

COMPENSATION BOARD DOCKET #06/06

DECEMBER 21, 2005

EMPLOYEE RECOGNITION

NEW BUSINESS:

REGULAR DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
HANOVER COUNTY	TREASURER	12-09-05 Email copied to Bruce W. Haynes, Executive Secretary, from Scott Miller, Hanover County Treasurer, regarding NiKeta (Nikki) Outlaw, Training Coordinator: "Niketa, Thanks for coordinating the new officer training. YOU DID A GREAT JOB!!"	N/A	The Compensation Board wishes to thank the Treasurer for his kind remarks.

CURRENT YEAR BUDGET STATUS: see attached summary sheets.

304-06-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>
NORFOLK CITY	SHERIFF	11-30-05 Officer requests 64 additional Emergency Correctional Officer positions at a cost of \$1,670,656 per fiscal year (prorated \$974,549.33 for FY06) due to an increase in the number of inmates housed in the already overcrowded jail. Positions will staff 4 jail teams, 2 per floor to address overcrowding problems. Most recent 12-month ADP (Nov – Oct) is 1637.51 in the jail with an operating capacity of 833. Facility is 96.58% overcrowded, and office is due 81.57 additional emergency correctional officer positions. Percent of need is 22.85%.	\$1,670,656
BLUE RIDGE REGIONAL JAIL	SUPERINTENDENT	12-07-05 Superintendent requesting PCs.	\$29,462.90

RECOMMENDED COMPENSATION BOARD ACTION

At the time of budget development for FY06, ADP for the prior 12 months (Feb – Jan) was 1594.74, and facility was overcrowded by 91.45%. Office was due a maximum of 73.01 additional emergency correctional officer positions, but Sheriff did not request any correctional officer positions in his FY06 budget request in February 2005. Changed conditions since February 2005 have resulted in an increased ADP of 42.77 and an increased need of 8.56 emergency correctional officer positions. Compensation Board approves positions and funding to support 8 additional EC7 positions, effective January 1, 2006.

Approved per the Compensation Board's FY06 Budget Priorities and Policies. Any amounts approved will be reimbursed at the stressed cost. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2006 payroll reimbursement request will not be available for expenditure in June 2006 or in FY07.

FIPS	Locality	PCs Available	PCs Requested	PC Cost (\$1200 or less)	Stress Factor	Stressed Cost
485	Blue Ridge RJ	49	49	\$32,217.50	91.45%	\$29,462.90
	TOTALS	49	49	\$32,217.50		\$29,462.90

304-06-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
LISTED BELOW	SHERIFF/ SUPERINTENDENT	The following localities are requesting funding for LiveScan/LiveScan upgrades:	\$24,408.54	Approved per the Compensation Board's FY06 Budget Priorities and Policies; contingent upon the Sheriff'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 2006 payroll reimbursement request will not be available for expenditure in June 2006 or in FY07.

FY06 Stress					
FIPS	Locality	Qty	Cost	Factor	Stressed Cost
027	Buchanan Co.	1	\$3,425	90.85%	\$3,111.61
089	Henry Co.	1	\$3,425	79.13%	\$2,710.20
137	Orange Co.	1	\$12,910	64.30%	\$8,301.13
175	Southampton Co.	1	\$12,910	73.19%	\$9,448.83
485	Blue Ridge RJ	1	\$915	91.45%	\$836.77
Totals		30	\$33,585		\$24,408.54

320-06-06: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
SCOTT COUNTY	COMMONWEALTH'S ATTORNEY	<p>9-15-05 Officer requests exception to Compensation Board policy for calculating staffing standards.</p> <p>AT THEIR OCTOBER 19, 2005 MEETING, THE COMPENSATION BOARD DEFERRED THIS REQUEST TO THE NOVEMBER 30TH MEETING PENDING STAFF REVIEW.</p> <p><u>COMPENSATION BOARD ACTION ON NOVEMBER 30, 2005:</u> THE COMPENSATION BOARD APPROVED AS AN EXCEPTION TO POLICY A REQUEST FROM THE COLONIAL HEIGHTS COMMONWEALTH'S ATTORNEY BASED UPON HIS REPRESENTATIONS THAT THE CIRCUIT COURT CLERK OF COLONIAL HEIGHTS DID NOT SUBMIT SENTENCING GUIDELINES FORMS TO THE SENTENCING COMMISSION AS PREPARED BY THE COLONIAL HEIGHTS COMMONWEALTH'S ATTORNEY OR PROBATION AND PAROLE OFFICES. THE COMMONWEALTH'S ATTORNEY FILED A MANDAMUS AND A FOIA REQUEST SEEKING THIS INFORMATION.</p> <p>IS IT YOUR POSITION THAT THE SCOTT COUNTY CIRCUIT COURT CLERK HAS NOT SUBMITTED THE FORMS FOR THE COURT ORDERS YOU SENT US, OR THAT THE FORMS WERE NOT PREPARED?</p> <p>COMPENSATION BOARD DEFERRED ACTION ON THIS MATTER PENDING RESPONSE FROM THE COMMONWEALTH'S ATTORNEY.</p>	N/A	Deferred pending receipt of requested information. This matter will be removed from the docket if the Commonwealth's Attorney does not respond by January 18, 2006.

320-06-06: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
RICHMOND CITY	COMMONWEALTH'S ATTORNEY	11-21-05 Officer requests to transfer \$30,567 from office expenses to permanent personnel to fund Salary Restorations and Internal Salary Adjustments. Internal Salary Adjustments requested are within 10% of the current salary. AT THEIR NOVEMBER 30, 2005 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING REVIEW BY COMPENSATION BOARD STAFF.	-0-	The Compensation Board approved a transfer of \$30,567 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.

320-06-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
WYTHE COUNTY	COMMONWEALTH'S ATTORNEY	12-08-05 Officer requests to confirm the hire of an employee in position #1 @ \$35,000. Position is budgeted @ \$30,087. This employee is currently earning \$34,500. Cost to increase @ \$4,913.	-0-	Request withdrawn at the request of the Wythe County Commonwealth's Attorney.

Officer requests to confirm the hire on an employee in position #7 @ \$27,000. Position is budgeted at \$21,010. This employee is currently earning \$29,000. Cost to increase @ \$5,990.

FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT	PRO-RATED
197	Wythe	12/8/05	Office Expense	Perm Sal.	10,903	6,360
	TOTAL				10,903	6,360

ROCKINGHAM COUNTY	COMMONWEALTH'S ATTORNEY	12-06-05 Officer requests to transfer Vacancy Savings Funds to the category listed.	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies. This is a one-time approval, not in the base budget.
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FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT	Annual One Time Transfer Approved	Transfer Approved in Base
165	Rockingham	12/6/05	Vacancy	Temp	40,802	40,802	
	TOTAL				40,802	40,802	0

WESTMORELAND COUNTY	COMMONWEALTH'S ATTORNEY	12-08-05 Officer requests to transfer Turnover Funds to the categories listed.	-0-	Approved per the Compensation Board's May 1, 2005 Budget Priorities and Policies.
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FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT	Transfer Approved in Base	Pro Rated in Base
193	Westmoreland	12/8/05	Turnover	Base Temp	7,793	7,793	3,897
	TOTAL				7,793	7,793	3,897

320-06-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
LISTED BELOW	COMMONWEALTH'S ATTORNEY	The following officers request to transfer Office Expense Funds into Permanent Salaries to fund Internal Salary Adjustments. Salaries requested are within 10% of current salaries.	-0-	<p>Pulaski: The Compensation Board approved a transfer of \$5,215 (pro-rated \$2,608) 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.</p> <p>Chesapeake: The Compensation Board approved a transfer of \$10,576 (pro-rated \$5,288) 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.</p>

FIPS	LOCALITY	Request Date	FROM	TO Category	AMOUNT	PRO-RATED
155	Pulaski	12/6/05	Office Expense	Perm Sal.	5,215	2,608
550	Chesapeake	12/15/05	Office Expense	Perm Sal.	10,576	5,288
TOTAL					15,791	7,896

LISTED BELOW	COMMONWEALTH'S ATTORNEY	The following officers request an exception to the 60-day \$300 reimbursement policy.	-0-	Approved as an exception to policy.
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Prosecutor	Expenses From - To	Defendant	Total
Paul B. Ebert	7-5-05 / 9-19-05	Allen Ford Hawkins	\$813.32
Paul B. Ebert	7-24-05 / 9-8-05	Ralph Wiley	\$433.77
Richard A. Conway	7-31-05 / 10-24-05	Ralph Wiley	\$738.07
Total			\$1,985.16

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

732-06-06: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
TREASURERS' CAREER DEVELOPMENT PROGRAM	CHAIR	Chair of the Treasurers' Career Development Program presents an amendment to the Deputy Treasurer Audit Procedures for Compensation Board approval.	-0-	Approved as requested.
CITY OF EMPORIA	TREASURER	12-21-05 Officer requests Board approval of career development salary increase to certified deputy whose name was not entered into the FY06 Budget Request. The FY06 pro-rated amount is listed below: <ul style="list-style-type: none">• Pos. 00002 Taylor, Karen (Prorated \$1440)	\$2,468	As the Compensation Board cannot determine the source of the error, approved contingent upon the written concurrence of the governing body.

321-06-06: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
BUCHANAN COUNTY	CIRCUIT COURT CLERK	12-9-2005 Officer requests to transfer Office Expense Funds @ \$3,892 to position #2 for an Internal Salary Adjustment. The requested salary is within 10% of the employee's current salary.	-0-	The Compensation Board approved a transfer of \$3,892 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.

OTHER MATTERS

NEW BUSINESS:

REGULAR DOCKET

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #06/05	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.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents Audit Status Report.	N/A	Noted.
5.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Tuesday, January 10, 2006 (meeting with Association Leadership) and Wednesday, January 25, 2006 (regular meeting).	N/A	Approved.
6.	NEW OFFICER TRAINING	COMPENSATION BOARD	Staff presents 2005 New Officer Training Report.	N/A	Noted.
7.	CUSTOMER SERVICE SURVEY	COMPENSATION BOARD	Staff provides the Customer Service Survey report.	N/A	The Compensation Board appreciates the responses from all Constitutional Officers. The Compensation Board also appreciates the number of responses from Sheriffs and extends its congratulations to Virginia Sheriffs' Association President Isaacs. Additionally, the Compensation Board notes the friendly rivalry between the Treasures and Commissioners to improve the response rates and extends its appreciation and thanks to Scott Miller and Mar Vita Flint for their personal efforts. The Compensation Board looks forward to the competition next year.

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #06/06
DECEMBER 21, 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 #06/06 DECEMBER 21, 2005

EMPLOYEE RECOGNITION
NONE.

304-06-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>												
SUSSEX COUNTY	SHERIFF	The following locality is requesting funding for LiveScan/LiveScan upgrade:	\$11,415.02	Approved per the Compensation Board's FY06 Budget Priorities and Policies; contingent upon the Sheriff'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 2006 payroll reimbursement request will not be available for expenditure in June 2006 or in FY07.												
<table><tr><th><u>FIPS</u></th><th><u>Locality</u></th><th><u>Qty</u></th><th><u>Cost</u></th><th><u>FY06 Stress Factor</u></th><th><u>Stressed Cost</u></th></tr><tr><td>183</td><td>Sussex Co.</td><td>1</td><td>\$12,910</td><td>88.42%</td><td>\$11,415.02</td></tr></table>					<u>FIPS</u>	<u>Locality</u>	<u>Qty</u>	<u>Cost</u>	<u>FY06 Stress Factor</u>	<u>Stressed Cost</u>	183	Sussex Co.	1	\$12,910	88.42%	\$11,415.02
<u>FIPS</u>	<u>Locality</u>	<u>Qty</u>	<u>Cost</u>	<u>FY06 Stress Factor</u>	<u>Stressed Cost</u>											
183	Sussex Co.	1	\$12,910	88.42%	\$11,415.02											
BUCHANAN COUNTY	SHERIFF	Sheriff requests a salary reduction greater than 10% of a filled position.	N/A	Compensation Board believes that the amount of salary reduction allowed by policy should be the same as that allowed upon promotion, i.e., 15%. Consequently, the Compensation Board policy for salary reductions, including a pay band reduction, for filled positions is the reduction may not exceed 15% or the maximum of the lower grade. Any greater amount requested shall be presented to the Compensation Board as an exception to policy with reasons clearly stated.												

320-06-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>																																																		
PORTSMOUTH CITY	COMMONWEALTH'S ATTORNEY	12-18-05 Officer requests to transfer Vacancy Savings @ \$25,000 Total Cost, \$23,882.50 Stressed Cost, to purchase the following:	-0-	Approved per the Compensation Board's FY06 Budget Priorities and Policies. Any amounts approved will be reimbursed at the stressed cost. Because this is a one-time approval, any amounts not requested for reimbursement on or before the May 2006 payroll reimbursement request will not be available for expenditure in June 2006 or in FY07. This is a one-time transfer, not in the base budget.																																																		
<table><tr><th>FIPS</th><th>Locality</th><th>Equipment Requested</th><th>Requested Qty</th><th>Requested Cost</th><th>Total Requested Cost</th><th>Per Policy Qty</th><th>Per Policy Cost</th><th>Total Cost Approved</th><th>Stressed Cost</th></tr><tr><td>740</td><td>Portsmouth</td><td>PC</td><td>10</td><td>1,199</td><td>11,990</td><td>10</td><td>11,990</td><td>11,990</td><td>11,454.05</td></tr><tr><td>740</td><td>Portsmouth</td><td>Laptop</td><td>6</td><td>2,100</td><td>12,600</td><td>6</td><td>12,600</td><td>12,600</td><td>12,036.78</td></tr><tr><td colspan="8">740 Total</td><td>24,590</td><td>23,490.83</td></tr><tr><td colspan="8">Grand Total</td><td>24,590</td><td>23,490.83</td></tr></table>					FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	740	Portsmouth	PC	10	1,199	11,990	10	11,990	11,990	11,454.05	740	Portsmouth	Laptop	6	2,100	12,600	6	12,600	12,600	12,036.78	740 Total								24,590	23,490.83	Grand Total								24,590	23,490.83
FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost																																													
740	Portsmouth	PC	10	1,199	11,990	10	11,990	11,990	11,454.05																																													
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FLOYD COUNTY	COMMONWEALTH'S ATTORNEY	Staff provided the Compensation Board with an update on the Floyd County Commonwealth's Attorney situation.	-0-	Compensation Board agreed that due to the complexity of the issue and the absence of a prompt judicial decision, that it would not be equitable to seek reimbursement of Gordon Hannett's salary. The salary was paid and reimbursed based upon the law as understood by all parties. Consequently, the Compensation Board agreed that currently budgeted part-time funds of the Floyd County Commonwealth's Attorney's office may be used to pay the salary and related FICA due Ms. Murray-Shortt for the period of May 11-November 10, 2005. The amount should be requested from existing part-time funds.																																																		

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

732-06-06: TREASURERS
NONE.

321-06-06: CIRCUIT COURT CLERKS
NONE.

OTHER MATTERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>RECOMMENDED COMPENSATION BOARD ACTION</u>
1. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY06 year to date collections total \$5,578,845.48, 7.88% increase over the same period in FY05.</p> <p>Projections:</p> <ol style="list-style-type: none">1. Based on current collections, FY06 TTF collections would be approximately \$13.4 million, an increase of 7.9% over FY05 collections.2. The 2006 Session Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget was based on a 5-year average recording based on collections, or \$11,681,660 annually for FY06 – FY12.3. Based on a projected reduction in recordings of 10% over the remainder of FY06, collections for FY06 would be \$12,605,670, an increase of 1.62% over FY05 collections. <p>Expenditures: FY06 YTD expenditures total \$2,601,123, which is 22.65% of budgeted funding.</p>	N/A	Noted.

FOR YOUR INFORMATION
NONE.

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