

COMPENSATION BOARD DOCKET #08/06

December 19, 2007

EMPLOYEE RECOGNITION
NONE.

307-08-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RICHMOND CITY	SHERIFF	10-5-07. Officer is requesting to enter an internal salary adjustment that was approved by the Sheriff on 9-24-07, after the restrictions for use of turnover funds were put in place by the Compensation Board at the Board meeting on 9-19-07. This position was inadvertently omitted from the November docket.	\$833	The Compensation Board did not approve this request. As indicated by the Compensation Board at its September 19, 2007 meeting and confirmed at its October 3, 2007 meeting, the use of turnover funds for internal salary adjustments will no longer be allowed for the remainder of FY08.
WESTERN VIRGINIA REGIONAL JAIL	SHERIFF	11-19-07. Office is requesting funding for purchase of LiveScan equipment for the Western Virginia Regional Jail that is currently under construction and is scheduled to open in March 2009. Officer states having this equipment in place will prevent them from transporting inmates out of the facility for processing.	N/A	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2007, additional funding is not available this year. Additionally, the Compensation Board advises the Superintendent that, upon request, the Board will consider such funding as a part of its FY09 budget allocation process in the spring of 2008.

307-08-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AMELIA COUNTY	SHERIFF	12-4-07. The following locality is requesting Base Budget Fund transfers for Personnel Changes. Salary increases are within Compensation Board guidelines. The officer is requesting that this salary increase be effective December 1, 2007.	-0-	The Compensation Board approved a transfer of \$3,396 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	Board Action
007	307	Amelia County	12/04/07	Temporary	Position #00015	\$26,161	\$3,396	\$1,981	
		Totals					\$3,396	\$1,981	

CULPEPER COUNTY	SHERIFF	11-26-07. Officer is requesting reimbursement for legal fees incurred. The Culpeper County Board of Supervisors has approved payment of the fees totaling \$1,980. Officer requests a two thirds reimbursement of defense counsel fees from the Compensation Board, totaling \$1,320. These legal fees were incurred during an investigation of allegations which did not warrant criminal prosecution.	\$1,320	Approved as requested.
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717-08-06: DIRECTORS OF FINANCE
NONE

771-08-06: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HIGHLAND COUNTY	COMMISSIONER OF THE REVENUE	12-07-2007 Pos. 00001, budgeted at \$20,583 will become vacant as of December 31, 2007. Officer requests an exception to the 90-Day Vacancy Rule for this position, as this is her only Compensation Board funded deputy.	\$5,146	Approved as an exception to policy, based upon the specific conditions stated by the officer.
MATHEWS COUNTY	COMMISSIONER OF THE REVENUE	11-16-07 Pos. 00001, budgeted at \$15,768 and pos. 00004, budgeted at \$14,431 resigned effective 11/14/2007, leaving the office with only one remaining employee. Officer requests an exception to 90-Day Vacancy Rule for one of these two positions.	\$7,549.77	Approved as an exception to policy, based upon the specific conditions stated by the officer, for one of the two positions.
WASHINGTON COUNTY	COMMISSIONER OF THE REVENUE	11-15-2007 On January 1 st pos. 00001, budgeted at \$23,863 will not be reappointed and pos. 00004, budgeted at \$32,583 will retire. Officer requests an exception to the 90-Day Vacancy Rule for these two positions. If an exception is not granted for pos. 00004, officer requests approval to promote Bralley, currently in pos. 00003, to pos. 00004 and leave pos. 00003 vacant for 90 days.	\$14,112	The Compensation Board did not approve the request for an exception from the 90-Day vacancy policy. However, the Compensation Board did approve the promotion of the incumbent of pos. 00003 to pos. 00004, with pos. 00003 to remain vacant per policy for 90 days.
CITY OF BUENA VISTA	COMMISSIONER OF THE REVENUE	12-7-2007 Pos. 00001, budgeted at \$26,671 will become vacant as of December 19, 2007. Officer requests an exception to the 90-Day Vacancy Rule for this position, as this is her only Compensation Board funded deputy.	\$6,668	Approved as an exception to policy, based upon the specific conditions stated by the officer.
GILES COUNTY	COMMISSIONER OF THE REVENUE	11-26-2007 Officer requests an exception to the 90-Day Vacancy Rule so that she may hire for pos. 00003, budgeted at \$32,325, which will be vacated on January 1 st , as the deputy has been elected Clerk of the Circuit Court.	\$8,081	Approved as an exception to policy, based upon the specific conditions stated by the officer, and in accordance with Board action of November 14, 2007 to grant an exception for vacancies caused by election of a deputy as a constitutional officer.

772-08-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE WILLIAM COUNTY	COMMONWEALTH'S ATTORNEY	11-26-2007 Substitute Prosecutors request exceptions to the 60-day, \$500 reimbursement policy. The expenses incurred for mileage, lodging and meals during one trip to Greenville County exceed the \$500 maximum policy.	\$3,830.46	Approved as an exception to policy, based upon the specific conditions stated by the officer.

Prosecutor	Expenses From - To	Defendant	Total
Paul B. Ebert	9-9-07 / 9-21-07	Ralph Wiley	\$1,909.17
		Total	\$1,909.17

Prosecutor	Expenses From - To	Defendant	Total
Richard A. Conway	9-9-07 / 9-21-07	Ralph Wiley	\$1,921.29
		Total	\$1,921.29

SUFFOLK CITY	COMMONWEALTH'S ATTORNEY	12-5-2007 Substitute Prosecutor requests exception to the 60-day reimbursement policy. Substitute prosecutor promptly sent expenses to Portsmouth City for signatures but inadvertently, Portsmouth City did not send the request to the Comp Board in a timely manner.	\$15.55	Approved as an exception to policy, based upon the specific conditions stated by the officer. The Compensation Board also approved a motion to delegate authority to the Executive Secretary to approve exceptions to the 60-Day Reimbursement policy when the reimbursement cost is less than \$250. Board action on requests for policy exceptions will be necessary when reimbursement costs are \$250 or greater.
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Prosecutor	Expenses From - To	Defendant	Total
James E. Wiser	9-17-07 / 9-17-07	Charles T. Stewart	\$15.55
		Total	\$15.55

LOUDOUN COUNTY	COMMONWEALTH'S ATTORNEY	10-4-2007 Officer requests, in accordance with §15.2-1606 and §15.2-1636.14, to reimburse the county of Loudoun for Defense Counsel @ \$31,539.86.	\$31,539.86	Approved as requested
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773-08-06: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GILES COUNTY	CIRCUIT COURT CLERKS	12-2-07 Officer elect requests an exception to the 90-day hiring delay to fill pos. #2 effective January 7, 2008. Officer elect states that with little experience in the office and having the Chief Deputy position vacant for the 90-day hiring delay would leave his office at about 60% efficiency	\$9,881	The Compensation Board did not approve this request. As noted by the Compensation Board at their meeting of October 3, 2007, a 90-Day vacancy policy is in effect for FY08 as a part of the Governor's FY08 Budget Reduction Plan.
MONTGOMERY COUNTY	CIRCUIT COURT CLERK	12-5-2007 Officer is submitting a salary restoration and upward role change for pos. #5, DCI-PB2 @ 17,724 to DCII-PB4 @ 28,362. Annual cost to increase is @ 10,638. The requested salary is the minimum of pay band 4. Officer requests to transfer Base Temporary funds @ 10,638 to fund upward role change. The funds are available in the current FY08 budget.	-0-	The Compensation Board approved a transfer of \$10,638 from base temporary funds 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 funds budget in the current as well as subsequent fiscal years.

FIPS	OFFICE	LOCALITY	Request Date	FROM POSITION	To Category	Amount Available	Amount Requested	Prorated Amount
121	773	Montgomery County	12/05/07	Temporary	Permanent Salaries	\$12,019.00	\$10,638.00	\$6,205.50
		Totals					10,638.00	6,205.50

GREENSVILLE COUNTY	CIRCUIT COURT CLERKS	12-10-07 Officer requests \$2,000 from the TTF \$1 fund to upgrade 4 computers. The vendor for this equipment is the Supreme Court of Virginia. The Officer made a mid-year docket request for the remainder of his \$4 available balance and \$215 from the \$1 Fund in November.	\$2,000	The Compensation Board deferred action on this request in accordance with action taken at the November 14, 2007 Board meeting to restrict further allocations from the TTF \$1 until January 2008. In January the Board will initiate a procedure to consider requests from all Clerks for further allocation from the \$1 fund, and this request will be considered at that time.
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774-08-06: TREASURERS NONE

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 #08/05.	N/A	Approved
2.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents Training Status Report. (no updates since the October meeting).	N/A	N/A
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.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming meetings: Wednesday, January 16, 2008 at 12:00 p.m and Wednesday, February 20, 2008 at 11a.m. *Legislative meeting with Association Presidents is scheduled for Tuesday, January 8, 2008 at 2:00 p.m.	N/A	Approved
5.	NOT UPDATE	COMPENSATION BOARD	Invited 100 new officers, 92 actually attended the New Officer Training. Two accepted (Director of Finance and Commonwealth's Attorney), both actually took office last year and were re-invited but did not show. The other six had schedule conflicts and were unable to attend the training.	N/A	Noted
6.	FY07 FINES & FEES REPORT	COMPENSATION BOARD	Staff presents the final FY07 Fines & Fees Report to the Board of their information	N/A	Confirmation
7.	CUSTOMER SERVICE SURVEY REPORT	COMPENSATION BOARD	Staff presents 2007 Customer Service Survey Report	N/A	Approved

OTHER MATTERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
8. FY08 TECHNOLOGY TRUST FUND COLLECTIONS	CIRCUIT COURT CLERKS	<p>Collections: FY08 year-to-date collections total \$3,958,534.04, which is a 15.36% decrease compared to the same period in FY07.</p> <p>Expenditures:</p> <ol style="list-style-type: none"> 1. Based on current collections, FY08 TTF collections would be approximately \$9.5million, a decrease of 13.3% over FY07 collections. 2. Based on a projected reduction in recordings of an additional 10% over the remainder of FY08, collections for FY08 would be \$8.9 million, a decrease of 18.32% over FY07 collections 3. The 2008 Six Year Nongeneral Fund Revenue Estimate submitted to the Department of Planning and Budget includes FY08 projected collections of \$9,857,396 and estimated collections of \$9,009,037 for FY09-14. <p>Expenditures: FY08 YTD expenditures through December 11, 2007, which represents the reimbursement for July through partial payment of November, total \$3,365,043.09 which is 23.81% of budgeted funding.</p>	N/A	Noted

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #08/06
December 19, 2007**

1) MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (Member Walter J. Kucharski seconded the motion).

- X Under the provisions of Section 2.2-3711.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 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

2) Chairman Frank Drew: I move to return to open session. (Member Walter J. Kucharski 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. (Member Walter J. Kucharski seconded the motion.)

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

Frank Drew, Chairman	Yes	X	No	<input type="checkbox"/>
Walter J. Kucharski, Member	Yes	X	No	<input type="checkbox"/>
Janie E. Bowen, Member	Yes	X	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 #08/06

December 19, 2007

EMPLOYEE RECOGNITION
NONE.

307-08-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALLEGHANY COUNTY	SHERIFF	12-18-07. Officer is requesting additional funding for equipment.	\$9,834.46	The Compensation Board did not approve this request. As noted in the Compensation Board's letter of May 1, 2007, additional funding is not available this year.

FIPS	Locality	Equipment Requested	Requested Qty.	Unit Requested Cost	Total Requested Cost	Per Policy Quantity	Per Policy Unit Cost	Total Cost Approved	Stressed Cost
005	307	File Server	1	\$12,290	\$12,290	0	\$0	\$0	\$9,834.46

ORANGE COUNTY	SHERIFF	11-27-07. Officer is requesting additional temporary funding of \$13,313.30. This is equivalent to the Chief Deputy position #00017 at \$49,503 from August 1, 2007 to the election date of November 6, 2007. The Chief Deputy was then elected as Sheriff on 11-6-07, at which time they moved an individual into the vacant Chief Deputy position. This request for 'additional' funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as the Officer understands that the Compensation Board's interpretation of 24.2-226 and 228 is if that position #00017L12 is not vacant during the period in which Officer is the acting Sheriff, consequently the position could not be filled and funds cannot be transferred from this position.	\$13,313.30	Approved at no additional cost to the Compensation Board.
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307-08-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BOTETOURT COUNTY	SHERIFF	<p>11-3-07 (rec'd 12-4-07). The Sheriff requests an exception to the restrictions on the use of turnover funds for establishing salaries for positions designated to work in the new Botetourt/Craig regional jail. Officer is hiring 30 new employees for the new regional jail and transferring 21 existing jail staff to the new regional jail, and in doing so it was necessary to restructure existing staff for proper supervision and operation of new staff in the jail. Officer is requesting to use funds budgeted for the new jail for new hires and to provide appropriate pay adjustments for newly aligned duties. All pay changes requested are within Compensation Board policy for established pay practices and would ordinarily be allowable when turnover restrictions are not in place.</p> <p>12-6-07. The Sheriff wishes to inform the Compensation Board that the new jail facility for Botetourt County is complete and will be accepting inmates on December 19, 2007. The opening date was rescheduled from the last planned opening date of October 31, 2007 which was approved on the October docket.</p> <p>Funding is budgeted based on an original estimated opening date of completion of October 1, 2007. Officer wishes to notify the Compensation Board that he would like to request reimbursement for employees hired and on site beginning November 4, 2007 in accordance with provisions of Paragraph D, Item 59, Chapter 847, 2007 Acts of Assembly.</p>	<p>-0-</p> <p>-0-</p>	<p>Approved as a one-time exception to policy based upon the specific conditions stated by the officer, for adjusting salaries of jail related positions.</p> <p>Approved per the Compensation Board FY08 Budget Priorities and Policies.</p>

307-08-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FLOYD COUNTY	SHERIFF	12-7-07. Officer is requesting an exception to the regrade policy to maintain the current salary of a budgeted L8 position. Officer will be switching the responsibilities of two deputies in his office, one Compensation Board funded L8, (position 22, Akers) and one grant funded school resource officer (Craig). Deputy Craig has been in the grant funded SRO position for 9 years and is currently paid a higher salary than that budgeted currently in position 22. When Deputy Akers vacates position 22, the position will revert to an L7 with 9.3% reduction in salary. Officer requests to bring Deputy Craig into position 22 at its currently budgeted salary of \$30,863.	-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

717-08-06: DIRECTORS OF FINANCE NONE.

771-08-06: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WYTHE COUNTY	COMMISSIONER OF THE REVENUE	12-10-2007 Pos. 00001, budgeted at \$19,508, became vacant as of November 1, 2007. Officer requests an exception to the 90-Day Vacancy Rule for this position to hire as of December 19 th .	\$2,322	The Compensation Board did not approve this request. As noted by the Compensation Board at their meeting of October 3, 2007, a 90-Day vacancy policy is in effect for FY08 as a part of the Governor's FY08 Budget Reduction Plan.

772-08-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SUFFOLK CITY	COMMONWEALTH'S ATTORNEY	12-17-07-2007 Substitute Prosecutor requests exception to the 60-day reimbursement policy. Substitute prosecutor promptly sent expenses to Portsmouth City for signatures but inadvertently, Portsmouth City did not send the request to the Comp Board in a timely manner.	\$16.98	Approved as an exception to policy, based upon the specific conditions stated by the officer

<u>Prosecutor</u>	<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>
Nicole Belote Womble	3-12-07 / 3-12-07	Andrew Partin	\$16.98
Total			\$16.98

WYTHE COUNTY	COMMONWEALTH'S ATTORNEY	12-17-07-2007 Substitute Prosecutor request exceptions to the 60-day, \$500 reimbursement policy. Substitute prosecutor promptly sent expenses to Pulaski County for signatures but inadvertently, Pulaski County did not send the request to the Comp Board in a timely manner.	\$24.25	Approved as an exception to policy, based upon the specific conditions stated by the officer
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<u>Prosecutor</u>	<u>Expenses From - To</u>	<u>Defendant</u>	<u>Total</u>
Franklin P. Slavin, Jr.	9-24-07 / 9-24-07	Emily Suzanne Jessee	\$24.25
Total			\$24.25

BUCHANAN COUNTY	COMMONWEALTH'S ATTORNEY	12-17-2007 Officer Elect requests to transfer Temporary Funds into Permanent Salaries to fund a New Hire salary to pos. #8. The salary requested is within 15% of the new hire employee's previous salary.	-0-	The Compensation Board approved a transfer of \$2,057 from Temporary Funds 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 Fund budget in the current as well as subsequent fiscal years.
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<u>FIPS</u>	<u>OFFICE</u>	<u>LOCALITY</u>	<u>Request Date</u>	<u>FROM POSITION</u>	<u>To Category</u>	<u>Amount Available</u>	<u>Amount Requested</u>	<u>Prorated Amount</u>
027	772	Buchanan County	12/17/07	Temporary	Position 8	\$17,691.00	\$2,057.00	\$1,028.50
Totals							2,057.00	1,028.50

772-08-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PATRICK COUNTY	COMMONWEALTH'S ATTORNEY	12-12-2007 Officer Elect states the incumbent officer personally owns the equipment in the Commonwealth's Attorney office and will be taking the equipment when he leaves office.	\$4,300 Total Cost	Approved as an exception to policy, based upon the specific conditions stated by the officer
		Officer Elect requests Equipment Funds @ 4,300 to purchase the following items:	\$3,248.65 Stressed Cost	
		NOTE: There are no available Vacancy Savings funds available to fund this request.		

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
141-772	Patrick County	PC	1	900	900	1	900	900	679.95
141-772	Patrick County	Shredder	1	400	400	1	400	400	302.20
141-772	Patrick County	Copier	1	3,000	3,000	1	3,000	3,000	2,266.50
141-772 Total								4,300	3,248.65
Grand Total								4,300	3,248.65

772-08-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCHANAN COUNTY	COMMONWEALTH'S ATTORNEY	12-14-2007 Officer Elect requests an exception to Compensation Board policy to use Temporary Funds at \$4,782.11 to pay two weeks additional salaries after the date of separation for 3 appointees of the former Commonwealth's Attorney who will not be re-appointed upon the new Constitutional Officer taking office.	-0-	The Compensation Board did not approve this request. The Compensation Board is not able to reimburse the locality for individuals no longer on the payroll.

773-08-06: CIRCUIT COURT CLERKS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GILES COUNTY POWHATAN COUNTY SMYTH COUNTY	CIRCUIT COURT CLERKS	<p>In reviewing the most recent audit reports by the Auditor of Public Accounts for the Clerks in the Counties of Giles, Powhatan and Smyth, staff has made the following conclusions:</p> <p>Giles County Clerk Ratcliffe and Powhatan County Clerk Maxey each have a third repeat finding in the area of Monitoring and Disbursing Liability Accounts. The Compensation Board originally withheld both Clerks' December, 2006 salary increase in accordance with Item 64 (I) of Chapter 3, 2006 Acts of Assembly, and restored such increase in March, 2007 based upon the Clerks' assertions, under penalty of perjury, of corrective action taken after the first repeat of the original finding. Staff notified Clerks Ratcliffe and Maxey in April, 2007 of the Compensation Board's action taken and noted that should the next APA audit report show that any of the repeated internal control findings have not been corrected, that the next salary increase will be withheld until such time as a subsequent regularly scheduled APA audit determines that all such finding have been corrected, and that salary increases will be reinstated on a day-forward basis only.</p> <p>Smyth County Clerk Warren has a repeat finding from the prior audit in the area of Properly Assessing and Recording of Criminal Fees. Although this is a repeated finding from a prior audit, it is not a finding upon which the Compensation Board originally withheld the December, 2006 salary increase. In accordance with action taken by the Compensation Board in FY07 to address repeated internal control findings, staff recommends providing Clerk Warren the opportunity to attest to corrective action taken to this finding.</p>	N/A	<p>In accordance with Item 64 (I) of Chapter 847, 2007 Acts of Assembly, and Compensation Board action of March, 2007, the salaries of the Circuit Court Clerks in the Counties of Giles and Powhatan will remain unchanged as of December 1, 2007. The Compensation Board notes that the salary amount cannot be restored to the Powhatan County Clerk until such time as a subsequent regularly scheduled APA audit determines that all such findings have been corrected, and that the salary increase will be reinstated on a day-forward basis only. The Compensation Board also notes that the withholding of the December, 2007 salary increase will not impact the salary of the newly-elected Circuit Court Clerk of the County of Giles upon taking of office.</p> <p>The Compensation Board requests that the Smyth County Clerk provide proof of corrective action taken to the repeated audit finding in the area of Properly Assessing and Recording of Criminal Fees reported in the most recent report of the Auditor of Public Accounts, and provide such documentation along with attestation under penalty of perjury to such action having been taken. Until such time as this information is provided for consideration by the Board at a regularly scheduled meeting, the Compensation Board will defer decision on the approval of a 4% salary increase effective December 1, 2007.</p> <p>Board Member Walter J. Kucharski abstained from voting on this matter.</p>

773-08-06: CIRCUIT COURT CLERKS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GILES COUNTY POWHATAN COUNTY SMYTH COUNTY (continued)	CIRCUIT COURT CLERKS	<p>Items considered by the Compensation Board at their November 14, 2007: Compensation Board staff received from the Auditor of Public Accounts late last week the Statewide Report on Virginia Circuit Courts Audits for the period July 1, 2006 through June 30, 2007, dated October 29, 2007. Based upon language in the 2007 Virginia Acts of Assembly, Chapter 847, Item 64, Paragraph I, a preliminary review of the Report by staff indicates that three Clerks, in the Counties of Giles, Powhatan, and Smyth, had repeated internal control audit findings and may be ineligible to receive the December 1, 2007 salary increase of 4%. Staff recommends that a more thorough review of the audit reports and findings be conducted to determine appropriate action in accordance with Chapter 847 and that staff report back with its recommendations regarding eligibility of these three Clerks to receive the December 1, 2007 salary increase at the December 19 meeting.</p> <p>Staff notes that the other four Clerks with repeated internal control findings identified in the Report remain eligible for the December 1, 2007 salary increase for the following reasons: Buchanan and Washington Counties – the Clerk being audited is no longer in office, and their successors have not yet been audited; Cities of Petersburg and Salem – these Clerks have not had an audit report issued since the Compensation Board took action in March, 2007 to note corrective actions taken and restore the previous pay increase.</p> <p>Action taken by the Compensation Board at their November 14, 2007 meeting: "The Compensation Board concurs and notes that a decision regarding the eligibility of the Clerks in Giles, Powhatan and Smyth Counties to receive a 4% salary increase effective December 1, 2007 is deferred until the December 19th meeting, pending additional review and recommendation by staff."</p>		

774-08-06: TREASURERS
NONE.

OTHER MATTERS
NONE.

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board
Date: December 19, 2007
Time: 11:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Frank Drew, Chairman (present)
Walter J. Kucharski, ExOfficio Member (present)
Janie E. Bowen, ExOfficio Member (present)

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