

Blue Ridge Juvenile Detention Commission Meeting
Thursday, May 9, 2019
Blue Ridge Juvenile Detention Conference Room
195 Peregory Lane, Charlottesville, VA
10:30 AM

- I. Call to Order
- II. Matters from the Public
- III. Meeting Minutes – January 10, 2019
- IV. Old Business
- V. New Business
 - March 2019 YTD Financial Report
- VI. Matters from Director
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Closed Session – Director’s Performance Evaluation
- X. Adjournment

**Blue Ridge Juvenile Detention Commission Meeting
January 10, 2019**

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on January 10, 2019 @ 10:30 AM, in the Conference Room at Blue Ridge Juvenile Detention, 195 Peregrine Lane, Charlottesville, Virginia.

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

Others Attending: Jay Boland, Jeff Brill, Jodi Dillow, Jeff Gore, Cathy Roessler

I. Call to Order

The meeting was called to order by Mr. Walker, Chairman at 10:32 AM.

II. Matters from the Public

There were no matters from the public.

III. Meeting Minutes

A motion was offered by Mr. Dahl and seconded by Mr. Murphy to approve the November 8, 2018 Meeting Minutes. The motion was approved by a 4-0 voice call vote.

IV. Old Business

There was no old business.

V. New Business

- Chairman Rotation – Mr. Murphy will be the Chairman for 2019
- November 2018 YTD Financial Report – Mr. Brill presented and discussion followed.
- FY20 Budget – Mr. Brill presented and discussion followed. Mr. Walker moved approval of the FY20 Budget with the Contingency Fund removed; Mr. Murphy seconded the motion. The motion was approved by a 4-0 voice call vote.

VI. Matters from Director

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

- PREA Audit– scheduled for February
- Gym Floor – installation is complete however there are some issues that need to be fixed.
- Vacancies – we currently have 3 security position vacancies
- DJJ Board Meeting – the mobile restraint chair will be discussed again @ the April meeting since the vote was split at the last meeting.

VII. Matters from Commission Members

Ms. Garton stated that Mark Taylor has been hired as the new County Administrator for Greene County. The Commission thanked Ms. Garton for her service.

Mr. Dahl stated that Steve Nichols was retiring in the near future.

VIII. Matters from Commission Attorney

Mr. Gore stated that the General Assembly session started this week and discussion followed.

IX. Adjournment

The meeting adjourned at 11:07 AM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> March 2019, YTD Unaudited Financial Report	<u>AGENDA DATE:</u> May 9, 2019
<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 \$121,220 primarily due to:

- Salaries are estimated to come in under \$40,942 due to vacancy savings.
- Health insurance is estimated to come in under budget \$54,110.

Operating Expenditures is estimated to come in over budget \$1,441 due to unbudgeted agricultural expenses.

Operating Capital is estimated to come in over budget \$53,440 primarily due to:

- Unbudgeted vehicle replacement due to an accident that totaled the security transport vehicle.
- Unbudgeted repairs to the south unit HVAC system (compressor and VAV box).

Total Expenditures is estimated to come in under budget \$66,339.

Revenues is estimated to come in over budget \$61,185:

- Interest revenue is estimated to come in over budget \$20,000.
- DJJ block grant is estimated to come in over budget \$17,262.

Total Net Income is estimate to come in over budget \$127,524.

Recommendations: None

**Blue Ridge Juvenile Detention
Detailed Financial Report
March 31, 2019 YTD Unaudited**

	G	H	P	Q	U	V	W	X
		2019 Budget	Feb-19	Mar-19	YTD	Percent of Budget as of March 2019 = 75%	June 2019 Extrapolation	Variance
1	OBJECT DESCRIPTION:							
2	Total Combined Compensation:							
3	Salaries	2,120,538	168,340	174,674	1,554,596	73.31%	2,079,596	(40,942)
4	Overtime wages		0	0	0	#DIV/0!	0	0
5	Part-time wages	10,000	600	750	4,800	48.00%	8,000	(2,000)
6	Accrd ann. leave/sick leave accrual		0	0	0	#DIV/0!	0	0
7	FICA 7.65%	162,986	12,527	13,017	115,713	71.00%	154,713	(8,273)
8	VRS 6.5%	100,514	7,096	7,209	65,557	65.22%	87,457	(13,057)
9	VLTD - program	2,400	257	275	2,302	95.92%	3,000	600
10	VRS Hybrid	6,000	567	598	5,172	86.20%	6,000	0
11	Early Retirement		0	0	0	#DIV/0!	0	0
12	Health insurance \$7794 per emp	383,938	26,588	26,588	245,828	64.03%	329,828	(54,110)
13	Dental insurance	11,750	780	800	6,961	59.24%	9,361	(2,389)
14	HSA contribution	15,000	0	92	6,532	43.55%	15,000	0
15	VRS group life 1.19%	27,779	2,163	2,203	19,965	71.87%	26,730	(1,049)
16	Group/ Life Part Time		0	0	0		0	0
17	Unemployment insurance	5,000	0	0	0	0.00%	5,000	0
18	Workers' compensation	30,000	0	6,707	26,828	89.43%	30,000	0
19	Other Benefits	2,000	0	0	0	0.00%	2,000	0
22	Total Compensation	\$2,877,905	\$218,918	\$232,913	\$2,054,254	71.38%	\$2,756,685	(\$121,220)
23								
24	Total Combined Operating Expendit							
25	Professional Services	12,000	13	135	1,680	14.00%	12,000	0
26	Health services	20,000	7,350	1,050	8,700	43.50%	20,000	0
27	Wellness Fund	5,000	220	260	2,940	58.80%	5,000	0
28	Prof services - legal	24,000	2,000	2,000	16,000	66.67%	24,000	0
29	Engineering/Planning		0	0	0		0	0
30	Prof services - audit	4,700	0	4,770	4,770	101.49%	4,700	0
31	Temporary Help		0	0	0		0	0
32	R&M Office		0	0	0		0	0
33	R&M Buildings	45,000	1,650	1,161	30,488	67.75%	45,000	0
34	R&M - vehicles	900	0	0	0	0.00%	900	0
35	Maint contract - equip	110,000	0	8,768	73,013	66.38%	110,000	0
36	Maint contract - buildings grounds	15,000	833	745	9,288	61.92%	15,000	0
37	Printing & Binding	1,000	0	0	166	16.60%	1,000	0
38	Advertising	400	0	0	0	0.00%	400	0
39	Employee physicals	2,000	147	364	3,238	161.90%	2,000	0
40	Other purchased services		0	0	0	#DIV/0!	0	0
41	Contract - refuse	2,000	0	319	1,518	75.90%	2,000	0
42	Contract - fiscal agent	73,936	18,484	0	55,452	75.00%	73,936	0
43	Data processing	30,000	2,364	1,474	17,481	58.27%	30,000	0
44	Electrical service	67,000	0	9,157	41,561	62.03%	67,000	0

**Blue Ridge Juvenile Detention
Detailed Financial Report
March 31, 2019 YTD Unaudited**

	G	H	P	Q	U	V	W	X
1	OBJECT DESCRIPTION:	2019 Budget	Feb-19	Mar-19	YTD	Percent of Budget as of March 2019 = 75%	June 2019 Extrapolation	Variance
45	Gas service	15,000	0	4,404	10,232	68.21%	15,000	0
46	Water & sewer	11,000	1,297	618	5,126	46.60%	11,000	0
47	Postal services	2,000	0	521	754	37.70%	2,000	0
48	Telecommunications	25,000	1,612	1,207	11,708	46.83%	25,000	0
49	Property/Auto Insurance	31,000	0	7,288	29,190	94.16%	31,000	0
50	Automotive insurance		0	0	0		0	0
51	Travel - education	5,000	0	0	1,700	34.00%	5,000	0
53	Travel - subsistence	8,500	112	698	4,039	47.52%	8,500	0
54	Juvenile Detention Other		0	0	0		0	0
55	Curry School Grant	5,000	0	0	0	0.00%	5,000	0
56	Miscellaneous	1,000	0	0	285	28.50%	1,000	0
57	Dues & memberships	1,000	220	300	930	93.00%	1,000	0
58	Employee recognition	5,000	996	0	2,809	56.18%	5,000	0
59	Personal Supplies (Hygiene)	3,500	63	111	916	26.17%	3,500	0
60	Office supplies	7,500	458	447	3,964	52.85%	7,500	0
61	Food supplies	120,000	5,077	10,136	73,968	61.64%	120,000	0
62	Expenses ACRJ & BRJD	36,000	0	9,000	27,000	75.00%	36,000	0
63	Meals for Meetings	2,000	0	739	981	49.05%	2,000	0
64	Agricultural				1,441	#DIV/0!	1,441	1,441
65	Medical & Pharmaceutical	8,000	110	1,480	5,044	63.05%	8,000	0
66	Laundry & janitorial supplies	20,000	504	1,032	7,771	38.86%	20,000	0
67	Linen supplies	2,000	20	0	705	35.25%	2,000	0
68	Uniforms - detainee	6,000	843	10	2,098	34.97%	6,000	0
69	R&M supplies	13,000	245	519	7,561	58.16%	13,000	0
70	Vehicle & equip fuel	2,000	26	25	1,441	72.05%	2,000	0
71	Vehicle & equip supplies	2,000	0	0	1,070	53.50%	2,000	0
72	Security supplies	3,000	0	0	1,589	52.97%	3,000	0
73	Uniforms & apparel	8,000	654	0	865	10.81%	8,000	0
74	Books & subscriptions	2,000	26	45	196	9.80%	2,000	0
75	Resident Education	14,000	60	501	2,621	18.72%	14,000	0
76	Recreation Supplies & Equipment	5,000	0	93	1,996	39.92%	5,000	0
77	Other operating supplies	800	0	0	0	0.00%	800	0
78	Copy supplies	600	0	0	14	2.33%	600	0
79	Prior year expense					#DIV/0!	0	0
80	State reduction Reimbursement		0	0		#DIV/0!	0	0
81	Total Operating Expenditures	\$777,836	\$45,384	\$69,377	\$474,309	60.98%	\$779,277	\$1,441

**Blue Ridge Juvenile Detention
Detailed Financial Report
March 31, 2019 YTD Unaudited**

	G	H	P	Q	U	V	W	X
						Percent of Budget as of March 2019 = 75%	June 2019 Extrapolation	Variance
1	OBJECT DESCRIPTION:	2019 Budget	Feb-19	Mar-19	YTD			
82								
83	Total Combined Operating Capital:							
84	Machinery & equip - new	20,000	0	6,274	6,274	31.37%	20,000	0
85	M&E - replacement		0	0	2,000	#DIV/0!	19,804	19,804
86	Furniture & fixtures - new	10,000	0	6,725	9,958	99.58%	10,000	0
87	F&F - replacement	35,000	0	0	29,888	85.39%	35,900	900
88	Communications equip		0	0	0	#DIV/0!	0	0
89	Comm equip - replacement		0	0	0	#DIV/0!	0	0
90	Motor vehicles	30,000	0	0	23,962	79.87%	62,736	32,736
93	ADP Equipment	8,000	0	0	0	0.00%	8,000	0
94	ADP Equipment - Rep	5,000	0	0	0	0.00%	5,000	0
95	Software Upgrade		0	0	0	#DIV/0!	0	0
96	Lease/Rent Equip.	7,000	171	742	3,189	45.56%	7,000	0
97	Fund Transfers		0	0	0	#DIV/0!	0	0
98	Total Operating Capital	\$115,000	\$171	\$13,741	\$75,271	65.45%	\$168,440	\$53,440
99								
100	Total Expenditures	\$3,770,741	\$264,473	\$316,031	\$2,603,834	69.05%	\$3,704,402	(\$66,339)

**Blue Ridge Juvenile Detention
Detailed Financial Report
March 31, 2019 YTD Unaudited**

	G	H	P	Q	U	V	W	X
						Percent of Budget as of March 2019 = 75%	June 2019 Extrapolation	Variance
1	OBJECT DESCRIPTION:	2019 Budget	Feb-19	Mar-19	YTD			
101								
102			\$264,473	\$316,031	\$2,603,834			
103	Operating Revenues:							
104	Interest	5,000		7,277	21,415	428.30%	25,000	20,000
108	Other jurisdictions				0	#DIV/0!		0
109	Salvage Surplus				0	#DIV/0!		0
110	Charlottesville	871,266	72,608	72,608	653,455	75.00%	871,266	0
111	Albemarle County	512,387	42,699	42,699	384,290	75.00%	512,387	0
112	Federal Inmates				0		0	0
113	Fluvanna County	168,030	14,002	14,003	126,024	75.00%	168,030	0
114	Culpeper new 7-1-07	392,070	32,672	32,672	294,053	75.00%	392,070	0
115	Greene County	130,690	10,891	10,891	98,019	75.00%	130,690	0
116	Inmate Phone System	5,000	7,192	(5,611)	5,279	105.58%	6,000	1,000
117	CA Community Fund Grant				0			0
118	Region Ten	16,800		6,300	6,300	37.50%	16,800	0
119	Garden Funds				363	#DIV/0!	363	363
120	Miscellaneous	3,500			9,700	277.14%	10,000	6,500
121	Recovered Cost - Compensation	25,000			27,850	111.40%	27,850	2,850
122	Insurance Recoveries				8,339	#DIV/0!	8,339	8,339
124	State Per Diem				0	#DIV/0!		0
125	DJJ Block Grant	851,998			646,689	75.90%	869,260	17,262
126	CPP Program/CAP/re-entry	750,000	11,185		398,162	53.09%	754,871	4,871
127	Mis state Revenue	1,000			0	0.00%	1,000	0
128	DCJS Grant				0	#DIV/0!		0
131	US Dept. of Agriculture	38,000	7,775		15,611	41.08%	38,000	0
135	Subtotal Operating Revenues	\$3,770,741	\$199,024	\$180,839	\$2,695,549	71.49%	\$3,831,926	\$61,185
136	Excess of Oper Revs > Expenditures	\$0	(\$65,449)	(\$135,192)	\$91,715		\$127,524	\$127,524