

Blue Ridge Juvenile Detention Commission Meeting
Thursday, July 12, 2018
Blue Ridge Juvenile Detention Conference Room
195 Peregrory Lane, Charlottesville, VA
10:30 AM

- I. Call to Order
- II. Matters from the Public
- III. Meeting Minutes – March 8, 2018
- IV. Old Business
- V. New Business
 - May 31, 2018 YTD Financial Report
 - Authorization to transfer funds
- VI. Matters from Superintendent
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Closed Session – Superintendent’s Performance Evaluation
- X. Adjournment

**Blue Ridge Juvenile Detention Commission Meeting
March 8, 2018**

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on March 8, 2018 @ 10:30 AM, in the Conference Room at Blue Ridge Juvenile Detention, 195 Peregory Lane, Charlottesville, Virginia.

Members Attending: Doug Walker (County of Albemarle), Eric Dahl (County of Fluvanna), Mike Murphy (City of Charlottesville), John Egertson (County of Culpeper) and John Barkley (County of Greene)

Others Attending: Jodi Dillow, Jeff Gore, Cathy Roessler

I. Call to Order

The meeting was called to order by Mr. Walker, Chairman at 10:30 AM.

II. Matters from the Public

There were no matters from the public.

III. Meeting Minutes

A motion was offered by Mr. Barkley and seconded by Mr. Egertson to approve the January 11, 2018 Meeting Minutes. The motion was approved by a 5-0 voice call vote.

IV. Old Business

There was no old business.

V. New Business

- January 31, 2018 YTD Financial Report – Ms. Roessler presented the January 31, 2018 YTD financial report. A motion was offered by Mr. Dahl and seconded by Mr. Egertson to approve the report. The motion was approved by a 5-0 voice call vote.
- FY19 Budget – Ms. Roessler presented the FY19 budget and discussion followed. A motion was offered by Mr. Barkley and seconded by Mr. Murphy to approve the FY19 budget. The motion was approved by a 5-0 voice call vote.

VI. Matters from Superintendent

Ms. Roessler gave an update to the Commission on the following items:

- LED Project – the RFP has been posted and we hope to get this completed in FY18. Mr. Murphy asked if BRJD had solar and discussion followed. Mr. Murphy offered for the Public Works Dept. to come out and provide some direction/assistance.
- Big Brothers/Big Sisters –we are working on a MOU for them to work with our population.
- DJJ/CPP – Ms. Roessler/Mr. Gore reported on the continued efforts of DJJ's juvenile justice transformation. All members agreed to have Ms. Roessler draft a letter of support to local legislators, particularly as it relates to the Commonwealth's continued use of reinvestment dollars to fund community-based treatment.
- Community Attention – Ms. Roessler reported that Community Attention has begun providing a service called Family Checkup and a curriculum called Thinking for a Change, and it is hoped that BRJD youth and their families will access such services.

VII. Matters from Commission Members

Mr. Barkley thanked Ms. Roessler for following-up on the information he requested.

VIII. Matters from Commission Attorney

There were no matters from Mr. Gore.

IX. Adjournment

The meeting adjourned @ 11:10 AM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> May 31, 2018 Unaudited Financial Report	<u>AGENDA DATE:</u> July 12, 2018
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u> <u>INFORMATION:</u> XXX <u>ACTION:</u> No
<u>STAFF CONTACTS:</u> Roessler, Brill	<u>ATTACHMENTS:</u> Yes
	<u>REVIEWED BY:</u>

Total Compensation is estimated to come in under budget \$167,240:

- Health insurance is estimated to come in under budget \$144,851 due to insurance surplus funds reimbursement from insurance savings.

Operating Expenditures is estimated to come in under budget \$47,548:

- Health Services is estimated to come in under \$9,000.
- R&M Buildings is estimated to come in under budget \$10,000.
- Maintenance Contract Equipment is estimated to come in over \$6,000 due to Johnson controls equipment repairs.
- Maintenance Contract Buildings & Grounds is estimated to come in under \$7,000.
- Data Processing is estimated to come in under \$7,000.
- Gas Service is estimated to come in under \$7,000 due to the mild winter.
- Food supplies is estimated to come in over \$11,000.

Operating Capital is estimated to come in over budget \$13,936:

- Machinery and Equipment New is over budget \$4,990 due to the unbudgeted purchase of a repeater for the radios.
- ADP Equipment Replacement is over budget \$5,657 due to the replacement of a server.
- M & E replacement includes \$185,000 for the LED project that was not completed by June as anticipated. BRJD is seeking approval to transfer funds in the amount of \$185,000 from the operating cash account (4500) to the capital/construction cash account (4501).

Total Expenditures is estimated to come in under budget \$200,852.

Revenue is estimated to come in over budget \$105,076:

- Interest revenue is estimated to come in over budget \$17,200.
- Region Ten is under budget \$8,025.
- CPP program is estimated to come in over \$40,485 over due to additional beds.
- Department of Juvenile Justice will be over \$37,957.
- US Department of Agriculture will be over \$10,088.

Total Net Income is estimated to come in over budget \$305,928.

Recommendations: None

**Blue Ridge Juvenile Detention
Detailed Financial Report
May 31, 2018 YTD Unaudited**

	G	H	Q	R	S	U	V	W	X
1	OBJECT DESCRIPTION:	2018 Budget	Mar-18	Apr-18	May-18	YTD	Percent of Budget as of May 2018 = 92%	June 2018 Extrapolation	Variance
2	Total Combined Compensation:								
3	Salaries	2,028,629	167,578	167,901	166,686	1,858,812	91.63%	2,030,367	1,738
4	Overtime wages		0	0	0	0	#DIV/0!		0
5	Part-time wages	10,000	500	400	400	4,800	48.00%	5,200	(4,800)
6	Accrd ann. leave/sick leave accrual		0	0	0	0	#DIV/0!		0
7	FICA 7.65%	156,036	12,449	12,510	12,715	137,261	87.97%	150,031	(6,005)
8	VRS 6.5%	96,157	7,386	7,443	7,308	81,206	84.45%	88,763	(7,394)
9	VLTD - program	1,500	213	197	197	2,392	159.47%	2,592	1,092
10	VRS Hybrid	4,000	502	475	475	5,846	146.15%	6,346	2,346
11	Early Retirement	1,053	0	0	0	1,055	100.19%	1,055	2
12	Health insurance \$7794 per emp	454,844	30,896	30,120	30,120	280,649	61.70%	309,993	(144,851)
13	Dental insurance	11,750	760	740	740	8,320	70.81%	9,040	(2,710)
14	HSA contribution	14,500	0	5,520	0	14,420	99.45%	14,420	(80)
15	VRS group life 1.19%	26,575	2,180	2,188	2,151	24,056	90.52%	26,297	(278)
16	Group/ Life Part Time		0	0	0	0			0
17	Unemployment insurance	5,000	0	0	98	1,723	34.46%	1,723	(3,277)
18	Workers' compensation	30,000	7,159	0	0	28,977	96.59%	28,977	(1,023)
19	Other Benefits	2,000	0	0	0	0	0.00%	0	(2,000)
22	Total Compensation	\$2,842,044	\$229,623	\$227,494	\$220,890	\$2,449,517	86.19%	\$2,674,804	(\$167,240)
23									
24	Total Combined Operating Expendit								
25	Professional Services	12,000	731	70	124	12,010	100.08%	12,010	10
26	Health services	20,000	114	0	182	5,126	25.63%	11,000	(9,000)
27	Wellness Fund	4,000	521	20	1,468	3,479	86.98%	4,000	0
28	Prof services - legal	19,200	0	1,500	1,500	15,000	78.13%	18,000	(1,200)
30	Prof services - audit	4,500	0	0	0	4,680	104.00%	4,680	180
33	R&M Buildings	45,000	3,523	880	5,049	23,912	53.14%	35,000	(10,000)
34	R&M - vehicles	900	0	0	0	225	25.00%	900	0
35	Maint contract - equip	85,000	165	23,101	165	87,818	103.32%	91,000	6,000
36	Maint contract - buildings grounds	15,000	220	0	110	5,567	37.11%	8,000	(7,000)
37	Printing & Binding	1,000	0	0	0	0	0.00%	0	(1,000)
38	Advertising	400	0	520	0	610	152.50%	610	210
39	Employee physicals	2,000	0	0	316	1,357	67.85%	2,000	0
40	Other purchased services		0	0	0	0	#DIV/0!	0	0
41	Contract - refuse	2,000	162	166	162	1,786	89.30%	2,000	0
42	Contract - fiscal agent	75,197	0	18,799	0	75,196	100.00%	75,197	0
43	Data processing	29,000	1,919	0	689	17,545	60.50%	22,000	(7,000)
44	Electrical service	67,000	9,890	4,596	4,857	52,535	78.41%	63,000	(4,000)
45	Gas service	20,000	1,622	1,285	1,212	10,447	52.24%	13,000	(7,000)
46	Water & sewer	11,000	1,478	0	814	7,707	70.06%	11,000	0
47	Postal services	2,000	0	0	4	260	13.00%	2,000	0

**Blue Ridge Juvenile Detention
Detailed Financial Report
May 31, 2018 YTD Unaudited**

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1	OBJECT DESCRIPTION:	2018 Budget	Mar-18	Apr-18	May-18	YTD	Percent of Budget as of May 2018 = 92%	June 2018 Extrapolation	Variance
48	Telecommunications	25,000	2,643	651	2,148	16,062	64.25%	25,200	200
49	Property/Auto Insurance	30,000	6,146	0	0	24,878	82.93%	24,878	(5,122)
52	Training	5,000	(114)	0	0	4,990	99.80%	5,500	500
53	Travel - subsistence	8,500	380	177	42	3,995	47.00%	5,200	(3,300)
55	Curry School Grant	5,000	0	2,500	0	2,500	50.00%	5,000	0
56	Miscellaneous	1,000	160	0	79	850	85.00%	1,000	0
57	Dues & memberships	1,000	0	49	120	860	86.00%	1,000	0
58	Employee recognition		0	0	0	0	#DIV/0!		0
59	Personal Supplies (Hygiene)	3,500	578	167	45	2,402	68.63%	2,500	(1,000)
60	Office supplies	7,500	1,139	1,108	801	6,338	84.51%	7,500	0
61	Food supplies	120,000	5,069	24,054	11,099	117,764	98.14%	131,000	11,000
62	Expenses ACRJ & BRJD	36,000	0	9,000	0	27,000	75.00%	36,000	0
63	Meals for Meetings	2,000	312	0	723	2,107	105.35%	2,107	107
64	Medical & Pharmaceutical	8,000	206	156	229	7,062	88.28%	8,000	0
65	Laundry & janitorial supplies	20,000	1,819	1,087	885	13,276	66.38%	16,000	(4,000)
66	Linen supplies	2,000	0	0	0	215	10.75%	900	(1,100)
67	Uniforms - detainee	5,000	2,413	345	135	5,120	102.40%	5,120	120
68	R&M supplies	10,500	1,585	107	447	9,844	93.75%	10,500	0
69	Vehicle & equip fuel	3,000	94	142	67	1,465	48.83%	1,500	(1,500)
70	Vehicle & equip supplies	2,600	0	135	0	1,674	64.38%	1,674	(926)
71	Security supplies	3,000	1,428	312	382	2,122	70.73%	2,819	(181)
72	Uniforms & apparel	8,000	0	0	1,409	5,099	63.74%	5,150	(2,850)
73	Books & subscriptions	2,000	0	0	375	654	32.70%	1,997	(3)
74	Resident Education	12,000	30	500	1,681	9,389	78.24%	13,100	1,100
75	Recreation Supplies & Equipment	5,000	111	968	1,785	4,302	86.04%	4,325	(675)
76	Other operating supplies	800	19	0	0	664	83.00%	664	(136)
77	Copy supplies	600	586	32	0	618	103.00%	618	18
78	Prior year expense						#DIV/0!		0
79	State reduction Reimbursement		0	0	0		#DIV/0!		0
80	Total Operating Expenditures	\$742,197	\$44,949	\$92,427	\$39,104	\$596,510	80.37%	\$694,649	(\$47,548)

**Blue Ridge Juvenile Detention
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1	OBJECT DESCRIPTION:	2018 Budget	Mar-18	Apr-18	May-18	YTD	Percent of Budget as of May 2018 = 92%	June 2018 Extrapolation	Variance
81									
82	Total Combined Operating Capital:								
83	Machinery & equip - new		0	0	0	0	#DIV/0!	4,990	4,990
84	M&E - replacement	225,000	0	0	7,673	20,705	9.20%	226,705	1,705
85	Furniture & fixtures - new		2,584	0	0	2,584	#DIV/0!	2,584	2,584
86	F&F - replacement		0	0	0	0	#DIV/0!		0
87	Communications equip		0	0	0	0	#DIV/0!		0
88	Comm equip - replacement		0	0	0	0	#DIV/0!		0
89	Motor vehicles		0	0	0	0	#DIV/0!		0
92	ADP Equipment		0	0	0	0	#DIV/0!		0
93	ADP Equipment - Rep	17,000	0	0	22,657	22,657	133.28%	22,657	5,657
94	Software Upgrade		0	0	0	0	#DIV/0!		0
95	Lease/Rent Equip.	6,500	487	171	291	3,960	60.92%	5,500	(1,000)
96	Fund Transfers		0	0	0	0			0
97	Total Operating Capital	\$248,500	\$3,071	\$171	\$30,621	\$49,906	20.08%	\$262,436	\$13,936
98									
99	Total Expenditures	\$3,832,741	\$277,643	\$320,092	\$290,615	\$3,095,933	80.78%	\$3,631,889	(\$200,852)

**Blue Ridge Juvenile Detention
Detailed Financial Report
May 31, 2018 YTD Unaudited**

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1	OBJECT DESCRIPTION:	2018 Budget	Mar-18	Apr-18	May-18	YTD	Percent of Budget as of May 2018 = 92%	June 2018 Extrapolation	Variance
100									
101			\$277,643	\$320,092	\$290,615				
102	Operating Revenues:								
103	Interest	6,000	3,080	1,844	1,242	19,822	330.37%	23,200	17,200
107	Other jurisdictions				600	600	#DIV/0!	600	600
108	Salvage Surplus					0	#DIV/0!		0
109	Charlottesville	1,082,118	90,176	90,176	90,176	991,936	91.67%	1,082,118	0
110	Albemarle County	568,805	47,400	47,400	47,400	521,400	91.67%	568,805	0
111	Federal Inmates					2,475		2,475	2,475
112	Fluvanna County	170,339	14,195	14,195	14,195	156,145	91.67%	170,339	0
113	Culpeper new 7-1-07	358,358	29,863	29,863	29,863	328,493	91.67%	358,358	0
114	Greene County	92,782	7,732	7,732	7,732	85,052	91.67%	92,782	0
115	Inmate Phone System	4,500	536	389	351	4,724	104.98%	5,353	853
116	CA Community Fund Grant					0			0
117	Region Ten	16,800				5,775	34.38%	8,775	(8,025)
118	Garden Funds				1,279	1,279	1279.00%	3,931	3,931
119	Miscellaneous	3,500				3,162	90.34%	3,162	(338)
120	Recovered Cost - Compensation	25,000				29,850	119.40%	29,850	4,850
121	Insurance Recoveries					0			0
123	State Per Diem					0	#DIV/0!		0
124	CPP Program/CAP/re-entry	657,000	330,064	12,900	53	697,484	106.16%	697,485	40,485
125	Department Juvenile Justice	817,538		213,001		851,998	104.22%	855,495	37,957
126	Mis state Revenue	5,000				0	0.00%	0	(5,000)
127	DCJS Grant					0	#DIV/0!		0
130	US Dept. of Agriculture	25,000	11,576		13,274	35,088	140.35%	35,088	10,088
134	Subtotal Operating Revenues	\$3,832,740	\$534,622	\$417,500	\$206,165	\$3,735,283	97.46%	\$3,937,816	\$105,076
135	Excess of Oper Revs > Expenditures	(\$1)	\$256,979	\$97,408	(\$84,450)	\$639,350		\$305,927	\$305,928

BRJD Census Data

FY 17	Albemarle	Cville	Culpeper	Fluvanna	Greene	Other	CPP	
Jul-16	37	134	80	59	31		211	552
Aug-16	75	89	108	42	13		192	519
Sep-16	76	116	135	14	25		190	556
Oct-16	80	218	163	5	28		252	746
Nov-16	99	107	149	0	14		285	654
Dec-16	18	112	58	3	16		302	509
Jan-17	24	122	70	3	4		284	507
Feb-17	78	162	18	30	6		258	552
Mar-17	88	180	39	66	64		276	713
Apr-17	69	193	41	71	43		391	808
May-17	106	155	45	91	51		258	706
Jun-17	62	76	57	90	47		274	606
TOTAL	812	1664	963	474	342	0	3173	7428
ADP	2.2	4.6	2.6	1.3	0.9	0.0	8.7	20.4
Percent	10.9%	22.4%	13.0%	6.4%	4.6%	0.0%	42.7%	100%
Local Share	19.1%	39.1%	22.6%	11.1%	8.0%	N/A	N/A	100%

FY 18	Albemarle	Cville	Culpeper	Fluvanna	Greene	Other	CPP	
Jul-17	35	108	106	87	0	0	248	584
Aug-17	102	138	74	68	0	0	240	622
Sep-17	73	96	42	9	1	0	231	452
Oct-17	54	76	87	23	13	0	259	512
Nov-17	66	166	111	22	48	0	296	709
Dec-17	84	126	70	17	108	0	252	657
Jan-18	114	70	75	1	100	0	386	746
Feb-18	75	69	111	29	118	0	298	700
Mar-18	89	43	125	23	113	0	321	714
Apr-18	41	40	120	35	62	0	295	593
May-18	43	35	61	22	26	0	227	414
Jun-18	54	10	60	4	0	0	251	379
TOTAL	830	977	1042	340	589	0	3304	7082
ADP	2.3	2.7	2.9	0.9	1.6	0.0	9.1	19.4
Percent	11.7%	13.8%	14.7%	4.8%	8.3%	0.0%	46.7%	100%
Local Share	22.0%	25.9%	27.6%	9.0%	15.6%	N/A	N/A	100%

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Authorization to Transfer Funds	<u>AGENDA DATE:</u> July 12, 2018
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u> <u>INFORMATION:</u> XXX <u>ACTION:</u> Yes
<u>STAFF CONTACTS:</u> Roessler, Brill	<u>ATTACHMENTS:</u> Yes
	<u>REVIEWED BY:</u>

BACKGROUND

Funding, in the amount of \$185,000 was budgeted in FY 18 for a building-wide LED upgrade. The project is in process however, due to delays with the procurement process, the project started later than anticipated and will not be completed until mid/late July. Therefore, funds will not be paid out until FY 19.

Recommendations: BRJD is seeking approval to transfer funds in the amount of \$185,000 from the operating cash account (4500) to the capital/construction cash account (4501).