

Blue Ridge Juvenile Detention Commission Meeting
Thursday, January 11, 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 – September 14, 2017
- IV. Old Business
- V. New Business
 - November 30, 2017 YTD Financial Report
 - Debt Service/Reserves Payout
 - FY19 Proposed Budget
- VI. Matters from Superintendent
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Adjournment

**Blue Ridge Juvenile Detention Commission Meeting
September 14, 2017**

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on September 14, 2017 @ 10:30 AM, in the Conference Room at Blue Ridge Juvenile Detention, 195 Peregrory Lane, Charlottesville, Virginia.

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

Others Attending: Jeff Brill, Jodi Dillow, Jeff Gore, Dana Robb, Cathy Roessler, Roger Wiley

I. Call to Order

The meeting was called to order by Mr. Barkley, Chairman at 10:34 AM.

II. Matters from the Public

There were no matters from the public.

III. Meeting Minutes

A motion was offered by Mr. Walker and seconded by Mr. Egertson to approve the June 12, 2017 Meeting Minutes. The motion was approved by a 4-0 voice call vote. (Nichols abstained as he did not attend the June meeting)

IV. Old Business

Compensation Study – There was discussion regarding the compensation study, during which Mr. Walker suggested that the Commission and Albemarle County explore/clarify the County's role as BRJD's fiscal agent, particularly as it applies to HR functions.

After further discussion, a motion was offered by Mr. Murphy and seconded by Mr. Egertson to adjust the Assistant Superintendent's salary to \$66,253 and the Clinical Supervisor's salary to \$63,223 effective July 1, 2017. This is 90% of the average between the Albemarle recommendation and the compensation study recommendation. The motion was approved by a 4-1 voice call vote.

V. New Business

- New meeting schedule – There was discussion about the frequency of BRJD Commission meetings. A motion was offered by Mr. Walker and seconded by Mr. Nichols that the Commission would begin meeting every other month starting in January 2018. The meeting will continue to be on the second Thursday of the month. The motion was approved by a 5-0 voice call vote.
- Mr. Brill reviewed the FY17 end of year financials. A motion was offered by Mr. Murphy and seconded by Mr. Nichols to return excess funds to the localities. 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:

- Hurricane Harvey supplies collected and donated voluntarily from staff
- Facility LED lighting project is underway and should be completed in FY18
- Ms. Roessler applied and was accepted into the LEAD Program @ UVA
- Ms. Roessler has been approached about a possible officer position in VJDA
- Ms. Roessler has been asked to sit on a sub-committee for LEOs eligibility

VII. Matters from Commission Members

Mr. Murphy asked Mr. Wiley and Mr. Gore about CPP longevity. The attorneys stated that they feel like the likelihood of the continuation is strong based on many of the DJJ facilities closing and other factors.

VIII. Matters from Commission Attorney

Mr. Wiley informed the Commission that he will taking a less active role in the law practice and Jeff Gore will be handling all the detention clients going forward.

IX. Closed Session

At 11:50 AM a motion was offered by Mr. Nichols and seconded by Mr. Egertson that the Commission goes into Closed Session pursuant to Section 2.2-3711(A) 1 of the Code of Virginia to consider a personnel matter. The motion was carried by a 5-0 voice call vote.

At 12:05 PM the Commission reconvened into open session and a motion was immediately offered by Mr. Murphy and seconded by Mr. Walker that the Commission certify by a recorded vote that to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing closed session were heard, discussed or considered in closed session:

Albemarle County	Yes
Charlottesville	Yes
Culpeper	Yes
Fluvanna County	Yes
Greene County	Yes

A motion was offered by Mr. Walker and seconded by Mr. Nichols to increase the Superintendent's salary by 6% effective July 1, 2017. The motion was carried by a 5-0 voice call vote.

X. Adjournment

The meeting adjourned @ 12:10 PM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> November 30, 2017, YTD Unaudited Financial Report	<u>AGENDA DATE:</u> January 11, 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

Total Compensation is estimated to come in under budget \$42,207:

- Salaries are estimated to come in over \$22,562 due to unbudgeted pay study adjustments.
- Health insurance is estimated to come in under budget \$60,996.

Operating Expenditures is estimated to come in over budget \$10,000:

- Professional fees is estimated to come in over budget \$10,000 due to a temporary nursing contract.

Operating Capital is estimated to come in on budget.

Total Expenditures is estimated to come in under budget \$32,207.

Revenues is estimated to come in over budget \$3,975:

- Interest revenue is estimated to come in over budget \$1,500
- Federal inmates is over budget \$2,475

Total Net Income is estimated to come in over budget \$36,182.

Recommendations: None

**Blue Ridge Juvenile Detention
Detailed Financial Report
November 30, 2017 YTD Unaudited**

	G	H	I	J	K	L	M	U	V	W	X
1	OBJECT DESCRIPTION:	2018 Budget	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	YTD	Percent of Budget as of June 2018 = 100%	June 2018 Extrapolation	Variance
2	Total Combined Compensation:										
3	Salaries	2,028,629	166,933	163,971	172,871	171,348	172,068	847,191	41.76%	2,051,191	22,562
4	Overtime wages		0	0	0	0		0	#DIV/0!		0
5	Part-time wages	10,000	400	400	500	400	500	2,200	22.00%	10,000	0
6	Accrd ann. leave/sick leave accrual		0	0	0	0	0	0	#DIV/0!		0
7	FICA 7.65%	156,036	12,221	11,886	12,512	12,485	13,248	62,352	39.96%	156,916	880
8	VRS 6.5%	96,157	7,174	7,306	7,362	7,512	7,538	36,892	38.37%	89,392	(6,765)
9	VLTD - program	1,500	188	207	207	245	248	1,095	73.00%	2,845	1,345
10	VRS Hybrid	4,000	442	476	476	628	634	2,656	66.40%	7,101	3,101
11	Early Retirement	1,053	1,055	0	0	0	0	1,055	100.19%	1,055	2
12	Health insurance \$7794 per emp	454,844	30,804	29,436	32,823	32,731	33,554	159,348	35.03%	393,848	(60,996)
13	Dental insurance	11,750	760	720	740	780	780	3,780	32.17%	9,240	(2,510)
14	HSA contribution	14,500	552	0	92	6,072	0	6,716	46.32%	14,500	0
15	VRS group life 1.19%	26,575	2,105	2,151	2,166	2,249	2,258	10,929	41.13%	26,749	174
16	Group/ Life Part Time		0	0	0	0	0	0			0
17	Unemployment insurance	5,000	0	0	0	0	1,566	1,566	31.32%	5,000	0
18	Workers' compensation	30,000	0	0	0	0	0	0	0.00%	30,000	0
19	Other Benefits	2,000	0	0	0	0	0	0	0.00%	2,000	0
22	Total Compensation	\$2,842,044	\$222,634	\$216,553	\$229,749	\$234,450	\$232,394	\$1,135,780	39.96%	\$2,799,837	(42,207)
23											
24	Total Combined Operating Expendit										
25	Professional Services	12,000	456	47	1,482	374	350	2,709	22.58%	22,000	10,000
26	Health services	20,000	0	1,098	174	1,698	0	2,970	14.85%	20,000	0
27	Wellness Fund	4,000	0	300	60	330	0	690	17.25%	4,000	0
28	Prof services - legal	19,200	0	1,500	1,500	1,500	1,500	6,000	31.25%	19,200	0
29	Engineering/Planning		0	0	0	0	0	0			0
30	Prof services - audit	4,500	0	0	0	0	0	0	0.00%	4,500	0
33	R&M Buildings & Grounds	45,000	0	0	2,830	3,087	4,236	10,153	22.56%	45,000	0
34	R&M - vehicles	900	0	0	0	0	0	0	0.00%	900	0
35	Maint contract - equip	85,000	0	15,943	363	14,663	1,096	32,065	37.72%	85,000	0
36	Maint contract - buildings	15,000	525	220	1,284	635	145	2,809	18.73%	15,000	0
37	Printing & Binding	1,000	0	0	0	0	0	0	0.00%	1,000	0
38	Advertising	400	90	0	0	0	0	90	22.50%	400	0
39	Employee physicals	2,000	0	0	1,041	0	0	1,041	52.05%	2,000	0
40	Other purchased services		0	0	0	0	0	0	#DIV/0!		0
41	Contract - refuse	2,000	162	162	162	162	162	810	40.50%	2,000	0
42	Contract - fiscal agent	75,197	0	0	18,799	18,799	0	37,598	50.00%	75,197	0
43	Data processing	29,000	0	5,451	208	2,545	0	8,204	28.29%	29,000	0
44	Electrical service	67,000	0	6,276	11,934	0	5,290	23,500	35.07%	67,000	0
45	Gas service	20,000	0	612	473	572	490	2,147	10.74%	20,000	0
46	Water & sewer	11,000	0	0	1,996	863	0	2,859	25.99%	11,000	0

**Blue Ridge Juvenile Detention
Detailed Financial Report
November 30, 2017 YTD Unaudited**

	G	H	I	J	K	L	M	U	V	W	X
1	OBJECT DESCRIPTION:	2018 Budget	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	YTD	Percent of Budget as of June 2018 = 100%	June 2018 Extrapolation	Variance
47	Postal services	2,000	0	0	0	0	0	0	0.00%	2,000	0
48	Telecommunications	25,000	596	261	3,003	1,919	472	6,251	25.00%	25,000	0
49	Fire insurance	30,000	0	13,940	13,305	0	0	27,245	90.82%	30,000	0
50	Automotive insurance		0	0	0	0	0	0			0
51	Travel - education		0	0	0	0	0	0	#DIV/0!		0
52	Training Academy	5,000	0	105	205	0	0	310	6.20%	5,000	0
53	Travel - subsistence	8,500	92	114	1,591	614	113	2,524	29.69%	8,500	0
54	Juvenile Detention Other		0	0	0	0	0	0			0
55	Curry School Grant	5,000	0	0	0	0	0	0	0.00%	5,000	0
56	Miscellaneous	1,000	0	183	65	0	0	248	24.80%	1,000	0
57	Dues & memberships	1,000	100	0	15	0	26	141	14.10%	1,000	0
58	Employee recognition		0	0	0	0	0	0	#DIV/0!		0
59	Personal Supplies (Hygiene)	3,500	96	24	394	146	0	660	18.86%	3,500	0
60	Office supplies	7,500	52	634	324	245	116	1,371	18.28%	7,500	0
61	Food supplies	120,000	2,593	5,703	6,898	15,661	8,816	39,671	33.06%	120,000	0
62	Expenses ACRJ & BRJD	36,000	0	0	9,000	0	0	9,000	25.00%	36,000	0
63	Meals for Meetings	2,000	0	0	207	0	116	323	16.15%	2,000	0
64	Medical & Pharmaceutical	8,000	988	1,139	76	0	1,593	3,796	47.45%	8,000	0
65	Laundry & janitorial supplies	20,000	788	1,244	1,688	376	1,182	5,278	26.39%	20,000	0
66	Linen supplies	2,000	0	0	0	0	0	0	0.00%	2,000	0
67	Uniforms - detainee	5,000	0	0	0	1,925	0	1,925	38.50%	5,000	0
68	R&M supplies	10,500	193	181	884	243	1,246	2,747	26.16%	10,500	0
69	Vehicle & equip fuel	3,000	37	77	219	88	89	510	17.00%	3,000	0
70	Vehicle & equip supplies	2,600	0	762	114	107	138	1,121	43.12%	2,600	0
71	Security supplies	3,000	0	0	0	0	0	0	0.00%	3,000	0
72	Uniforms & apparel	8,000	0	0	697	0	242	939	11.74%	8,000	0
73	Books & subscriptions	2,000	0	0	0	0	0	0	0.00%	2,000	0
74	Inmate Education	12,000	0	0	0	0	0	0	0.00%	12,000	0
75	Recreation Supplies & Equipment	5,000	595	0	144	1,200	34	1,973	39.46%	5,000	0
76	Other operating supplies	800	30	31	484	0	85	630	78.75%	800	0
77	Copy supplies	600	0	0	0	0	0	0	0.00%	600	0
78	Prior year expense								#DIV/0!		0
79	State reduction Reimbursement		0	0	0		0		#DIV/0!		0
80	Total Operating Expenditures	\$742,197	\$7,393	\$56,007	\$81,619	\$67,752	\$27,537	\$240,308	32.38%	\$752,197	\$10,000

**Blue Ridge Juvenile Detention
Detailed Financial Report
November 30, 2017 YTD Unaudited**

	G	H	I	J	K	L	M	U	V	W	X
1	OBJECT DESCRIPTION:	2018 Budget	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	YTD	Percent of Budget as of June 2018 = 100%	June 2018 Extrapolation	Variance
81											
82	Total Combined Operating Capital:										
83	Machinery & equip - new		0	0	0	0	0	0	#DIV/0!		0
84	M&E - replacement	225,000	0	6,583	3,472	2,977	0	13,032	5.79%	225,000	0
85	Furniture & fixtures - new		0	0	0	0	0	0	#DIV/0!		0
86	F&F - replacement		0	0	0	0	0	0	#DIV/0!		0
87	Communications equip		0	0	0	0	0	0	#DIV/0!		0
88	Comm equip - replacement		0	0	0	0	0	0	#DIV/0!		0
89	Motor vehicles		0	0	0	0	0	0			0
92	ADP Equipment		0	0	0	0	0	0	#DIV/0!		0
93	ADP Equipment - Rep	17,000	0	0	0	0	0	0	0.00%	17,000	0
94	Software Upgrade		0	0	0	0	0	0	#DIV/0!		0
95	Lease/Rent Equip.	6,500	171	270	432	294	765	1,932	29.72%	6,500	0
96	Fund Transfers		0	0	0	0	0	0			0
97	Total Operating Capital	\$248,500	\$171	\$6,853	\$3,904	\$3,271	\$765	\$14,964	6.02%	\$248,500	\$0
98											
99	Total Expenditures	\$3,832,741	\$230,198	\$279,413	\$315,272	\$305,473	\$260,696	\$1,391,052	36.29%	\$3,800,534	(\$32,207)

**Blue Ridge Juvenile Detention
Detailed Financial Report
November 30, 2017 YTD Unaudited**

	G	H	I	J	K	L	M	U	V	W	X
1	OBJECT DESCRIPTION:	2018 Budget	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	YTD	Percent of Budget as of June 2018 = 100%	June 2018 Extrapolation	Variance
100											
101											
102	Operating Revenues:					\$305,473	\$260,696				
103	Interest	6,000		3,234	2,277			5,511	91.85%	7,500	1,500
107	Other jurisdictions							0	#DIV/0!		0
108	Salvage Surplus							0	#DIV/0!		0
109	Charlottesville	1,082,118	90,176	90,176	90,176	90,176	90,176	450,880	41.67%	1,082,118	0
110	Albemarle County	568,805	47,400	47,400	47,400	47,400	47,400	237,000	41.67%	568,805	0
111	Federal Inmates			2,475				2,475		2,475	2,475
112	Fluvanna County	170,339	14,195	14,195	14,195	14,195	14,195	70,975	41.67%	170,339	0
113	Culpeper new 7-1-07	358,358	29,863	29,863	29,863	29,863	29,863	149,315	41.67%	358,358	0
114	Greene County	92,782	7,732	7,732	7,732	7,732	7,732	38,660	41.67%	92,782	0
115	Inmate Phone System	4,500	953	625	305	341	349	2,573	57.18%	4,500	0
116	CA Community Fund Grant							0			0
117	Region Ten	16,800			4,200			4,200	25.00%	16,800	0
118	Miscellaneous	3,500			1,706			1,706	48.74%	3,500	0
119	Recovered Cost - Compensation	25,000		2,000				2,000	8.00%	25,000	0
120	Insurance Recoveries							0			0
122	State Per Diem							0	#DIV/0!		0
123	CPP Program/CAP/re-entry	657,000	325,316	5,884	350		8,575	340,125	51.77%	657,000	0
124	Department Juvenile Justice	817,538		212,999		212,999		425,998	52.11%	817,538	0
125	State Categorical Grant	5,000						0	0.00%	5,000	0
126	DCJS Grant							0	#DIV/0!		0
129	US Dept. of Agriculture	25,000						0	#DIV/0!		0
133	Subtotal Operating Revenues	\$3,832,740	\$515,635	\$416,583	\$198,204	\$402,706	\$198,290	\$1,731,418	45.17%	\$3,836,715	\$3,975
134	Excess of Oper Revs > Expenditures	(\$1)	\$285,437	\$137,170	(\$117,068)	\$97,233	(\$62,406)	\$340,366		\$36,181	\$36,182

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Debt Service and Reserve Funds	<u>AGENDA DATE:</u> January 11, 2018
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u> <u>INFORMATION:</u> XXX <u>ACTION:</u> Yes
<u>STAFF CONTACTS:</u> Messrs. Roessler, Brill	<u>ATTACHMENTS:</u> Yes
	<u>REVIEWED BY:</u>

The remaining balance for Debt Service after the bonds have been paid in full is \$595,541.33 and the Reserves are \$896,402.39.

The following page has two tables that reflect the contribution made by each locality into the funds. Also the charts shows the remaining balance and the amount due to each locality based on the percentage they paid into each fund.

Recommendations: The Superintendent is recommending the distribution of these remaining cash funds to the localities, according to the attached tables, in order to close these cash balance accounts.

Blue Ridge Detention - Great Plains System from FY 8 forward with Culpeper joining

Locality Contributions by Year Debt Service

	City of Chv	Albemarle	Greene	Fluvanna	Culpeper	
FY 2008	349,323	349,323	41,097	41,097	41,097	821,937
FY 2009	288,022	288,022	40,756	75,584	122,747	815,131
FY 2010	459,550	419,754	40,902	121,706	249,303	1,291,215
FY 2011	175,154	273,638	63,741	63,452	144,931	720,916
FY 2012	271,410	271,410	68,174	90,799	113,119	814,912
FY 2013	257,976	257,976	92,186	72,560	132,246	812,944
FY 2014	309,551	309,551	10,799	88,098	142,905	860,904
FY 2015	294,260	294,260	46,807	69,286	113,303	817,916
FY 2016	279,148	279,148	47,813	31,107	184,189	821,405
FY 2017	285,945	285,945	49,658	71,734	116,680	809,962
	2,970,339	3,029,027	501,933	725,423	1,360,520	8,587,242
	34.6%	35.3%	5.8%	8.4%	15.8%	100%

6/30/17 Balance

595,541.33	205,998.59	210,068.70	34,809.99	50,309.44	94,354.61	595,541.33
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Locality Contributions by Year Reserves

	City of Chv	Albemarle	Greene	Fluvanna	Culpeper	
FY 2008	23,599	14,268	2,361	1,382	8,726	
FY 2009	21,089	16,101	1,032	4,684	7,606	
FY 2010	-	-	-	-	-	Culpeper buy in
FY 2011	-	-	-	-	-	moved to
FY 2012	-	-	-	-	-	reserves
FY 2013	-	-	-	-	-	559,812
FY 2014	-	-	-	-	-	
FY 2015	9,789	9,424	2,658	2,705	4,671	
FY 2016	41,923	28,221	7,347	10,007	14,735	
FY 2017	37,383	21,251	5,092	7,355	11,963	
	133,783	89,265	18,490	26,133	47,701	315,372
	42.4%	28.3%	5.9%	8.3%	15.1%	

6/30/17 Balance

896,402.39	380,260.14	253,723.73	52,555.33	74,279.53	135,583.66	896,402.39
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Total Payout

586,258.73	463,792.43	87,365.33	124,588.97	229,938.27	1,491,943.73	1,491,943.72
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BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<p>AGENDA TITLE: Proposed Budget for FY19</p> <p>SUBJECT/PROPOSAL/REQUEST:</p> <p>STAFF CONTACTS: Messrs. Roessler, Brill</p>	<p>AGENDA DATE: January 11, 2018</p> <p>FORMAL AGENDA: INFORMATION: XXX ACTION: Yes</p> <p>ATTACHMENTS: Yes</p> <p>REVIEWED BY:</p>
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The total operating budget for FY19 is **\$3,820,215** which reflects an operational decrease of .3% or (\$12,526) from FY18. *

Total Combined Compensation of \$2,926,409 reflects an increase of .3% or \$84,365 primarily due to:

- Wages increased 4.5% or \$91,909 due to 2.7% wage increases and pay study increases.
- Health insurance decreased (\$22,402) due to health care savings by County of Albemarle.

Operating Cost of \$778,806 reflects an increase of 4.9% or \$36,609 primarily due to:

- Professional Legal reflects an increase of 25% or \$4,800 due to the fact that the legal fees have never been increased since the opening of BRJD.
- Maintenance Contracts (Equipment) increased 29.4% or \$25,000 due primarily to Johnson Controls HVAC maintenance contract and the CSI security system maintenance contract, which is no longer under warranty.
- Employee incentives which is a new account to be used as an awards program for employees.

Operating Capital of \$115,000 reflects a decrease of 53.7% or (\$133,500) and primarily consists of:

- New security cameras, additional living unit chairs, a vehicle for snow removal and staff transport, new Encartele communication software/hardware and new gym flooring.

Operating Revenues reflects a decrease of .3% or (\$12,526).

Operating Budget Table

Locality	FY 17 Budget	FY 18 Budget	Increased/(Decreased)
City of Charlottesville	1,082,118	892,045	(190,073)
Albemarle County	568,805	524,607	(44,198)
Fluvanna County	170,339	172,037	1,698
Greene County	92,782	133,807	41,025
Culpeper County	358,358	401,420	43,062
Total	\$2,272,402	\$2,123,916	(\$148,486)

* The FY19 budget does not include debt service or reserve funding as it was paid in full in FY 17.

Recommendations: The Superintendent is recommending an FY19 budget of \$3,820,215.

**Blue Ridge Juvenile Detention
FY 19
Detailed Budget Report**

	G	K	L	M	N	O	P	Q	R	S
1	OBJECT DESCRIPTION:	Actual FY 14	Actual FY 15	Actual FY 16	FY 17 Actual	FY Final 18 Budget	FY 18 Nov YTD	FY Final 19 Budget	Variance	Percentage of Change
2	Total Combined Compensation:									
3	Salaries (includes 2 new positions) 47	1,500,982	1,764,168	1,830,001	1,851,566	2,028,629	847,191	2,120,538	91,909	4.53%
4	Overtime wages								0	#DIV/0!
5	Part-time wages		3,725	5,200	6,814	10,000	2,200	10,000	0	0.00%
6	Accrued annual leave	25,620	4,350	22,079	(14,604)				0	#DIV/0!
7	Sick Leave accruals								0	#DIV/0!
8	FICA 7.65% (no change)	107,664	126,560	131,861	134,018	156,036	62,352	162,986	6,951	4.45%
9	VRS 4.74%	128,500	112,339	112,485	77,239	96,157	36,892	100,514	4,357	4.53%
10	Health insurance \$9312 47 emp	209,944	283,971	337,374	339,308	454,844	159,348	432,442	(22,402)	-4.93%
11	Dental insurance \$250*47	2,926	7,205	8,333	8,200	11,750	3,780	11,750	0	0.00%
12	VRS group life 1.31%	17,496	20,765	20,951	22,997	26,575	10,929	27,779	1,204	4.53%
13	VRS Hybrid		1,079	1,947	4,279	4,000	2,656	6,000	2,000	50.00%
14	HSA Health				9,200	14,500	6,716	15,000	500	3.45%
15	Early retirement VREP			12,245	13,329	1,053	1,055	0	(1,053)	-100.00%
16	VLTD-Program	153	476	924	1,808	1,500	1,095	2,400	900	60.00%
18	Unemployment insurance	4,289	4,283	0	1,305	5,000	1,566	5,000	0	0.00%
19	Workers' compensation		22,250	45,735	28,130	30,000		30,000	0	0.00%
20	Other Benefits	4,244	1,280	0	0	2,000		2,000	0	0.00%
22				0					0	
23	Total Compensation	\$2,001,818	\$2,352,451	\$2,529,135	\$2,483,589	\$2,842,044	\$1,135,780	\$2,926,409	\$84,365	2.97%
24										
25	Total Combined Operating Expenditures:									
26	Professional Services	5,540	22,920	15,028	9,650	12,000	2,709	12,000	0	0.00%
27	Health services	20,708	18,938	19,717	21,259	20,000	2,970	20,000	0	0.00%
28	Wellness Fund		1,000	2,640	4,106	4,000	690	5,000	1,000	25.00%
29	Prof services - legal	18,050	18,040	18,000	18,000	19,200	6,000	24,000	4,800	25.00%
31	Prof services - audit	4,076	4,500	4,500	4,590	4,500		4,700	200	4.44%
34	R&M Buildings	46,954	25,497	33,003	41,757	45,000	10,153	45,000	0	0.00%
35	R&M - vehicles	218	289	40	317	900		900	0	0.00%
36	Maint contract - equip	68,695	73,409	57,515	78,660	85,000	32,065	110,000	25,000	29.41%
37	Maint contract - buildings	7,697	7,618	9,441	20,050	15,000	2,809	15,000	0	0.00%
38	Printing & Binding	278	2,627	0	232	1,000		1,000	0	0.00%
39	Advertising	210	67	0	190	400	90	400	0	0.00%
40	Employee physicals		721	1,773	3,043	2,000	1,041	2,000	0	0.00%
41	Other purchased services			46	2,275				0	#DIV/0!
42	Contract - refuse	4,036	1,046	1,267	1,530	2,000	810	2,000	0	0.00%
43	Contract - fiscal agent 2% of budget	56,639	63,570	56,323	70,803	75,197	37,598	74,906	(291)	-0.39%
44	Data processing	45,394	38,738	29,744	16,681	29,000	8,204	30,000	1,000	3.45%
45	Electrical service	55,241	61,241	67,002	65,805	67,000	23,500	67,000	0	0.00%

**Blue Ridge Juvenile Detention
FY 19
Detailed Budget Report**

	G	K	L	M	N	O	P	Q	R	S
1	OBJECT DESCRIPTION:	Actual FY 14	Actual FY 15	Actual FY 16	FY 17 Actual	FY Final 18 Budget	FY 18 Nov YTD	FY Final 19 Budget	Variance	Percentage of Change
46	Gas service	25,734	18,503	10,578	8,962	20,000	2,147	15,000	(5,000)	-25.00%
47	Water & sewer	5,575	9,171	9,257	9,722	11,000	2,859	11,000	0	0.00%
48	Postal services	1,356	854	1,594	1,123	2,000		2,000	0	0.00%
49	Telecommunications	22,116	24,398	24,319	21,324	25,000	6,251	25,000	0	0.00%
50	Liability insurance	56,101	35,101	29,424	27,550	30,000	27,245	31,000	1,000	3.33%
52	Travel - education			0					0	#DIV/0!
53	Training	1,766	4,058	7,741	3,098	5,000	310	5,000	0	0.00%
54	Travel - subsistence	6,290	6,424	5,926	7,334	8,500	2,524	8,500	0	0.00%
56	Curry School Granr Exp.		1,500	5,000	0	5,000		5,000	0	0.00%
57	Miscellaneous	1,170	977	1,263	1,131	1,000	248	1,000	0	0.00%
58	Dues & memberships	385	818	649	595	1,000	141	1,000	0	0.00%
59	Employee Incentives							5,000	5,000	#DIV/0!
60	Personal Supplies (hygiene)	1,672	3,097	2,207	2,955	3,500	660	3,500	0	0.00%
61	Office supplies	6,453	7,128	6,520	7,619	7,500	1,371	7,500	0	0.00%
62	Food supplies	72,211	121,617	103,838	119,598	120,000	39,671	120,000	0	0.00%
63	Expenses ACRJ & BRJD	13,500	18,000	36,000	36,000	36,000	9,000	36,000	0	0.00%
64	Meals for Meetings			1,542	1,426	2,000	323	2,000	0	0.00%
65	Medical & Pharmaceutical	4,438	7,106	7,525	5,750	8,000	3,796	8,000	0	0.00%
66	Laundry & janitorial supplies	17,326	17,978	17,186	15,366	20,000	5,278	20,000	0	0.00%
67	Linen supplies	509	29	1,829	1,096	2,000		2,000	0	0.00%
68	Uniforms - detainee	5,869	4,749	4,341	4,559	5,000	1,925	6,000	1,000	20.00%
69	R&M supplies	7,960	13,412	10,743	12,927	10,500	2,747	13,000	2,500	23.81%
70	Vehicle & equip fuel	2,992	2,283	1,587	1,638	3,000	510	2,000	(1,000)	-33.33%
71	Vehicle & equip supplies	2,321	2,378	1,461	397	2,600	1,121	2,000	(600)	-23.08%
72	Security supplies	210	1,158	1,099	1,750	3,000		3,000	0	0.00%
73	Uniforms & apparel	2,032	1,885	6,363	6,033	8,000	939	8,000	0	0.00%
74	Books & subscriptions		261	992	1,247	2,000		2,000	0	0.00%
75	Resident Education	4,100	6,905	9,771	10,909	12,000		14,000	2,000	16.67%
76	Recreation Supplies & Equipment	3,789	1,715	4,513	3,602	5,000	1,973	5,000	0	0.00%
77	Other operating supplies		319	989	631	800	630	800	0	0.00%
78	Copy supplies	62	182	377	413	600		600	0	0.00%
79	Prior year expense		36,774						0	#DIV/0!
80	State reduction Reimbursement		24,535						0	#DIV/0!
81	Total Operating Expenditures	\$599,673	\$713,536	\$630,673	\$673,703	\$742,197	\$240,308	\$778,806	\$36,609	4.93%

**Blue Ridge Juvenile Detention
FY 19
Detailed Budget Report**

	G	K	L	M	N	O	P	Q	R	S
1	OBJECT DESCRIPTION:	Actual FY 14	Actual FY 15	Actual FY 16	FY 17 Actual	FY Final 18 Budget	FY 18 Nov YTD	FY Final 19 Budget	Variance	Percentage of Change
82										
83	Total Combined Operating Capital:									
84	Machinery & equip - new	0	9,130	2,545	7,826				0	#DIV/0!
85	M&E - replacement			35,953	43,849	225,000	13,032	20,000	(205,000)	-91.11%
86	Furniture & fixtures - new	11,619	2,824	2,043	53,240				0	#DIV/0!
87	F&F - repl -FY 15 conf room chairs	4,813	6,046		764			45,000	45,000	#DIV/0!
88	Communications equip	2,001		950					0	#DIV/0!
89	Comm equip - replacement	1,993	237	40					0	#DIV/0!
90	Motor vehicles				20,882			30,000	30,000	#DIV/0!
91	Building Construction								0	#DIV/0!
92	Building Alterations								0	#DIV/0!
93	ADP Equipment							8,000	8,000	#DIV/0!
94	ADP Equipment - Rep	16,498	12,501	4,984	452	17,000		5,000	(12,000)	-70.59%
95	Software Upgrade	8,499	24	10					0	#DIV/0!
96	Lease/Rent Equip.	4,581	4,302	5,638	6,306	6,500	1,932	7,000	500	7.69%
98	Total Operating Capital	\$50,004	\$35,064	\$52,163	\$133,319	\$248,500	\$14,964	\$115,000	(\$133,500)	-53.72%
99										
100	Total Expenditures	\$2,651,495	\$3,101,051	\$3,211,971	\$3,290,611	\$3,832,741	\$1,391,052	\$3,820,215	(\$12,526)	-0.33%

**Blue Ridge Juvenile Detention
FY 19
Detailed Budget Report**

	G	K	L	M	N	O	P	Q	R	S
1	OBJECT DESCRIPTION:	Actual FY 14	Actual FY 15	Actual FY 16	FY 17 Actual	FY Final 18 Budget	FY 18 Nov YTD	FY Final 19 Budget	Variance	Percentage of Change
101										
102										
103	Operating Revenues:									
104	Interest	1,038	5,208	7,459	12,633	6,000	5,511	5,000	(1,000)	-16.67%
106	Sale surplus vehicles	1,283	679	0	0	0			0	#DIV/0!
108	Other jurisdictions	6,576	27,150	0	6,706	0			0	#DIV/0!
109	Charlottesville	891,039	661,941	539,827	700,859	1,082,118	450,880	892,045	(190,073)	-17.56%
110	Albemarle County	328,250	637,220	341,693	398,324	568,805	237,000	524,607	(44,198)	-7.77%
111	Federal Inmates						2,475		0	#DIV/0!
112	Fluvanna County	146,776	182,939	126,123	137,679	170,339	70,975	172,037	1,698	1.00%
113	Culpeper new 7-1-07	208,840	315,841	180,263	224,296	358,358	149,315	401,420	43,062	12.02%
114	Greene County	23,983	179,774	87,315	95,589	92,782	38,660	133,807	41,025	44.22%
115	Inmate Phone System	2,216	5,501	6,493	4,999	4,500		5,000	500	11.11%
117	Region Ten	30,350	17,500	15,400	12,775	16,800		16,800	0	0.00%
118	Miscellaneous	3,397	3,613	2,814	5,512	3,500		3,500	0	0.00%
119	Recovered Cost - Compensation	9,900	22,372	23,372	28,366	25,000		25,000	0	0.00%
120	Insurance Recoveries	9,914		0					0	0.00%
122	State Per Diem	2,034	3,650	19,337	2,200	0		0	0	#DIV/0!
123	Department Juvenile Justice	816,458	810,557	823,677	775,100	817,538		851,998	34,460	4.22%
124	CPP Program/other DJJ programs	110,034	691,698	790,484	834,224	657,000		750,000	93,000	14.16%
125	Misc.State Revenue			5,000		5,000		1,000	(4,000)	-80.00%
126	SSA SSI Recovery			0					0	#DIV/0!
127	US Dept. of Agriculture	27,368	43,429	26,858	49,354	25,000		38,000	13,000	52.00%
128	DCJS Grant				1,996				0	#DIV/0!
130	State Reimbursement - Fund Balance								0	#DIV/0!
131	Subtotal Operating Revenues	\$2,619,456	\$3,609,072	\$2,996,115	\$3,290,612	\$3,832,740	\$954,816	\$3,820,215	(\$12,525)	-0.33%
132	Excess of Operating Revs > Expenditures	(\$32,039)	\$508,021	(\$215,856)	\$1	(\$1)	(\$436,236)	(\$0)	\$1	
133										

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> BRJD Personnel Policies	<u>AGENDA DATE:</u> January 11, 2018
<u>SUBJECT/PROPOSAL/REQUEST:</u> Approval for Update to P-05	<u>FORMAL AGENDA:</u> <u>INFORMATION:</u> XXX <u>ACTION:</u> Yes
<u>STAFF CONTACTS:</u> Roessler	<u>ATTACHMENTS:</u> Yes
	<u>REVIEWED BY:</u>

BACKGROUND

BRJD began operations in 2001 with its own Security and Administrative policies and procedures that were approved by its regulatory authority (DJJ). BRJD utilized the personnel policies of Albemarle County with some minor modifications. The BRJD Commission approved BRJD employees to be governed by these modified policies on August 9, 2001. At the June 13, 2002 Commission meeting, Commission Member Robert Tucker, Jr., Albemarle County Executive, asked that BRJD continue reviewing Albemarle policies over time and modify them to reflect BRJD language where appropriate. Understanding that Albemarle County acts as fiscal agent for BRJD and many of the principles governing Albemarle County Personnel Policies are shared by BRJD, many of the modifications that followed were simply edits to fit BRJD's specific circumstances and to reflect BRJD's actual practice within the policy.

Albemarle County's P-05, *Effect of Criminal Conviction or Arrest*, was modified to reflect BRJD language/practice and the title of the policy was changed to *Criminal Convictions / Motor Vehicle Violations*. Both were approved by the Commission on February 9, 2006. While reviewing this policy recently, it became apparent that a section from Albemarle's P-05, which is still current, was omitted from the approved BRJD version of P-05. I have added this section back into BRJD's P-05 as it provides clarity and does not substantively change the flexibility it provides while addressing such personnel issues. I have also changed the title of the policy to *Effect of Criminal Conviction / Arrest / Motor Vehicle Violations*.

RECOMMENDATION

It is my recommendation that the Commission approve the attached edits to the existing, previously approved, BRJD P-05, along with a policy title change to *Effect of Criminal Conviction / Arrest / Motor Vehicle Violations*.

BLUE RIDGE JUVENILE DETENTION
PERSONNEL POLICY

BRJD P-05

EFFECT OF CRIMINAL CONVICTION / ARREST / MOTOR VEHICLE VIOLATIONS

It is the policy of Blue Ridge Juvenile Detention to review criminal conviction and Department of Motor Vehicle violation information on applicants for all positions prior to their employment. It is the responsibility of the Superintendent to determine on a case by case basis whether or not a convicted offender will be employed considering the sensitive nature of the affected job, the seriousness of the offense(s) and the honesty of the applicant in completing the application form.

This is the second issuance of this policy, dated January 9, 2018.
Approved by Blue Ridge Juvenile Detention Commission on

EFFECT OF CRIMINAL CONVICTION / ARREST / MOTOR VEHICLE VIOLATIONS

It is the policy of the Commission not to employ or to continue the employment of classified, professional or administrative personnel who may be deemed unsuited for service by reason of arrest and/or criminal conviction. An arrest or conviction of a crime, in and of itself, may not be an automatic bar to employment. Where an arrest or conviction relates to suitability of the individual to perform duties in a particular position, such person may be denied employment or be terminated.

Individuals applying for employment at Blue Ridge Juvenile Detention for any position shall be required to disclose prior convictions of law including minor traffic violations but excluding juvenile offenses. Information provided by applicants may be verified by work history, personal reference or criminal record inquiries to determine the applicant's acceptability for employment. Where a prior conviction is ascertained, the Superintendent, acting on behalf of the Commission, will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which application is sought.

If an applicant makes any misrepresentation or willful omissions of fact regarding prior criminal history, such misrepresentation or omission shall be sufficient cause for disqualification of the applicant or termination of employment.

In the event that any employee, whether full-time or part-time, probationary or non-probationary, is arrested for a criminal violation of any kind, whether misdemeanor or felony, the employee is required to report such arrest promptly to his supervisor or department head within one (1) business day unless mitigating circumstances exist. This reporting requirement applies regardless of whether such arrest has occurred on-duty or off-duty. Failure to comply with this reporting requirement shall be grounds for disciplinary action, up to and including termination. In addition, all employees shall have the continuing duty to notify Blue Ridge Juvenile Detention of any arrest or criminal conviction that occurs subsequent to being hired by Blue Ridge Juvenile Detention.

Supervisors or department heads shall contact the Superintendent or designee upon receiving notification that an employee has been arrested. Blue Ridge Juvenile Detention reserves the right to determine appropriate disciplinary action in such cases, up to and including termination, depending upon the facts and circumstances surrounding the arrest.

EFFECT OF CRIMINAL CONVICTION / ARREST / MOTOR VEHICLE VIOLATIONS

Applicants for all positions, will be advised by a statement on the application form that they will be required to sign a statement before or at the time an employment offer is made which authorizes Blue Ridge Juvenile Detention to have a criminal conviction and motor vehicle violation investigation performed and that satisfactory outcome of the investigation is a condition of employment.

If an applicant for employment with Blue Ridge Juvenile Detention should refuse to permit a criminal history record search, that applicant will be removed from further employment consideration. Applicants who omit convictions from the application form will be denied employment for falsification of the application. A new application may be filed after three (3) calendar years provided the person at that time lists their convictions.

Once employment candidates have been interviewed, they will authorize a Child Protective Services search, Department of Motor Vehicles (DMV) records check and a criminal records background investigation. All written offers of employment will state that the execution of an authorization for Blue Ridge Juvenile Detention to conduct a criminal conviction/motor vehicle violation investigation and its satisfactory outcome are conditions of employment. The Business Office Manager of Blue Ridge Juvenile Detention will provide signed requests to Child Protective Services, DMV and Virginia Criminal Investigation Network (VCIN) in order to conduct the search for any criminal history record.

If a criminal record is obtained that would prohibit employment under Blue Ridge Juvenile Detention Commission policy, the applicant will be so informed, the application for employment will be removed from consideration, and the background check will be destroyed. If the response indicates a conviction(s), the response will be reviewed by the Superintendent who will make a decision relative to appropriate action to be taken. Once a criminal record has been reviewed and an administrative determination made concerning employment suitability, the record will be retained in a file separate from the official personnel file. Records of motor vehicle violation(s) information will be filed in the individual's personnel file as possession of a valid Virginia driver's license is a condition of employment. Conviction information received by Blue Ridge Juvenile Detention will not be disseminated to any third party not directly involved in the hiring process.

Legal Reference: Code of Virginia, 1950, as amended, Chapter 23, Sec. 19.2-389 (7)