

# COMPENSATION BOARD DOCKET #07/03

## September 20, 2006

### 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'S OFFICE	<p>08-23-06 Email to Chuck Redden, Senior Fiscal Technician, from Kelly Laux, Program Support Specialist, Roanoke County Sheriff's Office:</p> <p>"I just want to let you know that it has been great working with you. I don't want to put anyone down (or name names) but the very few people I have had contact with in your department have been less than helpful or courteous. I am extremely pleased that they have gotten you on board to work with the Sheriffs. You have been very knowledgeable, prompt and pleasant to work with. Just wanted to let you know how much I appreciate your help as I'm sure others do to!"</p>	N/A	The Compensation Board wishes to thank Ms. Laux for her kind remarks.
CHESAPEAKE CITY	SHERIFF'S OFFICE	<p>09-07-06 Vicki Mathias, Chesapeake Sheriff's Office, called to let Bruce W. Haynes know how helpful Charlotte W. Luck, Senior Budget Analyst, was this morning in finding the information on the jail moratorium.</p>	N/A	The Compensation Board wishes to thank Ms. Mathias for her kind remarks.

## 304-07-03: SHERIFFS & REGIONAL JAILS

### OLD/NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WILLIAMSBURG- JAMES CITY COUNTY	SHERIFF	<p>07-10-06 Officer requests reconsideration of reallocation policy. In the new courthouse, there are six (6) courtrooms and four (4) holding cell areas. In the old courthouse there were three (3) courtrooms. The civil process deputies serve two (2) jurisdictions – Williamsburg and James City County covering a combined area of 185 square miles with a population of 70,000.</p> <p><b>AT THEIR JULY 26, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL REVIEW AND ANALYSIS.</b></p> <p><b>AT THEIR AUGUST 16, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING REVIEW BY STAFF OF ADDITIONAL INFORMATION PROVIDED BY THE SHERIFF.</b></p> <p>08-23-06 Officer submits revised workload data for CY 2005. After review of revised workload data, Compensation Board staff notes that office is in excess of staffing standards by 1 full position instead of 2 full positions based on Compensation Board Staffing Standard methodologies.</p>	-0-	Compensation Board concurs with Sheriff's request to update workload data for CY05 and asks Compensation Board staff to update COIN with corrected data. Compensation Board approved exemption for 1 remaining position as an exception to policy, based upon specific conditions stated by the officer for FY07.
WILLIAMSBURG- JAMES CITY COUNTY	SHERIFF	<p>09-12-06 Officer requests an exemption to the vacancy savings withholding currently in force for Office 304. They would like to be able to transfer the Vacancy Savings earned in September from the 2 positions they were subject to lose into their Temporary Personnel budget to fund payment of part-time deputies used until the Compensation Board either approves or rejects the exception to the reallocation policy for the County. This Vacancy Savings would only be used to reimburse 2 part time officers for the month of September.</p>	\$4,350.68	Approved as an exception to policy, based upon the specific conditions stated by the officer.

## 304-07-03: 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/ SUPERINTENDENT	The following localities are requesting Base Budget Fund transfers for Personnel Changes. Salary increases are within Compensation Board guidelines. All salary increases are effective September 1, 2006.	-0-	The Compensation Board approved transfers of \$2,465 (Amelia), \$3,712 (Isle of Wight), \$529 (Northampton) and \$2,998 (Rockbridge Regional Jail) from base temporary to effect the salary actions requested by the officers in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officers' temporary budgets in the current as well as subsequent fiscal years.

The Compensation Board approved a transfer of \$2,788 from office/vehicle expense 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 office/vehicle 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
007	304	Amelia County	9/7/2006	Temporary Base	Permanent Personnel	\$28,646.00	\$2,465.00	\$2,054.17
093	304	Isle of Wight County	8/23/2006	Temporary Base	Permanent Personnel	\$10,740.00	\$3,712.00	\$3,093.33
131	304	Northampton County	9/7/2006	Temporary Base	Permanent Personnel	\$529.00	\$529.00	\$440.83
445	304	Rockbridge Regional Jail	09/08/06	Office/Vehicle Expense	Permanent Personnel	\$7,638.00	\$2,788.00	\$2,323.33
730	304	City of Petersburg	09/08/06	Temporary Base	Permanent Personnel	\$22,000.00	\$2,998.00	\$2,498.33
						<b>TOTALS</b>	<b>\$12,492.00</b>	<b>\$10,410.00</b>

LISTED BELOW	SHERIFF	The following localities are requesting Base Fund Transfers.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. These are base budget transfers.
--------------	---------	--	-----	---

FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED	PRORATED AMOUNT
550	304	City of Chesapeake	09/07/06	Available Turnover	Temporary Base	\$26,630.00	\$26,630.00	\$22,191.67
720	304	City of Norton	09/07/06	Temporary Base	Office/Vehicle Expense	\$3,128.00	\$3,128.00	\$2,606.67
		<b>TOTALS</b>					<b>\$29,758.00</b>	<b>\$24,798.33</b>

## 304-07-03: 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/ SUPERINTENDENT	The following localities are requesting the transfer of vacancy savings for positions that are vacant for the entire FY07.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. These are one-time transfers, not in the base budget.

FIPS	OFFICE	LOCALITY	REQUEST DATE	FROM POSITION #	CLASS	TO CATEGORY	AMT	TOTAL BY LOCALITY
475	304	Newport News Regional Jail	09/12/06	00227	RP MED	Office	\$17,101	\$17,101
							<b>475 Total</b>	\$17,101
550	304	City of Chesapeake	09/07/06	00009	CK A	Temporary	\$20,067	\$20,067
				00254	CK A	Temporary	\$20,067	\$20,067
				00255	CK A	Temporary	\$20,067	\$20,067
				00256	CK A	Temporary	\$20,067	\$20,067
				00257	CK A	Temporary	\$20,067	\$20,067
							<b>550 Total</b>	\$100,335
							<b>GRAND TOTAL</b>	\$117,436

NEW KENT COUNTY	SHERIFF	<p>09-07-06 Officer requests approval for LiveScan Upgrade. This was originally approved for FY06. The officer states that the reimbursement was requested 6/1/06 as part of their May 06 reimbursement but, due to a technical issue in the COIN system, the amount was not reimbursed. Officer has provided screen prints as documentation. Live Scan Upgrade \$3,425 – FY06 Stressed Amount \$1,878.95.</p>	\$1,878.95	<p>Approved per the Compensation Board's FY07 Budget Priorities and Policies; contingent upon the Sheriff/Superintendent's compliance with Compensation Board policies regarding LiveScan purchases. Any amounts approved will be reimbursed at the stressed cost amount. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08.</p>
PIEDMONT REGIONAL JAIL	SUPERINTENDENT	<p>09-13-06 Email from Cynthia H. Norwood, Assistant Attorney General, to Bruce W. Haynes, Executive Secretary, providing guidance regarding the contract for Piedmont Regional Jail to expand its member jurisdictions or enter into a contract with another jurisdiction for four or more years:</p> <p>"Even though they should have included the word(s): "thereafter" or "after the initial term" after the first use of the word "year" on the line second-from-the-bottom on page 3, I do not think that failure to have done so is critical. Therefore, I agree that PRJ now complies with the requirements found in the Appropriations Act. Please have them add the language above in future agreements."</p>	N/A	<p>The Compensation Board asks that the Piedmont Regional Jail amend any future contracts per the Assistant Attorney General's request. As the contract meets the requirements of the Appropriations Act, the Compensation Board will reduce the next Federal Inmate Recovery amount (to be paid on or about October 15, 2006) by 25%.</p>

## 320-07-03: 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 officer requests an exception to the 60-day, \$300 reimbursement policy.	\$989.33	Approved as an exception to policy, based upon the specific conditions stated by the officer.

PROSECUTOR	FIPS	OFFICE	EXPENSES FROM - TO	DEFENDANT	TOTAL
Joel R. Branscom	023	320	07-10-06 / 07-11-06	Charles Dougherty	\$342.62
Joel R. Branscom	023	320	07-19-06 / 07-22-06	Charles Dougherty	\$592.11
E. Gay Leonard	167	320	04-06-06 / 05-18-06	Donald Sanders	\$54.60
<b>TOTAL</b>					<b>\$989.33</b>

CHARLES CITY COUNTY	COMMONWEALTH'S ATTORNEY	09-01-06 Officer requests to transfer Office Expense Funds into Permanent Salaries to fund an Internal Salary Adjustment. The salary requested is within 10% of this employee's previous salary.	-0-	The Compensation Board approved a transfer of \$1,000 from base office expense to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's office expense budget in the current as well as subsequent fiscal years.
---------------------	-------------------------	--	-----	---

FIPS	LOCALITY CODE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED	PRORATED AMOUNT
036	320	Charles City County	09/01/06	Office Expense	PERM SAL	\$1,805.00	1,000.00	\$833.33
<b>TOTALS</b>							<b>1,000.00</b>	<b>\$833.33</b>

## 734-07-03: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE ASSOCIATION CAREER DEVELOPMENT AUDIT COMMITTEE	<p>07-20-06 Commissioner of the Revenue Career Development Audit Committee requests to amend the definition in the Deputy Commissioner CDP for "participating and enrolled" from:</p> <p>"Participating and Enrolled" shall mean, for the purposes of this study, the minimum number of employees, as required to participate according to population size, , shall have individually achieved at least four (4) points in Continuing Education OR a passing grade on a Weldon Cooper Center-approved course from the period of November 1 through October 31 of each year.</p> <p>To:</p> <p>"Participating and Enrolled" shall mean, for the purposes of this study, the minimum number of employees, as required to participate according to population size, , shall have individually achieved at least five (5) points in a combination of Education, Experience, Service to the Association, and/or Continuing Education OR a passing grade on the Weldon Cooper Center-approved course from the period of November 1 through October 31 of each year."</p>	-0-	Approved as requested.
WARREN COUNTY	COMMISSIONER OF THE REVENUE	<p>08-17-06 Officer requests Board approval of career development salary increase to certified deputy whose name was not included in the Compensation Board final list due to the officer's accidental omission of this deputy's name from their submitted list of certified deputies. Officer requests that this increase be effective July 1, 2006.</p> <ul style="list-style-type: none"> <li>Pos. 00005 Fuller, Linda (FY07 \$1504)</li> </ul> <p>Concurrence from the governing body has been received.</p>	FY07 \$1,504	Approved as an exception to policy, based upon the specific conditions stated by the officer, and based upon the written concurrence of the governing body.
APPOMATTOX COUNTY	COMMISSIONER OF THE REVENUE	<p>08-23-06 Officer requests Board approval of career development salary increase to certified deputy whose name was not included in the Compensation Board final list due to an oversight by the Weldon Cooper Center for Public Service. Officer requests that this increase be effective July 1, 2006.</p> <ul style="list-style-type: none"> <li>Pos. 00001 McCormick, SM (FY07 \$2375)</li> </ul> <p>Concurrence from the governing body has been received.</p>	\$2,375	Approved as an exception to policy, based upon the specific conditions stated by the officer and the written concurrence of the Board of Supervisors.

## 732-07-03: TREASURERS/DIRECTORS OF FINANCE

### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALEXANDRIA CITY	DIRECTOR OF FINANCE	<p>08-01-06 Officer requests to amend their FY07 Budget Request to include 4 additional Compensation Board funded positions. Officer cites difficulty in entering office workload measures in their FY07 Budget Request. A spreadsheet containing CY05 workload measures was forwarded to Compensation Board staff, who entered the workload on the officer's behalf. No additional positions were requested in this office's FY07 Budget Request.</p> <p><b>AT THEIR AUGUST 16, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING COMPENSATION BOARD APPROVAL OF STAFFING STANDARDS AND PROCESS FOR ALLOCATION OF POSITIONS.</b></p>	\$73,432	Compensation Board will act upon this request at their October 18, 2006 meeting and allocate such positions as due and available based upon staffing standards upon written concurrence of the governing body for allocation of positions effective October 1, 2006.
ALBEMARLE COUNTY	DIRECTOR OF FINANCE	<p>08-01-06 Officer requests to amend their FY07 Budget Request to include 4 additional positions, 1 GC, 1 FA, and 3 DI's. When the Budget Request was originally submitted this office did not anticipate that positions would be allocated by the General Assembly this year, since they had not received any additional positions for several years.</p> <p><b>AT THEIR AUGUST 16, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING COMPENSATION BOARD APPROVAL OF STAFFING STANDARDS AND PROCESS FOR ALLOCATION OF POSITIONS.</b></p>	\$73,432	Compensation Board will act upon this request at their October 18, 2006 meeting and allocate such positions as due and available based upon staffing standards upon written concurrence of the governing body for allocation of positions effective October 1, 2006.

## 321-07-03: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TECHNOLOGY TRUST FUNDS – FY07 TTF BUDGET REQUESTS	COMPENSATION BOARD	<p><u>FY07 TTF Budget Requests from \$4 &amp; \$1 Funds</u> – All Circuit Court Clerks from 121 localities submitted a FY07 TTF Budget Request. Fifty-nine (59) Clerks certified to currently providing SRA. Thirty (30) Clerks submitted requests for \$1 funds. Per criteria set by the Board in July, all requests for \$1 funds included certification that the Clerk was not currently providing secure remote access (SRA) to land records, and the Clerk's request from the \$1 fund was based upon a shortfall of funds needed to provide SRA to land records on or before July 1, 2007.</p> <p>Combined \$4 and \$1 requests from Clerks totaled \$12,235,392. \$4 requests totaled \$11,749,182. \$1 requests totaled \$486,210. Available cash is sufficient to cover all requests. An additional appropriation of \$3,239,654 has been requested from the Department of Planning &amp; Budget to meet this need.</p>	\$12,235,392	<p>Approved per the attached FY07 TTF Budget Request spreadsheet. Approval for full funding is contingent upon an additional appropriation from the Department of Planning &amp; Budget to meet this need.</p> <p>Compensation Board Member Walter J. Kucharski abstained from this vote.</p> <p><b>It is the clear and unambiguous intent of the Compensation Board that for Circuit Court Clerks not yet providing secure remote access (SRA) to land records, the request for TTF monies must include funds to be utilized by Clerks to provide SRA to land records on or before July 1, 2007.</b></p>

FIPS	Locality	Secure Remote Access (SRA)	Budget (B) or Carryover (C)	Elect Civil or Criminal	FY07 \$4							FY07 \$1			FY07
					\$4 Available Balance	\$4 Land Records Eqpmt	\$4 Land Records Services	\$4 Civil or Criminal Eqpmt	\$4 Civil or Criminal Services	\$4 TOTAL	\$4 Remaining Balance	\$1 Eqpmt	\$1 Services	\$1 TOTAL	\$4 and \$1 TOTAL Budget Requests
001	ACCOMACK	Y	B	Y	\$86,710	0	56,629	0	0	\$56,629	\$30,081	0	0	\$0	\$56,629
003	ALBEMARLE	N	B	NA	\$223,321	0	223,321	0	0	\$223,321	\$0	0	0	\$0	\$223,321
005	ALLEGHANY	N	B	NA	\$7,794	0	7,794	0	0	\$7,794	\$0	0	10,767	\$10,767	\$18,561
007	AMELIA	N	B	NA	\$9,175	0	9,175	0	0	\$9,175	\$0	0	9,245	\$9,245	\$18,420
009	AMHERST	N	B	NA	\$58,405	0	58,405	0	0	\$58,405	\$0	0	0	\$0	\$58,405
011	APPOMATTOX	N	B	NA	\$12,028	0	12,028	0	0	\$12,028	\$0	0	9,675	\$9,675	\$21,703
013	ARLINGTON	Y	B	Y	\$168,445	0	168,445	0	0	\$168,445	\$0	0	0	\$0	\$168,445
015	AUGUSTA	N	B	NA	\$81,657	0	81,657	0	0	\$81,657	\$0	0	0	\$0	\$81,657
017	BATH	N	B	NA	\$3,003	0	3,003	0	0	\$3,003	\$0	0	15,406	\$15,406	\$18,409
019	BEDFORD	N	B	NA	\$130,814	0	130,814	0	0	\$130,814	\$0	0	0	\$0	\$130,814
021	BLAND	N	B	NA	\$595	0	595	0	0	\$595	\$0	0	1,805	\$1,805	\$2,400



# 321-07-03: CIRCUIT COURT CLERKS

Continued.

FIPS	Locality	Secure Remote Access (SRA)	Budget (B) or Carryover (C)	Elect Civil or Criminal	FY07 \$4							FY07 \$1			FY07 \$4 and \$1 TOTAL Budget Requests
					\$4 Available Balance	\$4 Land Records Eqpmt	\$4 Land Records Services	\$4 Civil or Criminal Eqpmt	\$4 Civil or Criminal Services	\$4 TOTAL	\$4 Remaining Balance	\$1 Eqpmt	\$1 Services	\$1 TOTAL	
023	BOTETOURT	N	B	NA	\$41,129	0	36,398	0	0	\$36,398	\$4,731	0	0	\$0	\$36,398
025	BRUNSWICK	Y	B	Y	\$22,233	0	22,233	0	0	\$22,233	\$0	0	0	\$0	\$22,233
027	BUCHANAN	N	B	NA	\$13,125	0	13,125	0	0	\$13,125	\$0	0	50,000	\$50,000	\$63,125
029	BUCKINGHAM	N	B	NA	\$9,364	0	9,364	0	0	\$9,364	\$0	0	17,398	\$17,398	\$26,762
031	CAMPBELL	N	B	NA	\$60,323	0	60,323	0	0	\$60,323	\$0	0	9,800	\$9,800	\$70,123
033	CAROLINE	Y	B	N	\$45,863	0	45,863	0	0	\$45,863	\$0	0	0	\$0	\$45,863
035	CARROLL	Y	B	Y	\$22,733	0	22,733	0	0	\$22,733	\$0	0	0	\$0	\$22,733
036	CHARLES CITY COUNTY	N	B	NA	\$14,912	0	14,912	0	0	\$14,912	\$0	0	10,000	\$10,000	\$24,912
037	CHARLOTTE	Y	B	Y	\$38,285	0	38,000	0	0	\$38,000	\$285	0	0	\$0	\$38,000
041	CHESTERFIELD	N	B	NA	\$667,385	11,290	623,102	0	0	\$634,392	\$32,993	0	0	\$0	\$634,392
043	CLARKE	Y	B	Y	\$16,658	0	16,600	0	0	\$16,600	\$58	0	0	\$0	\$16,600
045	CRAIG	N	B	NA	\$720	0	720	0	0	\$720	\$0	0	24,765	\$24,765	\$25,485
047	CULPEPER	Y	B	Y	\$99,071	0	77,650	0	0	\$77,650	\$21,421	0	0	\$0	\$77,650
049	CUMBERLAND	N	B	NA	\$6,109	959	5,150	0	0	\$6,109	\$0	0	10,000	\$10,000	\$16,109
051	DICKENSON	Y	B	Y	\$4,408	0	4,408	0	0	\$4,408	\$0	0	0	\$0	\$4,408
053	DINWIDDIE	N	B	NA	\$19,908	0	19,908	0	0	\$19,908	\$0	0	2,400	\$2,400	\$22,308
057	ESSEX	Y	B	Y	\$9,667	0	9,667	0	0	\$9,667	\$0	0	0	\$0	\$9,667
059	FAIRFAX COUNTY	Y	B	Y	\$1,299,648	0	649,824	0	649,824	\$1,299,648	\$0	0	0	\$0	\$1,299,648
061	FAUQUIER	Y	B	Y	\$106,704	2,000	89,704	0	15,000	\$106,704	\$0	0	0	\$0	\$106,704
063	FLOYD	N	B	NA	\$8,903	0	8,903	0	0	\$8,903	\$0	0	4,003	\$4,003	\$12,906
065	FLUVANNA	N	B	NA	\$28,021	0	28,021	0	0	\$28,021	\$0	0	6,000	\$6,000	\$34,021
067	FRANKLIN COUNTY	N	B	NA	\$242,243	0	26,791	0	0	\$26,791	\$215,452	0	0	\$0	\$26,791
069	FREDERICK	Y	B	Y	\$202,105		73,326	1,600	0	\$74,926	\$127,179	0	0	\$0	\$74,926
071	GILES	Y	B	Y	\$64,593	0	64,233	0	360	\$64,593	\$0	0	0	\$0	\$64,593
073	GLOUCESTER	Y	B	Y	\$79,714	0	64,100	0	6,500	\$70,600	\$9,114	0	0	\$0	\$70,600
075	GOOCHLAND	N	B	NA	\$45,711	0	45,711	0	0	\$45,711	\$0	0	0	\$0	\$45,711
077	GRAYSON	N	B	NA	\$10,361	0	10,361	0	0	\$10,361	\$0	0	15,000	\$15,000	\$25,361
079	GREENE	N	B	NA	\$56,213	0	56,213	0	0	\$56,213	\$0	0	0	\$0	\$56,213
081	GREENSVILLE	Y	B	Y	\$15,721	0	15,721	0	0	\$15,721	\$0	0	0	\$0	\$15,721
083	HALIFAX	N	B	NA	\$58,635	0	58,635	0	0	\$58,635	\$0	0	25,000	\$25,000	\$83,635
085	HANOVER	N	B	NA	\$178,655	37,141	141,514	0	0	\$178,655	\$0	0	0	\$0	\$178,655
087	HENRICO	N	B	NA	\$525,779	29,572	496,200	0	0	\$525,772	\$7	0	0	\$0	\$525,772
089	HENRY	N	B	NA	\$50,908	0	50,908	0	0	\$50,908	\$0	0	0	\$0	\$50,908

# 321-07-03: CIRCUIT COURT CLERKS

Continued.

FIPS	Locality	Secure Remote Access (SRA)	Budget (B) or Carryover (C)	Elect Civil or Criminal	FY07 \$4							FY07 \$1			FY07 \$4 and \$1 TOTAL Budget Requests
					\$4 Available Balance	\$4 Land Records Eqpmt	\$4 Land Records Services	\$4 Civil or Criminal Eqpmt	\$4 Civil or Criminal Services	\$4 TOTAL	\$4 Remaining Balance	\$1 Eqpmt	\$1 Services	\$1 TOTAL	
091	HIGHLAND	N	C	NA	\$0	0	0	0	0	\$0	\$0	0	41,500	\$41,500	\$41,500
093	ISLE OF WIGHT	Y	B	Y	\$59,212	0	59,212	0	0	\$59,212	\$0	0	0	\$0	\$59,212
095	JAMES CITY COUNTY	Y	B	Y	\$135,173	0	135,173	0	0	\$135,173	\$0	0	0	\$0	\$135,173
097	KING AND QUEEN	Y	B	N	\$20,240	0	20,240	0	0	\$20,240	\$0	0	0	\$0	\$20,240
099	KING GEORGE	Y	B	N	\$51,842	10,000	41,842	0	0	\$51,842	\$0	0	0	\$0	\$51,842
101	KING WILLIAM	N	B	NA	\$17,719	0	17,719	0	0	\$17,719	\$0	0	0	\$0	\$17,719
103	LANCASTER	Y	B	N	\$13,259	0	13,259	0	0	\$13,259	\$0	0	0	\$0	\$13,259
105	LEE	Y	B	N	\$27,810	0	27,810	0	0	\$27,810	\$0	0	0	\$0	\$27,810
107	LOUDOUN	Y	B	Y	\$1,347,847	3,600	719,247	0	625,000	\$1,347,847	\$0	0	0	\$0	\$1,347,847
109	LOUISA*	N	B	NA	\$69,558	0	65,928	0	0	\$65,928	\$3,630	0	0	\$0	\$65,928
111	LUNENBURG	N	B	NA	\$5,704	0	5,704	0	0	\$5,704	\$0	0	33,465	\$33,465	\$39,169
113	MADISON	N	B	NA	\$12,786	0	12,786	0	0	\$12,786	\$0	0	4,149	\$4,149	\$16,935
115	MATHEWS	N	B	NA	\$7,999	0	7,999	0	0	\$7,999	\$0	0	2,400	\$2,400	\$10,399
117	MECKLENBURG	N	B	NA	\$37,519	0	33,635	0	0	\$33,635	\$3,884	0	0	\$0	\$33,635
119	MIDDLESEX	N	B	NA	\$16,267	0	16,267	0	0	\$16,267	\$0	0	7,000	\$7,000	\$23,267
121	MONTGOMERY	N	B	NA	\$156,617	21,500	103,035	0	0	\$124,535	\$32,082	0	0	\$0	\$124,535
125	NELSON	N	B	NA	\$17,238	0	17,238	0	0	\$17,238	\$0	0	19,072	\$19,072	\$36,310
127	NEW KENT	Y	B	N	\$21,213	0	21,213	0	0	\$21,213	\$0	0	0	\$0	\$21,213
131	NORTHAMPTON	Y	B	Y	\$11,940	0	11,940	0	0	\$11,940	\$0	0	0	\$0	\$11,940
133	NORTHUMBERLAND	N	B	NA	\$60,050	0	60,050	0	0	\$60,050	\$0	0	0	\$0	\$60,050
135	NOTTOWAY	Y	B	Y	\$24,270	0	13,100	0	0	\$13,100	\$11,170	0	0	\$0	\$13,100
137	ORANGE	Y	B	Y	\$67,385	12,582	48,100	0	6,703	\$67,385	\$0	0	0	\$0	\$67,385
139	PAGE	Y	B	Y	\$18,968	0	18,968	0	0	\$18,968	\$0	0	0	\$0	\$18,968
141	PATRICK	Y	B	N	\$24,172	0	10,506	0	0	\$10,506	\$13,666	0	0	\$0	\$10,506
143	PITTSYLVANIA	N	B	NA	\$39,349	0	24,800	0	0	\$24,800	\$14,549	0	0	\$0	\$24,800
145	POWHATAN	Y	B	Y	\$67,874	0	67,874	0	0	\$67,874	\$0	0	0	\$0	\$67,874
147	PRINCE EDWARD	N	B	NA	\$11,014	2,500	8,514	0	0	\$11,014	\$0	0	9,750	\$9,750	\$20,764
149	PRINCE GEORGE	Y	B	N	\$42,512	0	42,512	0	0	\$42,512	\$0	0	0	\$0	\$42,512
153	PRINCE WILLIAM	Y	B	Y	\$732,561	20,099	577,652	0	125,000	\$722,751	\$9,810	0	0	\$0	\$722,751
155	PULASKI	Y	B	N	\$20,481	0	20,481	0	0	\$20,481	\$0	0	0	\$0	\$20,481
157	RAPPAHANNOCK	Y	B	Y	\$52,554	0	52,500	0	0	\$52,500	\$54	0	0	\$0	\$52,500
159	RICHMOND COUNTY	Y	B	N	\$15,542	0	15,542	0	0	\$15,542	\$0	0	0	\$0	\$15,542
161	ROANOKE COUNTY	N	B	NA	\$115,555	0	115,555	0	0	\$115,555	\$0	0	0	\$0	\$115,555
163	ROCKBRIDGE	N	B	NA	\$40,699	0	40,699	0	0	\$40,699	\$0	0	1,754	\$1,754	\$42,453

# 321-07-03: CIRCUIT COURT CLERKS

Continued.

FIPS	Locality	Secure Remote Access (SRA)	Budget (B) or Carryover (C)	Elect Civil or Criminal	FY07 \$4							FY07 \$1			FY07 \$4 and \$1 TOTAL Budget Requests
					\$4 Available Balance	\$4 Land Records Eqpmt	\$4 Land Records Services	\$4 Civil or Criminal Eqpmt	\$4 Civil or Criminal Services	\$4 TOTAL	\$4 Remaining Balance	\$1 Eqpmt	\$1 Services	\$1 TOTAL	
165	ROCKINGHAM	N	B	NA	\$547,716	0	99,000	0	0	\$99,000	\$448,716	0	0	\$0	\$99,000
167	RUSSELL	Y	B	Y	\$35,047	0	35,047	0	0	\$35,047	\$0	0	0	\$0	\$35,047
169	SCOTT	Y	B	N	\$6,713	0	6,713	0	0	\$6,713	\$0	0	0	\$0	\$6,713
171	SHENANDOAH	N	B	NA	\$57,839	0	57,839	0	0	\$57,839	\$0	0	0	\$0	\$57,839
173	SMYTH	N	B	NA	\$17,707	0	17,707	0	0	\$17,707	\$0	0	28,761	\$28,761	\$46,468
175	SOUTHAMPTON	Y	B	Y	\$17,238	0	17,238	0	0	\$17,238	\$0	0	0	\$0	\$17,238
177	SPOTSYLVANIA	Y	B	Y	\$204,430	0	164,330	0	40,100	\$204,430	\$0	0	0	\$0	\$204,430
179	STAFFORD	Y	B	Y	\$189,959	0	189,959	0	0	\$189,959	\$0	0	0	\$0	\$189,959
181	SURRY	Y	B	Y	\$19,981	0	548	0	19,433	\$19,981	\$0	0	0	\$0	\$19,981
183	SUSSEX	Y	B	N	\$12,172	0	8,600	0	0	\$8,600	\$3,572	0	0	\$0	\$8,600
185	TAZEWELL	N	B	NA	\$22,354	0	22,354	0	0	\$22,354	\$0	0	0	\$0	\$22,354
187	WARREN	Y	B	Y	\$106,444	0	105,944	0	500	\$106,444	\$0	0	0	\$0	\$106,444
191	WASHINGTON	N	B	NA	\$159,740	0	46,752	0	0	\$46,752	\$112,988	0	0	\$0	\$46,752
193	WESTMORELAND	N	B	NA	\$23,237	0	23,237	0	0	\$23,237	\$0	0	2,460	\$2,460	\$25,697
195	WISE	Y	B	Y	\$49,777	0	12,906	0	36,871	\$49,777	\$0	0	0	\$0	\$49,777
197	WYTHE	Y	B	N	\$18,425	0	18,425	0	0	\$18,425	\$0	0	0	\$0	\$18,425
199	YORK	N	B	NA	\$197,083	0	197,000	0	0	\$197,000	\$83	0	0	\$0	\$197,000
510	ALEXANDRIA	N	B	NA	\$225,669	0	189,749	0	0	\$189,749	\$35,920	0	0	\$0	\$189,749
520	BRISTOL	Y	B	Y	\$27,362	0	11,600	0	0	\$11,600	\$15,762	0	0	\$0	\$11,600
530	BUENA VISTA	N	B	NA	\$4,542	0	4,542	0	0	\$4,542	\$0	0	6,533	\$6,533	\$11,075
540	CHARLOTTESVILLE	Y	B	Y	\$69,436	0	69,436	0	0	\$69,436	\$0	0	0	\$0	\$69,436
550	CHESAPEAKE	N	B	NA	\$317,302	0	317,302	0	0	\$317,302	\$0	0	0	\$0	\$317,302
570	COLONIAL HEIGHTS	N	B	NA	\$19,550	0	19,550	0	0	\$19,550	\$0	0	14,000	\$14,000	\$33,550
590	DANVILLE	Y	B	N	\$187,623	0	187,623	0	0	\$187,623	\$0	0	0	\$0	\$187,623
630	FREDERICKSBURG	Y	B	N	\$16,086	0	16,086	0	0	\$16,086	\$0	0	0	\$0	\$16,086
650	HAMPTON	Y	B	Y	\$183,727	0	172,137	0	11,590	\$183,727	\$0	0	0	\$0	\$183,727
670	HOPEWELL	Y	C	NA	\$15,030	0	0	0	0	\$0	\$15,030	0	0	\$0	\$0
680	LYNCHBURG	N	B	NA	\$54,477	0	54,477	0	0	\$54,477	\$0	0	0	\$0	\$54,477
690	MARTINSVILLE	Y	B	N	\$9,368	0	9,368	0	0	\$9,368	\$0	0	0	\$0	\$9,368
700	NEWPORT NEWS	Y	B	N	\$264,921	0	82,284	0	9,571	\$91,855	\$173,066	0	0	\$0	\$91,855
710	NORFOLK	Y	B	Y	\$207,210	0	0	0	207,210	\$207,210	\$0	0	0	\$0	\$207,210
730	PETERSBURG	N	B	NA	\$58,612	0	27,765	0	0	\$27,765	\$30,847	0	0	\$0	\$27,765
740	PORTSMOUTH	Y	B	Y	\$110,160	0	63,000	0	0	\$63,000	\$47,160	0	0	\$0	\$63,000
750	RADFORD	Y	B	N	\$2,152	0	2,152	0	0	\$2,152	\$0	0	0	\$0	\$2,152

321-07-03: CIRCUIT COURT CLERKS

Continued.

FIPS	Locality	Secure Remote Access (SRA)	Budget (B) or Carryover (C)	Elect Civil or Criminal	FY07 \$4							FY07 \$1			FY07
					\$4 Available Balance	\$4 Land Records Eqpmt	\$4 Land Records Services	\$4 Civil or Criminal Eqpmt	\$4 Civil or Criminal Services	\$4 TOTAL	\$4 Remaining Balance	\$1 Eqpmt	\$1 Services	\$1 TOTAL	\$4 and \$1 TOTAL Budget Requests
760	RICHMOND CITY	N	B	NA	\$646,104	40,000	365,900	0	0	\$405,900	\$240,204	0	0	\$0	\$405,900
764	RICHMOND-MANCHESTER	N	B	NA	\$1,443	0	1,443	0	0	\$1,443	\$0	0	0	\$0	\$1,443
770	ROANOKE CITY	N	B	NA	\$218,663	0	188,663	0	0	\$188,663	\$30,000	0	0	\$0	\$188,663
775	SALEM	N	B	NA	\$55,040	0	49,937	0	0	\$49,937	\$5,103	0	0	\$0	\$49,937
790	STAUNTON	N	B	NA	\$18,047	0	18,047	0	0	\$18,047	\$0	0	31,679	\$31,679	\$49,726
800	SUFFOLK	Y	B	N	\$158,150	0	158,150	0	0	\$158,150	\$0	0	0	\$0	\$158,150
810	VIRGINIA BEACH	Y	B	Y	\$631,452	0	131,452	0	500,000	\$631,452	\$0	0	0	\$0	\$631,452
820	WAYNESBORO	N	B	NA	\$14,784	0	14,784	0		\$14,784	\$0	0	62,423	\$62,423	\$77,207
840	WINCHESTER	Y	B	Y	\$24,344	0	24,344	0	0	\$24,344	\$0	0	0	\$0	\$24,344
121		121	121	121	\$13,437,799	\$191,243	\$9,302,677	\$1,600	\$2,253,662	\$11,749,182	\$1,688,617	\$0	\$486,210	\$486,210	\$12,235,392

FY07 TTF BUDGET REQUEST SUMMARY - Clerks

121	Total Requests
59	Currently providing SRA
90	\$4 Only Requests
30	\$1 Requests
2	Carryover to FY08
12	\$4 Land Records Equipment Requests
118	\$4 Land Records Services Requests
39	Electing \$4 for Civil or Criminal Divisions
16	Budgeting \$4 for Civil or Criminal Divisions
1	\$4 Civil or Criminal Equipment Requests
15	\$4 Civil or Criminal Services Requests
0	\$1 Equipment Requests
30	\$1 Services Requests

FY07 TTF BUDGET REQUEST SUMMARY - Funds

\$13,437,799	\$4 Total Available Balance
\$191,243	\$4 Land Records Equipment Requests
\$9,302,677	\$4 Land Records Services Requests
\$1,600	\$4 Civil or Criminal Equipment Requests
\$2,253,662	\$4 Civil or Criminal Services Requests
\$11,749,182	\$4 TOTAL Requests
\$1,688,617	\$4 Remaining Unbudgeted
\$0	\$1 Equipment Requests
\$486,210	\$1 Services Requests
\$486,210	\$1 TOTAL Requests
\$12,235,392	\$4 and \$1 TOTAL Requests

## 321-07-03: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALLEGHANY COUNTY	CIRCUIT COURT CLERK	<p>09-08-06 Officer requests additional funding @ \$4,835 to do a Class Role Change to pos. #2 from DCIV-B7 @ \$35,899 to CDCI-B8 @ \$40,734.</p> <p>Officer intends to hire Carol Davis, the former Circuit Court Clerk of Clifton Forge in 2001 @ \$61,640 and Technical Assistant with the Supreme Court @ \$54,000. Officer states that due to Ms. Davis' vast knowledge and experience the requested salary is appropriate. Ms. Davis is currently working in the Alleghany County Clerk's office @ \$23,920.</p> <p>If first request is not approved:</p> <p>Officer requests an exception to the 15% - Minimum of pay band salary for New Hire policy. Due to Ms. Davis' experience, officer requests to hire her at the budgeted salary @ DCIV \$35,899. She qualifies for minimum of pay band @ \$31,329. Current salary \$23,920 times 15% = \$27,508. Minimum salary @ \$31,329.</p>	<p>\$4,835</p> <p>-0-</p>	<p>The Compensation Board did not approve this request. As noted in the Compensation Board's letter of June 30, 2006, additional funding is not available this year. Further, the Compensation Board did not approve an exception to policy.</p>

## 321-07-03: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FINES & FEES REPORT	COMPENSATION BOARD	<p>Per §19.2-349.A, <u>Code of Virginia</u>, "the clerk of the circuit court and district court of every county and city shall submit to the judge of his court, the Department of Taxation, the State Compensation Board and the attorney for the Commonwealth of his county or city a monthly report of all fines, costs, forfeitures and penalties which are delinquent more than 30 days, including court-ordered restitution of a sum certain, imposed in his court for a violation of state law or a local ordinance which remain unsatisfied, including those which are delinquent in installment payments. The monthly report shall include the social security number or driver's license number of the defendant, if known and such other information as the Department of Taxation and the Compensation Board deem appropriate. The Executive Secretary shall make the report required by this subsection on behalf of those clerks who participate in the Supreme Court's automated information system."</p> <p>The Commonwealth's Attorney for Fairfax County utilizes the Department of Taxation as their collection agent for all delinquent court fines &amp; fees. The Fairfax County Commonwealth's Attorney (based upon data received from the Department of Taxation) submitted their FY06 delinquent fines &amp; fees assessment and collection data to the Compensation Board in August 2006. <b>The delinquent fines &amp; fees data for Fairfax County showed \$0 in FY06 delinquent assessments for the Fairfax County Circuit Court Clerk.</b></p> <p>As a result, the FY06 Fines &amp; Fees Report will not reflect delinquent assessments from the Fairfax County Circuit Court Clerk's Office.</p>	N/A	<p>By this action, the Compensation Board notifies the Fairfax County Circuit Court Clerk that he has not submitted any delinquent assessments to the Department of Taxation in FY06 and the requirement to immediately begin submitting monthly delinquent fines &amp; fees assessments to the Department of Taxation for collection action. The Fairfax County Circuit Court Clerk is requested to promptly submit all outstanding delinquent accounts not previously submitted to the Department of Taxation.</p> <p>The Compensation Board approved the Fines &amp; Fees Report as an exposure draft with final action to be taken at the October 18, 2006 meeting.</p>

## 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 #07/01 and #07/02.	N/A	Approved.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents 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.	ANNUAL AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents Audit Status Report.	N/A	Noted.
5.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, October 18, 2006 and Wednesday, November 15, 2006.	N/A	Approved.
6.	LIDS AUDITS	COMPENSATION BOARD	Staff presents Summary of LIDS Audits completed from July 2005 to June 2006.	N/A	Noted.
7.	BUDGET DEVELOPMENT PROCESS FOR FY08	COMPENSATION BOARD	Staff received budget instructions for the 2007 General Assembly session on September 13, 2006. Budget proposals must be submitted to the Secretary of Administration for consideration by September 29, 2006. Secretary guidance to be provided to the Compensation Board by October 6, 2006. Final decision packages will be submitted to the Board as part of the October 2006 docket.	N/A	Approved.
8.	JAIL COST REPORT EXPOSURE DRAFT	COMPENSATION BOARD	Staff presents the FY2005 Jail Cost Report Exposure Draft.	N/A	Approved as an Exposure Draft with final action to be taken at the October 18, 2006 meeting.

## OTHER MATTERS

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
9.	WORKLOAD AND STAFFING STANDARDS	DIRECTORS OF FINANCE	Staff presents recommendations based on the review of staffing standards with input from Directors of Finance, as well as the Chairmen of the Treasurers and Commissioners Workload and Staffing Standards Committees.	N/A	The Compensation Board wishes to thank the Finance Directors, Beth Curran, Caroline County Treasurer and Page Johnson, Fairfax City Commissioner of the Revenue, for their assistance to the Compensation Board staff in developing revisions to the Directors of Finance staffing standards. The Compensation Board approved the standards as submitted and asks that they be posted to the Compensation Board website by September 22, 2006.
			The Compensation Board may wish to request further input from Directors of Finance regarding their additional staff need for FY07 prior to allocation of the 20 FTE positions contained in the 2006 Appropriations Act at the October Compensation Board meeting. Available positions will be allocated per staffing standards, effective October 1, 2006, upon written concurrence of the governing body at the October 18, 2006 Compensation Board meeting.		Approved.
		CIRCUIT COURT CLERKS	Staff presents recommendations based on the review of current staffing standards with input from the VCCA Staffing Standards and Workload Committee, as requested by the Compensation Board in August 2005.	N/A	The Compensation Board wishes to thank the members of the Virginia Court Clerks' Association (VCCA) Staffing Standards Committee for their assistance in reviewing the Clerks' staffing standards. The Compensation Board has approved revisions to the staffing standards as discussed with committee members and asks that staff post the new standards to the Compensation Board website by September 22, 2006. The Compensation Board notes that staffing standards bear continual monitoring and frequent revisions to remain relevant and accurate. As such, the Compensation Board asks that the VCCA submit any additional changes or revisions it may wish to make by August 1, 2007 for implementation in FY08.
10.	REAPPROPRIATION REQUEST	COMPENSATION BOARD	Staff presents reappropriation request submitted to DPB on September 15, 2006.	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>
11.	TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY07 YTD collections total \$1,955,196.29, which is a 17.3% decrease compared to the same period in FY06.</p> <p>Expenditures: FY07 funding requests approved at this month's Board meeting will be made available to Clerks for reimbursements on October 1<sup>st</sup>.</p> <p>Projections: FY07 projections will be provided in October after first quarter collection data is available.</p>	N/A	Noted.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #07/03  
September 20, 2006**

**1) MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (Janie E. Bowen 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. (Janie E. Bowen 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.

**MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business exempt from the Act was discussed. (Janie E. Bowen seconded the motion.)**

Frank Drew, Chairman	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Janie E. Bowen, Member	Yes <input checked="" 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. (Janie E. Bowen seconded the motion.)**

Frank Drew, Chairman	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Walter J. Kucharski, Member	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Janie E. Bowen, Member	Yes <input checked="" 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 #07/03

### September 20, 2006

EMPLOYEE RECOGNITION  
NONE.

#### 304-07-03: SHERIFFS & REGIONAL JAILS

##### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCHANAN COUNTY	SHERIFF	<p>09-12-06 Officer requests emergency funds in the amount of \$37,321.19 to supplement their current authorized Temporary budget. They have three (3) officers that are out on sick leave and currently are not expecting them to return to duty. The emergency funding would be to pay for deputies to perform these individuals' duties until they can be put on Leave Without Pay or Separated and replaced. If office is required to supplement this from their Temporary Budget of \$25,969 it would quickly lead to a depletion of those funds.</p> <p>Office has supplied information regarding the deputies' names, annual salary, and leave information.</p> <p>Annual budget submission noted that base temporary funds are used for part-time dispatchers. Office is currently staffed, per staffing standards, with 5 Compensation Board funded dispatchers. Office dispatches for fire/rescue and other county offices; the county does not provide any funding for dispatchers.</p>	\$37,321.19	<p>Compensation Board approved an additional \$11,352 in part-time funding based upon the specific conditions stated by the Sheriff. This is a one-time approval, not in the base budget. The Compensation Board notes that the amount approved is the difference between the approved base part-time amount and the amount requested.</p>

#### 320-07-03: COMMONWEALTH'S ATTORNEYS

NONE.

#### 734-07-03: COMMISSIONERS OF THE REVENUE

NONE.

#### 732-07-03: TREASURERS/DIRECTORS OF FINANCE

NONE.

## 321-07-03: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HIGHLAND COUNTY	CIRCUIT COURT CLERK	<p>09-19-06 Due to the only Deputy Clerk being out of the office on emergency medical leave from July 5 to approximately November 30, 2006, Officer requests emergency Temporary Funds @ \$3,731.20. This employee does have enough accumulated annual leave and sick time to be paid for this period of time. Officer calculates the Temporary salary \$8.80 per hour times 4 hours per day, times 106 days (July 5 to November 30) = \$3,731.20.</p> <p>Board may wish to consider Emergency Temporary Funds @ \$2,288. \$8.80 per hour times 4 hours per day, times 65 days (September 1 to November 30) = \$2,288.</p>	\$3,731.20	Compensation Board approved additional part-time funds of \$2,288 as an exception to policy based upon specific conditions stated by the Clerk. This is a one-time approval, not in the base budget.

## OTHER MATTERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. CONSTITUTIONAL OFFICER ASSOCIATION PRESIDENTS	COMPENSATION BOARD	Congratulations and thank you letters to incoming and outgoing Presidents of the Virginia Court Clerks' Association, Virginia Association of Commonwealth's Attorneys, Commissioner of the Revenue Association of Virginia and Virginia Sheriffs' Association.	N/A	Approved.

## FOR YOUR INFORMATION NONE.

h:\waddell\Docket\Sept06MINUTES