

# COMPENSATION BOARD DOCKET #07/06

## December 20, 2006

### EMPLOYEE RECOGNITION

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPARTMENT OF FORENSIC SCIENCE	LINDA JOHNSTON	<p>11-29-06 Email from Linda Johnston, Department of Forensic Science, regarding Anne M. Wilmoth, Chief Information Officer:</p> <p>"Anne, I just wanted to let you know that I am retiring by the end of this month. You maybe contacted by my supervisor George Li if he has any questions about LIDS or if we need to add new employees to the LIDS system. His phone # is 786-9824 if you need to contact him. I have enjoyed working with you these past years and have appreciated all the help you and Greg have given us to set up the LIDS web site and letting the LIDS users know of any changes in the Data Banking procedures. We couldn't have lowered our number of duplicate samples without your help. All of the changes in the Data Bank these past years have been interesting and at times challenging. I have 33 years with the state and now am ready to try a new role in life, being a housewife. I am looking forward to my change. Thank you again for all of your help. Linda"</p>	N/A	The Compensation Board wishes to thank Ms. Johnston for her kind remarks.

## 304-07-04: SHERIFFS & REGIONAL JAILS

### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA BEACH CITY	SHERIFF	<p>10-03-06 Officer is requesting additional emergency corrections positions due to overcrowding and facility closures due to renovation. Officer states his jail count has been consistently approaching the 1,600 mark.</p> <p>Virginia Beach City Jail has a jail capacity of 889 inmates. For the most recent 12 months, the average Payable ADP was 1270. The Compensation Board currently funds 290 correctional officer positions and 42 emergency correctional officer positions for the City of Virginia Beach. Officer requested 160 additional corrections positions (80 corrections and 80 emergency corrections) for FY07. The General Assembly did not approve any correctional positions for FY07 but, Virginia Beach did receive 4 new court services positions for FY07.</p> <p>The Officer has not yet requested a specific number of additional positions, however, based on the 5 to 1 ratio the maximum number of positions the Compensation Board could approve is 34. The additional annual cost for these 34 positions would be \$887,537. The FY07 cost would be \$591,692 for November thru June.</p> <p><b>AT THEIR OCTOBER 18, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ACTION ON THE BOARD'S CARRYOVER REQUEST TO THE DEPARTMENT OF PLANNING AND BUDGET (DPB). IT IS ANTICIPATED THAT THE BOARD WILL BE ADVISED OF ACTION ON THE CARRYOVER REQUEST BY THE DECEMBER 20, 2006 MEETING.</b></p> <p><b>AT THEIR NOVEMBER 15, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST TO THE DECEMBER 20, 2006 MEETING PENDING DEPARTMENT OF PLANNING AND BUDGET (DPB) ACTION.</b></p>	\$591,692	The Sheriff withdrew this request, therefore, no Compensation Board action was necessary.

## 304-07-04: SHERIFFS & REGIONAL JAILS

### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHARLES CITY COUNTY	SHERIFF	<p>10-03-06 Officer is requesting additional funds in order to operate at a standard that is acceptable. Officer is requesting funding for 3 additional deputy sheriff positions in the areas of: transportation, courtroom security, and process serving.</p> <p>For FY07, the office was budgeted 2 court services positions and was due 1.44 positions for the fiscal year. The percentage of need of this office stands at -7.95%. Officer did not request any additional CS positions on his FY07 Budget Request; he did request 1 each of Corrections and Law Enforcement.</p> <p>The officer did not request a specific dollar amount for these positions, but based on the CS7 entry level salary of \$26,104, they would need a total of \$78,312. The prorated amount for the remaining 9 months of the fiscal year would be \$58,734. The current temporary budget for this office is \$3,147.</p> <p><b>AT THEIR OCTOBER 18, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ACTION ON THE BOARD'S CARRYOVER REQUEST TO THE DEPARTMENT OF PLANNING AND BUDGET (DPB). IT IS ANTICIPATED THAT THE BOARD WILL BE ADVISED OF ACTION ON THE CARRYOVER REQUEST BY THE DECEMBER 20, 2006 MEETING. STAFF WAS REQUESTED TO HAVE THE SHERIFF CONDUCT A 3-MONTH SURVEY OF TRANSPORTS.</b></p> <p><b>AT THEIR NOVEMBER 15, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST TO THE DECEMBER 20, 2006 MEETING PENDING DEPARTMENT OF PLANNING AND BUDGET (DPB) ACTION.</b></p>	\$58,734	<p>The Compensation Board did not approve any additional funding for court security or service of process as the Sheriff is funded in accordance with staffing standards. The Compensation Board will consider additional part-time funding based upon the number of inmate transports. Staff forwarded the standard survey instrument to the Sheriff on October 23, 2006 and requested a response by February 7, 2007.</p> <p>Staff anticipates providing survey results to the Board at their February 21, 2007 meeting.</p>

## 304-07-04: SHERIFFS & REGIONAL JAILS

### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PAGE COUNTY	SHERIFF	<p>10-10-06 Officer is requesting additional funds for part-time/temporary payroll to help with jail over crowding issues.</p> <p>Page County Jail has a jail capacity of 34 inmates. For the most recent 12 months, the average Payable ADP was 89. The Compensation Board currently funds 9 correctional positions and 8 emergency correctional officer positions for Page County. Officer requested 8 additional corrections positions for FY07. The General Assembly did not approve any correctional positions for FY07 and Page County did not receive any new court services or law enforcement positions for FY07.</p> <p>The Officer has not yet requested a specific number of additional positions or a specific dollar amount for additional part-time/temporary funding, however based on the 5 to 1 ratio the maximum number of positions the Compensation Board could approve is 3. The additional annual cost for these 3 positions would be \$78,312. The FY07 cost would be \$52,208 for November thru June.</p> <p><b>AT THEIR OCTOBER 18, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ACTION ON THE BOARD'S CARRYOVER REQUEST TO THE DEPARTMENT OF PLANNING AND BUDGET (DPB). IT IS ANTICIPATED THAT THE BOARD WILL BE ADVISED OF ACTION ON THE CARRYOVER REQUEST BY THE DECEMBER 20, 2006 MEETING.</b></p> <p><b>AT THEIR NOVEMBER 15, 2006 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST TO THE DECEMBER 20, 2006 MEETING PENDING DEPARTMENT OF PLANNING AND BUDGET (DPB) ACTION.</b></p>	\$52,208	The Compensation Board approved an additional \$13,574 (F.T.E. of 1.00 position for 6 months) in hourly wage funding as an exception to policy based upon the specific conditions stated by the officer. This is a one-time approval; not in the base budget.

## 304-07-04: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

#### LOCALITY

#### OFFICER

#### REQUEST

#### TOTAL COST

#### COMPENSATION BOARD ACTION

LISTED BELOW

SHERIFF

11-08-06 The following officers are requesting transfers from Base Budget.

-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
035	304	Carroll County	11/08/06	Turnover	Temporary Personnel	\$2,563	\$2,563	\$1,495
095	304	James City County	12/01/06	Turnover	Temporary Personnel	\$6,906	\$6,906	\$4,029
		<b>TOTALS</b>					<b>\$9,469</b>	<b>\$5,524</b>

PITTSYLVANIA COUNTY

SHERIFF

11-17-06 Officer is requesting a Base Budget Fund transfer for Personnel Changes. Salary increases are within Compensation Board guidelines. All salary increases are effective November 16, 2006.

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The Compensation Board approved a transfer of \$3,270 from base temporary to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's temporary 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
143	304	Pittsylvania County	11/29/06	Temporary Personnel	Position 00018	\$3,270.00	\$839.00	\$489
143	304	Pittsylvania County	11/29/06	Temporary Personnel	Position 00058	"	\$2,431.00	\$1,418
		<b>TOTALS</b>					<b>\$3,270.00</b>	<b>\$1,907.50</b>

## 304-07-04: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PIEDMONT REGIONAL JAIL	SUPERINTENDENT	<p>11-22-06 Superintendent is requesting 21.5 additional Corrections positions to help with jail over crowding issues.</p> <p>Piedmont Regional Jail has an operating capacity of 181 inmates. For the most recent 12 months, the average Payable ADP was 381. The Compensation Board currently funds 37 correctional positions and 17 emergency correctional officer positions for Piedmont Regional Jail. The Superintendent did not request any additional correctional positions for FY07. The General Assembly did not approve any correctional positions for FY07.</p> <p>During the period of May-October 2006, the jail reported holding an average of 392 state and local inmates. Member jurisdictions (Amelia, Buckingham, Cumberland, Lunenburg, Nottoway and Prince Edward) accounted for 321 inmates (82%) of these inmates. The jail reported holding 71 (18%) of this ADP by agreement with other jurisdictions.</p> <p>Based on the 5 to 1 ratio and a payable ADP of 381, the maximum number of positions the Compensation Board could approve is 23. The additional annual cost for the 21.5 positions requested would be \$583,682. The FY07 cost would be \$291,841 for January 2007 thru June 2007.</p>	\$291,841	The Compensation Board is not funded to provide overcrowding positions by formula. With the written concurrence of the Superintendent, the Compensation Board will ask the Department of Corrections to conduct a staffing study to determine the appropriate level of additional security staffing needed in the facility.
AMHERST COUNTY	SHERIFF	<p>11-28-06 Sheriff is requesting additional temporary personnel funding in the amount of \$4,800 to fund a part-time clerical position from January 2007 to June 2007 to help with record keeping issues that have resulted from overcrowding of their jail.</p> <p>Amherst County Jail has an operating capacity of 50 inmates. For the most recent 12 months, the average Payable ADP was 76. The Compensation Board currently funds 1 Administrative Support position and 1 LIDS Tech position for the Amherst County Sheriff's Office. The Sheriff did not request any additional support positions for FY07. The General Assembly did not approve any support positions for FY07.</p> <p>Based on the Staffing Standards of 1 position per 25 Law Enforcement Deputies, Amherst is due .88 positions; 1 position per 10 Court Security and Process Service Deputies, Amherst is due .80 positions; and 1 position per 100 inmates of average daily population in the jail, Amherst is due .76 positions. In total, the Sheriff's office is due 2.44 positions.</p>	\$4,800	The Compensation Board approved an additional \$4,800 in hourly wage funding as an exception to policy based upon the specific conditions stated by the officer. This is a one-time approval; not in the base budget.

## 304-07-04: 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	11-29-06 Officer requests a One-Time Fund Transfer from Active Duty Vacancy Savings.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a one-time transfer, not in the base budget; savings are a result of the position being vacant due to military leave.

FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED
087	304	Henrico County	11/29/06	Vacancy Savings	Office Expenses	\$32,022.46	\$32,022.46
		<b>TOTALS</b>				<b>\$32,022.46</b>	<b>\$32,022.46</b>

PETERSBURG CITY	SHERIFF	12-08-06 Officer requests to transfer the annual salaries of the following positions into Office Expense and Temporary Personnel as she does not plan to fill these positions in the current fiscal year. As officer is new, she was unaware that she needed to make the request at the beginning of the fiscal year.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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FIPS	OFFICE	LOCALITY	REQUEST DATE	FROM POSITION #	CLASS	TO CATEGORY	AMOUNT REQUESTED
730	304	Petersburg City	12/08/06	00076	PMED	Temporary Personnel	\$14,480
730	304	Petersburg City	12/08/06	00076	PMED	Office Expense	\$3,195
730	304	Petersburg City	12/08/06	00079	PREC	Office Expense	\$17,500
730	304	Petersburg City	12/08/06	00082	CK A	Office Expense	\$18,786
		<b>TOTAL</b>					<b>\$53,961</b>

LISTED BELOW	SHERIFF	The following officers are requesting equipment reimbursement for new PCs, Laptops, and Printers for their offices. Based on allowable equipment standards they are allowed the totals that are given under the amount available.	\$21,353.26 (stressed cost)	The Compensation Board approved as exceptions to policy based upon the specific conditions stated by the officers. 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.
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FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	CAT	IT Y/N	REP/ NEW	EQUIPMENT REQUESTED	AVAIL	REQ	APPR	TOTAL EQUIPMENT COST	TOTAL PER POLICY COST	FY07 STRESS FACTOR	STRESSED COST PER ITEM	TOTAL STRESSED COST
037	304	Charlotte County	11/09/06	A	Y	N	PCs	3	4	3	\$3,600.00	\$1,200.00	76.45%	\$917.40	\$2,752.20
183	304	Sussex County	12/06/06	A	Y	N	PCs	10	2	2	\$2,360.00	\$1,180.00	91.47%	\$1,079.35	\$2,158.70
183	304	Sussex County	12/06/06	A	Y	N	Printers	5	1	1	\$350.00	\$350.00	91.47%	\$320.15	\$320.15
195	304	Wise County	12/12/06	A	Y	N	PCs	11	11	11	\$13,200.00	\$1,200.00	80.41%	\$964.92	\$10,614.12
195	304	Wise County	12/12/06	A	Y	N	Laptops	2	2	2	\$4,400.00	\$2,200.00	80.41%	\$1,769.02	\$3,538.04
195	304	Wise County	12/12/06	A	Y	N	Printers	7	13	7	\$2,450.00	\$350.00	80.41%	\$281.44	\$1,970.05
		<b>TOTALS</b>									<b>\$26,360.00</b>			<b>\$5,332.28</b>	<b>\$21,353.26</b>

## 320-07-04: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

TAZEWELL COUNTY

COMMONWEALTH'S ATTORNEY

11-21-06 Officer requests to transfer Office Expense Funds into Permanent Salary to fund an Internal Salary Adjustments to Position #3, effective November 1, 2006. The salary requested is within 10% of the current 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	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED	PRORATED AMOUNT
185	320	Tazewell County	11/21/06	Office Expense	Permanent Salaries	\$9,826.00	1,000.00	\$666.67
		TOTAL					\$1,000.00	\$666.67

ROCKINGHAM COUNTY

COMMONWEALTH'S ATTORNEY

11-29-06 Compensation Board staff confirms the correction of a November Docket request. Office Expense funds @ \$2,670 (prorated @ \$2,225) were erroneously transferred to Permanent Personnel to fund an Internal Salary Adjustment. Officer had Turnover funds available. Office Expense budget has been restored to \$11,030.

-0-

Confirmation of error correction.

ROCKBRIDGE COUNTY

COMMONWEALTH'S ATTORNEY

11-30-06 Officer requests to transfer Temporary Funds into Permanent Salary to fund a Class/Roll Change to Position #5, effective December 1, 2006. The salary requested is within 10% of the current salary.

-0-

The Compensation Board approved a transfer of \$1,000 from base temporary effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's temporary 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
163	320	Rockbridge County	11/21/06	Temporary	Permanent Salaries	\$1,282.00	1,000.00	\$583.33
		TOTAL					\$1,000.00	\$583.33

CAMPBELL COUNTY

COMMONWEALTH'S ATTORNEY

12-05-06 Officer requests to transfer Vacancy Savings @ \$3,600 to fund the purchase of the following:

-0-

Approved per the Compensation Board's FY07 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 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08.

FIPS	LOCALITY NAME	EQUIPMENT REQUESTED	REQUESTED QTY	REQUESTED COST	TOTAL REQUESTED COST	PER POLICY QTY	PER POLICY COST	TOTAL COST APPROVED	STRESSED COST
031	Campbell County	PCs	2	1,300.00	2,600	2	1,200.00	2,400	1,685.28
031	Campbell County	Printers	2	600.00	1,200	2	600.00	1,200	842.64
	TOTAL			1,900.00	3,800			\$3,600	\$2,527.92



## 320-07-04: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CHESTERFIELD COUNTY	COMMONWEALTHS ATTORNEY	12-06-06 Officer requests to transfer Vacancy Savings @ \$75,194 to Temporary and Office Expense Funds.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED
041	320	Chesterfield County	12/06/06	Vacancy Savings	Temporary	\$75,194.00	25,194.00
041	320	Chesterfield County	12/06/06	Vacancy Savings	Office Expense	\$75,194.00	50,000.00
		<b>TOTAL</b>					<b>\$75,194.00</b>

SCOTT COUNTY	COMMONWEALTH'S ATTORNEY	12-08-06 Officer requests to transfer Vacancy Savings @ \$4,000 to fund the purchase of the following:	-0-	Approved per the Compensation Board's FY07 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 2007 payroll reimbursement request will not be available for expenditure in June 2007 or in FY08.
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FIPS	LOCALITY	EQUIPMENT REQUESTED	REQUESTED QTY	REQUESTED COST	TOTAL REQUESTED COST	PER POLICY QTY	PER POLICY COST	TOTAL COST APPROVED	STRESSED COST
169	Scott County	Copier	1	4,000.00	4,000	1	4,000.00	4,000	2,974.00
	<b>TOTAL</b>			<b>4,000.00</b>	<b>4,000</b>			<b>\$4,000</b>	<b>\$2,974.00</b>

DANVILLE CITY	COMMONWEALTH'S ATTORNEY	12-08-06 Officer requests to transfer Vacancy Savings @ \$19,000 to Temporary and Office Expense Funds.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED
590	320	Danville City	12/08/06	Vacancy Savings	Temporary	\$27,524.94	9,500.00
590	320	Danville City	12/08/06	Vacancy Savings	Office Expense	\$27,524.94	9,500.00
		<b>TOTALS</b>					<b>\$19,000.00</b>

DINWIDDIE COUNTY	COMMONWEALTHS ATTORNEY	12-13-06 Officer requests to transfer Vacancy Savings @ \$24,477.25 to Temporary Funds.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a base budget transfer.
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FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED
053	320	Dinwiddie County	12/13/06	Vacancy Savings	Temporary	\$24,477.25	24,477.25
		<b>TOTAL</b>					<b>\$24,477.25</b>

## 734-07-04: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAMPBELL COUNTY	COMMISSIONER OF THE REVENUE	12-01-06 Officer requests to transfer turnover in the amount of \$18,358 to position 00002, currently funded at \$0, effective November 1, 2006. <ul style="list-style-type: none"><li>FY07 Pro-Rated \$12,666.83</li></ul>	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a base budget change.

## 732-07-04: TREASURERS/DIRECTORS OF FINANCE NONE.

## 321-07-04: CIRCUIT COURT CLERKS

### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VIRGINIA COURT CLERKS' ASSOCIATION (VCCA)	TECHNOLOGY TRUST FUND (TTF) COMMITTEE	<p>The VCCA TTF Committee requests approval of guidelines for the FY07 allocation of unencumbered monies in the TTF \$1 Fund. The Committee requests that the Compensation Board give priority to requests for</p> <ul style="list-style-type: none"> <li>• Back scanning of land records to 1967 (40 years);</li> <li>• Purchase of electronic indices not already owned by the Clerk or the Compensation Board;</li> <li>• Data conversion of electronic indices from old database to current database; and</li> <li>• Update Land Records Automation Plans for Clerks who require such updates in order to provide secure remote access to land records.</li> </ul> <p>Staff notes that the request by the VCCA TTF Committee does not appear to address the priority expressed by the VCCA at the SJR336 Clerks Commission meetings to redact social security numbers from automated land records, and the legislative package presented to the Commission by the VCCA.</p> <p>Compensation Board staff has contacted the Chairman of the Committee for clarification of the Virginia Court Clerks Association's position regarding the priority of redaction of social security numbers versus backscanning. The Chair has reiterated that is it the priority of the TTF Committee to backscan images prior to redaction. However, <u>Code</u> language as it exists presently does not provide for redaction as a specified use of the \$4 TTF and staff anticipates that all available \$1 TTF resources would be needed over the next four years to redact SSNs.</p> <p>In consideration of staff concerns and the concerns of the TTF Committee, and after further discussion with the VCCA TTF Committee on December 18, 2006, Compensation Board staff makes the following recommendation for the FY07 expenditure of \$1 TTF:</p> <p>Compensation Board Staff recommend four uses of the \$1 Fund in FY07 and consideration of backscanning:</p> <ol style="list-style-type: none"> <li>1) Clerks who have not provided secure remote access to land records and do not have sufficient \$4 funds to do so (this priority has already been established, and \$486,210 has been allocated to address this need);</li> </ol>	N/A	<p>The Compensation Board approved the following priorities for use of the \$1 TTF funds:</p> <ol style="list-style-type: none"> <li>1) Clerks who have not provided secure remote access to land records and do not have sufficient \$4 funds to do so (this priority has already been established, and \$486,210 has been allocated to address this need);</li> <li>2) Clerks who are providing SRA to land records but do not have sufficient TTF resources to maintain SRA or fund additional SRA-related activities, such as equipment upgrades and maintenance; and</li> <li>3) Clerks who currently provide SRA and who have begun or would like to begin the redaction of SSN's on digital land records and/or would like to purchase backscanning (to 1967) and redaction services.</li> </ol> <p>Upon request, the Compensation Board will revisit the priorities with the VCCA TTF Committee and make appropriate adjustments should the 2007 General Assembly enact the anticipated legislation</p>

## 321-07-04: CIRCUIT COURT CLERKS

### OLD BUSINESS:

VIRGINIA COURT CLERKS'  
ASSOCIATION (VCCA)

TECHNOLOGY TRUST  
FUND (TTF) COMMITTEE

Continued from page 11.

- 2) Clerks who are providing SRA to land records but do not have sufficient TTF resources to maintain SRA or fund additional SRA-related activities, such as equipment upgrades and maintenance;
- 3) Clerks who certify to providing SRA on or before July 1, 2007 and who have begun or would like to begin the redaction of Social Security Numbers on electronic land records; and
- 4) Clerks who certify to providing SRA on or before July 1, 2007 and who would like to purchase backscanning (to 1967) and redaction services.

If funding is not sufficient for all priorities, Compensation Board staff and VCCA TTF Committee recommend that backscanning be given a higher priority than redaction.

The VCCA's legislative package includes changes to Code mandating redaction, and providing \$4 TTF as a source for funding for redaction. In addition to the above stated priorities, staff recommends that upon passage of the legislation mandating redaction by 2010 and permitting redaction expenditures from \$4 TTF, that the Compensation Board reconsider the TTF Committee's recommendation for use of \$1 TTF for backscanning and other stated purposes.

**AT THEIR NOVEMBER 15, 2006 MEETING, THE  
COMPENSATION BOARD DEFERRED ACTION PENDING  
ADDITIONAL REVIEW BY COMPENSATION BOARD  
STAFF.**

## 321-07-04: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCHANAN COUNTY GREENSVILLE COUNTY PETERSBURG CITY SALEM CITY SMYTH COUNTY WASHINGTON COUNTY	CIRCUIT COURT CLERKS	Clerks request reconsideration of Compensation Board action to withhold their December 1, 2006 4% salary increase.	N/A	<p>Withholding the 4% salary increase was not a matter of discretion on the part of the Compensation Board. The language in paragraph I, Item 64, Chapter 3, 2006 Acts of Assembly specifically requires the Compensation Board to withhold a salary increase for any Clerk with repeated audit findings.</p> <p><b><i>"1.1. For audits of Clerks of the Circuit Court completed after July 1, 2004, the Auditor of Public Accounts shall report any internal control matter that could be reasonably expected to lead to the loss of revenues or assets, or otherwise compromise fiscal accountability. The Auditor of Public Accounts will also report on compliance with appropriate law and other financial matters of the Clerks' office. 2. For internal control matters that could be reasonably expected to lead to the loss of revenues or assets, or otherwise compromise fiscal accountability, the Clerk shall provide the Auditor of Public Accounts a written corrective action plan to any such audit findings within 10 business days of the audit exit conference, which will state what actions the clerk will take to remediate the finding. The Clerk's response may also address the other matters in the report. During the next audit, the Auditor of Public Accounts shall determine and report if the Clerk has corrected the finding related to internal control matters that could be reasonably expected to lead to the loss of revenues or assets, or otherwise compromise fiscal accountability. 3. Notwithstanding the provisions of Item 461, paragraph 1.1.a., the Compensation Board shall not provide any salary increase to any Circuit Court Clerk identified by the Auditor of Public Accounts who has not taken corrective action for the matters reported above."</i></b></p> <p>The Auditor of Public Accounts (APA) identified eight Clerks' offices as having repeated findings and salary increases were withheld as required by law.</p> <p>The Compensation Board confirmed its decision of November 15, 2006 and did not restore these salary increases. Auditor of Public Accounts and Compensation Board Member Walter J. Kucharski recused himself from the vote as he did at the November 15, 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 #07/05.	N/A	Approved.
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents Training Status Report.	N/A	Noted.
3.	MONTHLY ACTIVITY REPORT—LIDS JAIL AUDITS & JAIL COST REPORT REVIEWS	COMPENSATION BOARD	Staff presents monthly activity report for Local Inmate Data System (LIDS) Jail Audits and Jail Cost Report Reviews.	N/A	Noted.
4.	ANNUAL LIDS AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents annual LIDS Audit Status Report.	N/A	Noted.
5.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Tuesday, January 9, 2007 at 1:00 p.m. (monthly meeting) with the legislative meeting with Association Presidents to follow at 2:00 p.m.	N/A	Approved.
6.	APPOINTMENT OF EXECUTIVE SECRETARY	COMPENSATION BOARD	The Compensation Board appointed Robyn M. de Socio, currently Assistant Executive Secretary, as Executive Secretary effective January 1, 2007 to replace Bruce W. Haynes upon his retirement.	N/A	Noted.
7.	NEW OFFICER TRAINING 2006	COMPENSATION BOARD	Invited 27 new officers, 17 actually attended the New Officer Training. Two attended (Regional Jail) the first day but did not return to the second day of training. One accepted (Sheriff) but did not show no reason for not attending was given.	N/A	Noted.
8.	IT SECURITY	COMPENSATION BOARD	Staff presents an update on IT Security matters.	N/A	Noted. The staff advised the Compensation Board that they will present an update on IT Security matters at their March 28, 2007 meeting.

## OTHER MATTERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
9. TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY07 YTD collections through October total \$4,673,823.86, which is a 16.14% decrease compared to the same period in FY06.</p> <p>Projections:</p> <ol style="list-style-type: none"> <li>Based on current collections, FY07 TTF collections would be approximately \$11.2 million, a decrease of 12.23% over FY06 collections.</li> <li>Based on a projected reduction in recordings of an additional 10% over the remainder of FY07, collections for FY07 would be \$10.6 million, a decrease of 17.37% over FY06 collections.</li> <li>The 2007 Session Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget was based on the average annual collections since the TTF was established (11 years), or \$10,606,834 annually for FY07 – FY12.</li> </ol> <p>Expenditures: FY07 YTD expenditures through November 30, 2006, which represents the reimbursement for July through October, total \$366,074.05, which is 3% of budgeted funding.</p>	N/A	Noted.

FOR YOUR INFORMATION  
NONE.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #07/06  
December 20, 2006**

**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.

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

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

**AND**

**MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (\_\_\_\_\_ seconded the motion.)**

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

**Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.**



# H A N D C A R R Y

## COMPENSATION BOARD DOCKET #07/06

### December 20, 2006

EMPLOYEE RECOGNITION  
NONE.

#### 304-07-04: SHERIFFS & REGIONAL JAILS

##### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LYNCHBURG CITY	SHERIFF	12-15-06 Officer requests equipment reimbursement for replacement laptops for their office. Based on allowable equipment standards they are allowed the totals that are given under the amount available.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer. Any amounts approved will be reimbursed at the stressed cost.

FIPS	OFFICE	LOCALITY NAME	CAT	IT Y/N	REP / NEW	EQUIPMENT REQUESTED	AVAIL	REQ	APPR	TOTAL EQUIPMENT COST	TOTAL PER POLICY COST	FY07 STRESS FACTOR	STRESSED COST PER ITEM	TOTAL STRESSED COST
680	304	Lynchburg City	A	Y	R	Laptops	4	2	2	\$4,100.00	\$2,050.00	87.10%	\$1,785.55	\$3,571.10
		<b>TOTAL</b>								<b>\$4,100.00</b>			<b>\$1,785.55</b>	<b>\$3,571.10</b>

<p>ROCKBRIDGE REGIONAL JAIL</p>	<p>SUPERINTENDENT</p>	<p>12-05-06 Superintendent is requesting additional funding for 2 part-time positions. These positions would be used to help with the increased workload realized due to overcrowding. This funding would be for the period of January 1, 2007 to June 30, 2007.</p> <p>Rockbridge Regional Jail has an operating capacity of 56 inmates. For the most recent 12 months, the average Payable ADP was 92. The Compensation Board currently funds 27 correctional positions, 1 administrative and 1 LIDS Tech position for Rockbridge Regional Jail. The Superintendent did request 9 additional emergency correctional positions for FY07. The General Assembly did not approve any correctional positions for FY07.</p> <p>Based on the 5 to 1 ratio and a payable ADP of 92, the maximum number of positions the Compensation Board could approve is 7. The FY07 cost for these 2 positions would be \$27,148 for January 2007 thru June 2007.</p>	<p>\$27,148</p>	<p>The Compensation Board approved an additional \$13,574 (F.T.E. of 1.00 position for 6 months) in hourly wage funding as an exception to policy based upon the specific conditions stated by the officer. This is a one-time approval; not in the base budget.</p>
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**NEW BUSINESS:**

LOCALITY                      OFFICER                      REQUEST                      TOTAL COST                      COMPENSATION BOARD ACTION

VIRGINIA BEACH CITY                      SHERIFF                      12-18-06 Officer requests reimbursement for new and replacement equipment in the amount of \$141,003. This equipment is needed as a result of the construction of their new facility, renovation of existing facilities, and demand from increased staff usage. Officer has requested reimbursement for the following items:

\$74,949  
(stressed cost)

The Compensation Board approved \$43,287.31 (stressed) in additional funding for equipment due per Compensation Board policy. As an exception to policy based upon the reasons stated by the Sheriff, the Compensation Board approved an additional \$31,662 (stressed) for 37 desktop PC's for a total approval of \$74,949.31 (stressed). Any amounts approved will be reimbursed at the stressed cost.

Item	Quantity	Price	Cost
Intranet Connections Intranet Software	1		\$ 6,600
Acronis Server and Desktop backup			\$ 13,989
HP 2848 Switch	2	\$ 3,857	\$ 7,714
Media Converters	6		\$ 150
Desktop PC	50	\$ 1,500	\$ 75,000
Laptop PC	8	\$ 1,650	\$ 13,200
Outfitting Admin. Conference Room			\$ 7,000
Outfitting Training Conference Room			\$ 7,000
WiFi Access Points	4	\$ 450	\$ 1,800
HP Printer 4250N	2	\$ 2,000	\$ 4,000
HP Printer 1320	2	\$ 400	\$ 800
PDA	10	\$ 375	\$ 3,750
Total			\$ 141,003

Based on Compensation Board policies, Officer would be approved for the following items:

If the Board wishes to approve, as an exception to policy, the additional 37 desktop computers, the additional cost would be \$44,000 (based on FY07 stress factors, this amount would be \$31,662).

FIPS	Office	Locality Name	Cat	IT Y/N	Rep / New	Equipment Requested	Avail	Req	Appr	Total Equipment Cost	Total Per Policy Cost	FY07 Stress Factor	Stressed Cost Per Item	Total Stressed Cost
810	304	Virginia Beach	A	Y	N	Laptops	8	8	8	\$17,600.00	\$2,200.00	71.31%	\$1,568.82	\$12,550.56
810	304	Virginia Beach	A	Y	N	Desktops	13	50	13	\$15,600.00	\$1,200.00	71.31%	\$855.72	\$11,124.36
810	304	Virginia Beach	A	Y	N	Printers	52	4	4	\$4,000.00	\$1,000.00	71.31%	\$713.10	\$2,852.40
810	304	Virginia Beach	A	Y	N	Server	1	1	1	\$13,989.00	\$13,989.00	71.31%	\$9,975.56	\$9,975.56
810	304	Virginia Beach	A	Y	N	HP 2848 Switch	2	2	2	\$7,714.00	\$3,857.00	71.31%	\$2,750.43	\$5,500.85
810	304	Virginia Beach	A	Y	N	WiFi Access Points	4	4	4	\$1,800.00	\$450.00	71.31%	\$320.90	\$1,283.58
		<b>TOTALS</b>								<b>\$60,703.00</b>			<b>\$16,184.52</b>	<b>\$43,287.31</b>

## 320-07-04: COMMONWEALTH'S ATTORNEYS

### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HANOVER COUNTY	COMMONWEALTH'S ATTORNEY	11-14-06 Substitute Prosecutor requests an exception to the 60-day, \$300 reimbursement policy.  AT THEIR NOVEMBER 15, 2006 MEETING, THE COMPENSATION BOARD DEFERRED THIS REQUEST TO THE DECEMBER 20, 2006 MEETING PENDING ADDITIONAL INFORMATION FROM THE COMMONWEALTH'S ATTORNEY. THE COMPENSATION BOARD ASKED THAT AN EXPLANATION BE PROVIDED BY DECEMBER 13, 2006 AS TO THE REASON(S) THAT AN EXCEPTION TO THE COMPENSATION BOARD'S LONG-STANDING SUBSTITUTE PROSECUTOR REIMBURSEMENT POLICY SHOULD BE MADE.	\$466.70 Prior Year  \$161.54 Current Year	The Compensation Board approved reimbursement of \$161.54 for current fiscal year costs as an exception to policy based upon the information provided by the Assistant commonwealth's Attorney.

  

PROSECUTOR	EXPENSES FROM - TO	DEFENDANT	TOTAL	NOTE
Mark Robinette	11-18-05 / 05-26-06	Seth McGuire	\$466.70	Prior Year
Mark Robinette	09-29-06 / 09-29-06	Seth McGuire	\$161.54	Current Year
		<b>TOTAL</b>	<b>\$628.24</b>	

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
STAFFORD COUNTY	COMMONWEALTH'S ATTORNEY	12-19-06 Officer requests to transfer Vacancy Savings @ \$67,061.98 to Temporary and Office Expense Funds.	-0-	Approved per the Compensation Board's FY07 Budget Priorities and Policies. This is a base budget transfer.

  

FIPS	OFFICE	LOCALITY NAME	REQUEST DATE	FROM CATEGORY	TO CATEGORY	AMOUNT AVAILABLE	AMOUNT REQUESTED
179	320	Stafford County	12/19/06	Vacancy Savings	Temporary	\$71,774.62	62,061.98
179	320	Stafford County	12/19/06	Vacancy Savings	Office Expense	\$71,774.62	5,000.00
		<b>TOTAL</b>					<b>\$67,061.98</b>

734-07-04: COMMISSIONERS OF THE REVENUE  
NONE.

732-07-04: TREASURERS/DIRECTORS OF FINANCE  
NONE.

321-07-04: 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. DEPARTMENT OF PLANNING AND BUDGET (DPB) CARRYOVER APPROVALS	COMPENSATION BOARD	Staff presents FY06 carryover amounts and recommendations for addressing allocations. Requests from Constitutional Officers for one-time costs will be due to the Compensation Board on February 12, 2007 for action at the February 21, 2007 meeting.	N/A	Compensation Board approved staff recommendations.

AGENCY	PROGRAM	OFFICE	MANDATORY	DISCRETIONARY	TOTAL
157	307	Sheriffs/Regional Jails	\$834,148	\$0	\$834,148
	717	Finance Directors	\$29,126	\$0	\$29,126
	771	Commissioners of the Revenue	\$64,608	\$0	\$64,608
	772	Commonwealth's Attorneys	\$450,000	\$0	\$450,000
	774	Treasurers	\$291,772	\$0	\$291,772
	799	Admin	\$0	\$600	\$600
			<b>\$1,669,654</b>	<b>\$600</b>	<b>\$1,670,254</b>

## FOR YOUR INFORMATION NONE.

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