CDP) from the Winchester Clerk and the Virginia Association of Commonwealth's Attorneys (VACA).	N/A	Compensation Board appreciates comments and recommendations and considered them upon approving the Clerks' CDP.

## OTHER MATTERS

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
15.	CLERKS' CAREER DEVELOPMENT PROGRAM (CDP)	COMPENSATION BOARD	Staff submits Exposure Draft of Clerks' CDP as recommended by the Virginia Court Clerks' Association CDP Committee.	N/A	<p>The Compensation Board wishes to thank the Circuit Court Clerks, Paul Delosh (SCV) and Jim Shepard (APA) for their assistance in developing the draft CDP. The Compensation Board is pleased with the draft and believes that it sets out difficult but attainable goals for each Circuit Court Clerk which exceeds the minimum requirements of law and are in keeping with the high standards set out for the Treasurers, Commissioners of the Revenue and Sheriffs' CDP's. The Compensation Board approves the Clerks' CDP as submitted with the following amendments:</p> <p><u>6. Financial Management</u> The most recent audit of the Clerk's office completed by the Auditor of Public Accounts did not contain any internal control matters that, in the opinion of the APA, could be reasonably expected to lead to the loss of revenues or assets, or otherwise compromise fiscal accountability in matters under control of the Clerk. The Clerk must have two consecutive audits from the APA with both audits being completely within the Clerk's term of office.</p> <p>Explanation: This language is not appropriate because it does not conform to law.</p> <p><u>7. Financial Management</u> <del>the Clerk is in compliance with the written "Audit Performance Standards" which are established by the Auditor of Public Accounts and provided to Clerks in advance of their audit.</del></p> <p>Explanation: Compliance with audit standards will be demonstrated with the language in criteria number six making this language superfluous.</p>

## OTHER MATTERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
15. <b>CONTINUED</b> CLERKS' CAREER DEVELOPMENT PROGRAM (CDP)	COMPENSATION BOARD	Staff submits Exposure Draft of Clerks' CDP as recommended by the Virginia Court Clerks' Association CDP Committee.	N/A	<p>The Clerk by written statement adopts the financial policies and procedures published in the SCV Users Guide. However, if the Clerk chooses to deviate from the SCV' Financial System's User Guide's policies and procedures, the clerk shall maintain documentation of his alternative process which displays adequate internal controls and a staff training plan on the alternative procedures as well as methods to keep the process and staff training updated as systems, statues and alternative processes evolve.</p> <p>Explanation: Conforms this criteria to opinion of the Auditor of Public Accounts to the Clerk of Lunenburg County dated August 1, 2005.</p> <p><u>9. Performance Standards</u></p> <p>T. The Clerk certifies that his financial management system successfully transmits court ordered fines and fees collection data to the collection agent chosen by the Commonwealth's Attorney of his locality in accordance with law.</p> <p><i>Explanation: Ensures that all court ordered fines and fees that become delinquent are available for collection to maximize revenue to the Commonwealth.</i></p> <p>U. The Clerk certifies that he has written policies and procedures in place in his office to ensure compliance with <u>Code of Virginia</u> §19.2-305.1 regarding the handling of restitution.</p> <p>Explanation: Ensures that the Clerk has written procedures for collection, receipting and payment of restitution whether the process takes place in his office or elsewhere.</p>

## OTHER MATTERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
15. <b>CONTINUED</b> CLERKS' CAREER DEVELOPMENT PROGRAM (CDP)	COMPENSATION BOARD	Staff submits Exposure Draft of Clerks' CDP as recommended by the Virginia Court Clerks' Association CDP Committee.	N/A	<p>V. <i>The Clerk certifies that secure remote access to land records is provided to each local government officer who requests such access effective July 1, 2006.</i></p> <p>Explanation: The widespread use of cadastre-based databases (GIS) in local government makes access to the Clerk's land records indispensable.</p> <p>W. <i>The Clerk provides remote access to Virginia Courts Case Information.</i></p> <p>Explanation: Currently, the Supreme Court website shows 88 clerk's have already made this information available online and this information is frequently used by both attorneys and the public at large. The draft CDP already includes a requirement to allow remote access to land records.</p> <p>Compensation Board asks to update CB Form CDP-30C (page 9) to reflect the above amendments. Compensation Board asks that staff submit the approved document to DLAS and seek appropriate funding through the budgeting process.</p> <p>Compensation Board asks that staff submit the approved document to DLAS and seek appropriate funding through the budgeting process.</p>
16. DEPUTY CLERKS' CAREER DEVELOPMENT PROGRAM (CDP)	COMPENSATION BOARD	Staff submits Exposure Draft of Deputy Clerks' CDP as recommended by the Virginia Court Clerks' Association CDP Committee.	N/A	<p>Approved as submitted. Compensation Board asks that staff submit the approved document to DLAS and seek appropriate funding through the budgeting process.</p>

## OTHER MATTERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
17. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: July collections totaled \$1,060,859.80, a 6.74% increase over July 2004 collections.</p> <p>FY05 final collections totaled \$12,404,426.50. This represents a 45.73% increase in collections over the prior fiscal year due to the increase of the fee from \$3 to \$5 effective July 1, 2004.</p> <p>Projections: Based on July collections, FY06 TTF collections would be approximately \$12.7 million, an increase of 2.63% over FY05 collections.</p> <p>Expenditures: FY06 TTF funds will not be available until October 1, 2005. Clerks are currently entering their FY06 TTF budget requests.</p> <p>FY05 Clerks' TTF expenditures totaled \$4,367,868. This represents 73.8% of FY05 budgeted funds.</p>	N/A	Noted.

FOR YOUR INFORMATION  
NONE.



**CLOSED MEETING**  
**COMPENSATION BOARD DOCKET #06/02**  
**AUGUST 24, 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 officers, 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 #06/02

### AUGUST 24, 2005

#### 304-06-02: SHERIFFS & REGIONAL JAILS

##### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALBEMARLE/ CHARLOTTESVILLE REGIONAL JAIL	SUPERINTENDENT	8-23-05 Officer requests vacant position 00030 in the amount of \$42,648 be transferred to temporary salaries for FY 06. The position will be left vacant for the entire year.	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies. This is a one-time transfer, not in the base.
DICKENSON COUNTY	SHERIFF	8-23-05 Officer requests to transfer \$5,082 from base temporary to permanent salaries to fund internal salary adjustments for positions 00034 and 00021. Both salary requests are within 10% above current salaries and are within the min and max of the current pay band. These salary increases effective September 1, 2005. (Prorated 4,235.00)	-0-	The Compensation Board approved a transfer of \$5,082 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 will result in a reduction in the officer's temporary budget in the current as well as subsequent fiscal years.

## 320-06-02: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SCOTT COUNTY	COMMONWEALTH'S ATTORNEY	8-17-05 Officer requests to transfer \$944 of budgeted office expenses to fund an internal salary adjustment for pos. 00002. The salary requested is within the 10% range of the current salary, and within the minimum and maximum of the pay band	-0-	The Compensation Board approved a transfer of \$944 from base office expenses to effect the salary action requested by the Commonwealth's Attorney in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's office expenses budget in the current as well as subsequent fiscal years.

## 734-06-02: COMMISSIONERS OF THE REVENUE NONE.

## 732-06-02: TREASURERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SALEM CITY	TREASURER	8-22-05 Officer requests to transfer vacancy savings in the amount of \$7,249.32 to part-time funds. This will be accrued for the months of August 2005 to November 2005 for pos. 00004.	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies; this is a one-time approval, not in the base.

## 321-06-02: 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.	LOUDOUN COUNTY	COMMONWEALTH'S ATTORNEY	Per the Compensation Board's request of July 22, 2004, the Commonwealth's Attorney in Loudoun County has submitted the annual Gang Violence Prosecutor Progress Report.	N/A	Noted.
2.	TEMPORARY FUNDS	TREASURERS, FINANCE DIRECTORS COMMISSIONERS OF THE REVENUE, AND CLERKS	Compensation Board directed that temporary funds will no longer be considered as F.T.E.'s in the staffing standards for Treasurers, Finance Directors, Commissioners of the Revenue and Clerks.	N/A	Staff was asked to modify the staffing standards for Treasurers, Finance Directors, Commissioners of the Revenue and Clerks to no longer consider temporary funds as F.T.E. positions.

FOR YOUR INFORMATION  
NONE.

waddell\Docket\Aug05MINUTES