

Blue Ridge Juvenile Detention Commission Meeting
Thursday, September 10, 2020
Via Zoom @ 10:30 AM

- I. Call to Order
- II. Matters from the Public
- III. Meeting Minutes – June 11, 2020
- IV. Old Business
- V. New Business
 - FY20 Year End Unaudited Financial Report
 - Hazard Pay – 1st Quarter FY21
- VI. Matters from Director
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Adjournment

**Blue Ridge Juvenile Detention Commission Meeting
June 11, 2020**

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on June 11, 2020 @ 10:30 AM via Zoom.

Members Attending: Doug Walker (County of Albemarle), Letitia Shelton (City of Charlottesville), Eric Dahl (County of Fluvanna), Tracy Morris (County of Greene)

Others Attending: Jeff Brill, Jodi Dillow, Brendan Hefty, Jeff Jones (arrived @ 10:39 AM) Cathy Roessler

I. Call to Order

The meeting was called to order by Mr. Dahl at 10:35 AM.

II. Matters from the Public

None.

III. Meeting Minutes

A motion was offered by Mr. Walker and seconded by Ms. Shelton to approve the January 9, 2020 Meeting Minutes. The motion was approved by a 3-0 voice call vote.

IV. Old Business

None.

V. New Business

- April 2020 YTD Unaudited Financial Report – Mr. Brill presented and discussion followed.
- FY21 Budget – Mr. Brill presented and discussion followed. A motion was offered by Mr. Walker and seconded by Ms. Shelton to approve the FY21 budget with the condition that 2 female RA positions remain frozen until the September meeting. The motion was approved by a 3-0 voice call vote.

VI. Matters from Director

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

- CPP Revenue – CPP revenue will decrease due to the early release of female CPP residents
- DCJS Grant – we are applying for a grant through DCJS to assist with COVID-19 related expenses.
- Hazard Pay Request – we are asking for hazardous duty pay for our staff @ \$3.00/hour for hours worked in the building. This is what ACRJ has adopted and we would like to follow suit. Discussion followed and then Mr. Walker offered a motion, seconded by Ms. Shelton, to authorize the hazard pay for the months of April, May and June, with funding to come from vacancy savings.

VII. Matters from Commission Members

None.

VIII. Matters from Commission Attorney

Mr. Gore stated that there will be a special legislative session in July/August to adjust the biennial state budget. Discussion followed.

IX. Adjournment

The meeting adjourned @ 11:45 AM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

| | |
|---|--|
| <u>AGENDA TITLE:</u> FY20 Year End Unaudited Financial Report | <u>AGENDA DATE:</u> September 10, 2020 |
| <u>SUBJECT/PROPOSAL/REQUEST:</u> | <u>FORMAL AGENDA:</u> <u>INFORMATION:</u> Yes <u>ACTION:</u> |
| <u>STAFF CONTACTS:</u> Roessler, Brill | <u>ATTACHMENTS:</u> Yes |
| | <u>REVIEWED BY:</u> |

BACKGROUND

Total Compensation under budget \$219,471:

- Wages under budget \$209,463 due to vacancy savings.
- Hazardous Pay was unbudgeted and totaled \$56,828 due to COVID.
- Health insurance under budget \$97,455.

Operating Expenditures under budget \$42,233:

- Contract Services COVID was unbudgeted and totaled \$4,900.
- Food Supplies over budget \$12,165.
- Materials and Supplies COVID was unbudgeted and totaled \$6,149.

Operating Capital under budget \$46,001.

Total Expenditures under budget \$307,705.

Revenue over budget \$89,136:

- Interest over budget \$3,097.
- DJJ Block Grant over budget \$40,488.
- CPP / Other DJJ Programs over budget \$38,738.

Total Net Income over budget \$396,841.

Recommendations:

None at this time as the FY20 Year End Audited Financial Report is not yet complete; revisit at the November 12, 2020 meeting. Should the Commission vote in favor at that time to return total net income to the localities, the estimated amounts are as follows:

| | | |
|-----------------|-------|---------------|
| Greene | 9.7% | 38,493 |
| Fluvanna | 8.1% | 32,144 |
| Culpeper | 24.1% | 95,639 |
| Charlottesville | 35.4% | 140,482 |
| Albemarle | 22.7% | 90,083 |
| | 100% | Total 396,841 |

**Blue Ridge Juvenile Detention
FY20 Year End Unaudited Financial Report**

| | G | H | I | T | U | V | W | Y |
|----|--|--------------------|--------------------|------------------|------------------|--------------------|--|--------------------|
| 1 | OBJECT DESCRIPTION: | 2020 Budget | 2020 Budget Amend | May-20 | Jun-20 | YTD | Percent of Budget as of June 2020 = 100% | Variance |
| 2 | Total Combined Compensation: | | | | | | | |
| 3 | Salaries | 2,239,239 | 2,239,239 | 167,483 | 168,766 | 2,029,776 | 90.65% | (209,463) |
| 4 | Overtime Wages / Holiday Payouts | | 0 | 7,050 | 5,178 | 75,616 | #DIV/0! | 75,616 |
| 5 | Part-time Wages | 10,000 | 10,000 | 600 | 900 | 8,550 | 85.50% | (1,450) |
| 6 | Hazardous Pay | | | 0 | 56,828 | 56,828 | #DIV/0! | 56,828 |
| 7 | Accrd ann. leave/sick leave accrual | | 0 | 0 | 0 | 0 | #DIV/0! | 0 |
| 8 | FICA 7.65% | 172,067 | 172,067 | 12,955 | 15,824 | 159,475 | 92.68% | (12,592) |
| 9 | VRS 6.5% | 99,480 | 99,480 | 6,760 | 6,775 | 83,173 | 83.61% | (16,307) |
| 10 | VLTD - program | 2,800 | 2,800 | 252 | 252 | 2,953 | 105.46% | 153 |
| 11 | VRS Hybrid | 6,660 | 6,660 | 836 | 835 | 8,617 | 129.38% | 1,957 |
| 12 | Early Retirement | | 0 | 0 | 0 | 0 | #DIV/0! | 0 |
| 13 | Health insurance \$7794 per emp | 386,427 | 386,427 | 23,212 | 23,212 | 288,972 | 74.78% | (97,455) |
| 14 | Dental insurance | 11,280 | 11,280 | 780 | 780 | 9,212 | 81.67% | (2,068) |
| 15 | HSA contribution | 15,000 | 15,000 | 828 | 828 | 8,620 | 57.47% | (6,380) |
| 16 | VRS group life 1.19% | 29,334 | 29,334 | 2,144 | 2,150 | 25,915 | 88.34% | (3,419) |
| 17 | Group/Life Part Time | | 0 | 0 | 0 | 0 | | 0 |
| 18 | Unemployment Insurance | 5,000 | 5,000 | 3,071 | 0 | 3,071 | 61.42% | (1,929) |
| 19 | Workers' Compensation | 31,000 | 31,000 | 0 | 0 | 30,482 | 98.33% | (518) |
| 20 | Other Benefits | 2,000 | 2,000 | 0 | 0 | 0 | 0.00% | (2,000) |
| 21 | Clothing Allow. | | 0 | | 0 | 0 | #DIV/0! | 0 |
| 23 | Employee Physicals | 2,500 | 2,500 | 0 | | 2,056 | 82.24% | (444) |
| 24 | Total Compensation | \$3,012,787 | \$3,012,787 | \$225,971 | \$282,328 | \$2,793,316 | 92.72% | (\$219,471) |
| 25 | | | | | | | | |
| 26 | Total Combined Operating Expendit | | | | | | | |
| 27 | Professional Services | 12,000 | 12,000 | 1,220 | 192 | 11,829 | 98.58% | (171) |
| 28 | Health Services | 20,000 | 20,000 | 1,080 | 1,221 | 16,921 | 84.61% | (3,079) |
| 29 | Wellness Fund | 5,000 | 5,000 | 12 | 20 | 3,436 | 68.72% | (1,564) |
| 30 | Prof Services - Legal | 24,000 | 24,000 | 4,000 | 2,000 | 24,000 | 100.00% | 0 |
| 31 | Prof Services - Audit | 4,800 | 4,800 | 0 | 5,009 | 5,009 | 104.35% | 209 |
| 32 | Contract Services COVID | | | 2,450 | 2,450 | 4,900 | #DIV/0! | 4,900 |
| 33 | R&M Buildings | 45,000 | 45,000 | 946 | 3,379 | 33,543 | 74.54% | (11,457) |
| 34 | R&M - Vehicles | 900 | 900 | 0 | 0 | 0 | 0.00% | (900) |
| 36 | Maint Contract - Equip | 105,000 | 105,000 | 0 | 330 | 101,421 | 96.59% | (3,579) |
| 37 | Maint Contract - Buildings Grounds | 15,000 | 15,000 | 1,502 | 1,225 | 13,223 | 88.15% | (1,777) |
| 38 | Printing & Binding | 1,000 | 1,000 | 0 | 0 | 1,007 | 100.70% | 7 |
| 39 | Advertising | 400 | 400 | 0 | 0 | 629 | 157.25% | 229 |
| 40 | Employee Physicals | 0 | 0 | 0 | 0 | 0 | #DIV/0! | 0 |
| 41 | Other Purchased Services | | 0 | 0 | 0 | 0 | #DIV/0! | 0 |
| 42 | Contract - Refuse | 2,000 | 2,000 | 159 | 159 | 1,912 | 95.60% | (88) |
| 43 | Contract - Fiscal Agent | 75,430 | 75,430 | 0 | 0 | 75,430 | 100.00% | 0 |
| 44 | Data Processing | 30,000 | 30,000 | 414 | 1,419 | 21,709 | 72.36% | (8,291) |
| 45 | Electrical Service | 67,000 | 67,000 | 4,919 | 8,714 | 59,252 | 88.44% | (7,748) |
| 46 | Gas Service | 13,000 | 13,000 | 952 | 960 | 12,309 | 94.68% | (691) |

**Blue Ridge Juvenile Detention
FY20 Year End Unaudited Financial Report**

| | G | H | I | T | U | V | W | Y |
|----|-------------------------------------|------------------|-------------------|-----------------|-----------------|------------------|--|-------------------|
| 1 | OBJECT DESCRIPTION: | 2020 Budget | 2020 Budget Amend | May-20 | Jun-20 | YTD | Percent of Budget as of June 2020 = 100% | Variance |
| 47 | Water & Sewer | 11,000 | 11,000 | 0 | 3,285 | 11,507 | 104.61% | 507 |
| 48 | Postal Services | 1,000 | 1,000 | 0 | 16 | 16 | 1.60% | (984) |
| 49 | Telecommunications | 25,000 | 25,000 | 1,283 | 4,431 | 23,334 | 93.34% | (1,666) |
| 50 | Property/Auto Insurance | 34,000 | 34,000 | 0 | (1,055) | 29,895 | 87.93% | (4,105) |
| 51 | Travel / Meals / Training COVID | | | 0 | 0 | 0 | #DIV/0! | 0 |
| 52 | Training | 5,000 | 5,000 | 1,011 | (350) | 3,381 | 67.62% | (1,619) |
| 53 | Travel - Subsistence | 8,500 | 8,500 | 0 | 108 | 5,848 | 68.80% | (2,652) |
| 54 | Juvenile Detention Other | | 0 | 0 | 0 | 0 | | 0 |
| 55 | Curry School Grant | 5,000 | 5,000 | 0 | 0 | 2,500 | 50.00% | (2,500) |
| 56 | Miscellaneous | 1,000 | 1,000 | 22 | 0 | 326 | 32.60% | (674) |
| 57 | Dues & Memberships | 1,200 | 1,200 | 0 | 23 | 1,260 | 105.00% | 60 |
| 58 | Employee Recognition | 5,000 | 5,000 | 1 | 471 | 2,385 | 47.70% | (2,615) |
| 59 | Hygiene Supplies | 3,500 | 3,500 | (1,048) | 504 | 2,991 | 85.46% | (509) |
| 60 | Office Supplies | 7,500 | 7,500 | 730 | 1,993 | 7,206 | 96.08% | (294) |
| 61 | Food Supplies | 125,000 | 125,000 | 20,332 | 21,795 | 137,165 | 109.73% | 12,165 |
| 62 | Expenses ACRJ & BRJD | 36,000 | 36,000 | 9,000 | 0 | 36,000 | 100.00% | 0 |
| 63 | Meals for Meetings | 2,000 | 2,000 | 0 | 227 | 921 | 46.05% | (1,079) |
| 64 | Agricultural | 3,500 | 3,500 | 0 | 129 | 1,863 | 53.23% | (1,637) |
| 65 | Medical & Pharmaceutical | 8,000 | 8,000 | (1,080) | 2,270 | 8,220 | 102.75% | 220 |
| 66 | Laundry & Janitorial Supplies | 20,000 | 20,000 | (174) | 3,252 | 17,347 | 86.74% | (2,653) |
| 67 | Linen Supplies | 2,000 | 2,000 | 0 | 1,057 | 1,349 | 67.45% | (651) |
| 68 | Uniforms - Resident | 6,000 | 6,000 | 0 | 2,749 | 6,874 | 114.57% | 874 |
| 69 | R&M Supplies | 13,000 | 13,000 | 529 | 2,065 | 10,489 | 80.68% | (2,511) |
| 70 | Vehicle & Equip Fuel | 2,000 | 2,000 | 28 | 43 | 2,990 | 149.50% | 990 |
| 71 | Vehicle & Equip Supplies | 2,000 | 2,000 | 0 | 0 | 3,000 | 150.00% | 1,000 |
| 72 | Security Supplies | 3,000 | 3,000 | 17 | 77 | 1,950 | 65.00% | (1,050) |
| 73 | Uniforms - Staff | 7,000 | 7,000 | 2,994 | 1,167 | 6,935 | 99.07% | (65) |
| 74 | Books & Subscriptions | 2,000 | 2,000 | 398 | 0 | 379 | 18.95% | (1,621) |
| 75 | Resident Education | 15,000 | 15,000 | 6,506 | 1,994 | 14,887 | 99.25% | (113) |
| 76 | Recreation Supplies & Equipment | 5,000 | 5,000 | 943 | 1,766 | 4,884 | 97.68% | (116) |
| 77 | Materials & Supplies COVID | | | 6,047 | 102 | 6,149 | #DIV/0! | 6,149 |
| 78 | Other Operating Supplies | 800 | 800 | 0 | 0 | 316 | 39.50% | (484) |
| 79 | Copy Supplies | 600 | 600 | 0 | 0 | 0 | 0.00% | (600) |
| 82 | Total Operating Expenditures | \$781,130 | \$781,130 | \$65,193 | \$75,197 | \$738,897 | 94.59% | (\$42,233) |

**Blue Ridge Juvenile Detention
FY20 Year End Unaudited Financial Report**

| | G | H | I | T | U | V | W | Y |
|-----|--|--------------------|--------------------|------------------|------------------|--------------------|--|--------------------|
| 1 | OBJECT DESCRIPTION: | 2020 Budget | 2020 Budget Amend | May-20 | Jun-20 | YTD | Percent of Budget as of June 2020 = 100% | Variance |
| 83 | | | | | | | | |
| 84 | Total Combined Operating Capital: | | | | | | | |
| 85 | Machinery & Equip - New | 10,000 | 10,000 | 0 | 3,251 | 3,251 | 32.51% | (6,749) |
| 86 | M&E - Replacement | 20,000 | 20,000 | 0 | 0 | 17,913 | 89.57% | (2,087) |
| 87 | Furniture & Fixtures - New | | 0 | 0 | 0 | 0 | #DIV/0! | 0 |
| 88 | F&F - Replacement | 40,000 | 40,000 | 6,328 | 515 | 9,476 | 23.69% | (30,524) |
| 89 | Communications Equip - New | | 0 | 0 | 0 | 0 | #DIV/0! | 0 |
| 90 | Communications Equip - Replacement | | 0 | 0 | 0 | 0 | #DIV/0! | 0 |
| 91 | Vehicles and Equip COVID | | 0 | 0 | 0 | 0 | #DIV/0! | 0 |
| 92 | Motor Vehicles | | 0 | 0 | 0 | 0 | #DIV/0! | 0 |
| 95 | ADP Equipment - New | | 0 | 0 | 0 | 0 | #DIV/0! | 0 |
| 96 | ADP Equipment - Replacement | 5,000 | 5,000 | 0 | 0 | 0 | 0.00% | (5,000) |
| 97 | Software Upgrade | | 0 | 0 | 0 | 750 | #DIV/0! | 750 |
| 98 | Lease/Rent Equip. | 7,000 | 7,000 | 235 | 388 | 4,609 | 65.84% | (2,391) |
| 99 | Fund Transfers | | 0 | 0 | 0 | 0 | #DIV/0! | 0 |
| 100 | Total Operating Capital | \$82,000 | \$82,000 | \$6,563 | \$4,154 | \$35,999 | 43.90% | (\$46,001) |
| 101 | | | | | | | | |
| 102 | Total Expenditures | \$3,875,917 | \$3,875,917 | \$297,727 | \$361,679 | \$3,568,212 | 92.06% | (\$307,705) |

**Blue Ridge Juvenile Detention
FY20 Year End Unaudited Financial Report**

| | G | H | I | T | U | V | W | Y |
|-----|--|--------------------|--------------------|------------------|--------------------|--------------------|--|------------------|
| 1 | OBJECT DESCRIPTION: | 2020 Budget | 2020 Budget Amend | May-20 | Jun-20 | YTD | Percent of Budget as of June 2020 = 100% | Variance |
| 103 | | | | | | | | |
| 104 | | | | \$294,594 | \$356,125 | \$3,568,212 | | |
| 105 | Operating Revenues: | | | | | | | |
| 106 | Interest | 20,000 | 20,000 | 525 | (654) | 23,097 | 115.49% | 3,097 |
| 110 | Other Jurisdictions | | | | | 0 | #DIV/0! | 0 |
| 111 | Salvage Surplus | | | | 1,294 | 1,294 | #DIV/0! | 1,294 |
| 112 | Albemarle County | 489,483 | 423,113 | 29,730 | 29,730 | 423,116 | 86.44% | 3 |
| 113 | Charlottesville | 763,336 | 659,833 | 46,362 | 46,362 | 659,834 | 86.44% | 1 |
| 114 | Culpeper new 7-1-07 | 519,672 | 449,207 | 31,562 | 31,562 | 449,208 | 86.44% | 1 |
| 115 | Fluvanna County | 174,662 | 150,976 | 10,608 | 10,609 | 150,979 | 86.44% | 3 |
| 116 | Greene County | 209,163 | 180,802 | 12,704 | 12,704 | 180,800 | 86.44% | (2) |
| 117 | Phone System | 5,000 | 5,000 | 415 | 823 | 7,327 | 146.54% | 2,327 |
| 118 | Region Ten | 10,000 | 10,000 | | 2,100 | 11,600 | 116.00% | 1,600 |
| 119 | Garden Funds | | | 50 | 200 | 567 | #DIV/0! | 567 |
| 120 | Miscellaneous | 3,500 | 3,500 | 171 | | 913 | 26.09% | (2,587) |
| 121 | Recovered Cost - Compensation | 27,850 | 27,850 | | | 28,850 | 103.59% | 1,000 |
| 122 | Insurance Recoveries | | | | | 0 | #DIV/0! | 0 |
| 124 | State Per Diem | 1,000 | 1,000 | | 1,350 | 4,100 | 410.00% | 3,100 |
| 125 | DJJ Block Grant | 862,251 | 862,251 | | 11,682 | 902,739 | 104.70% | 40,488 |
| 126 | CPP / Other DJJ Programs | 750,000 | 1,042,385 | 273,035 | 7,713 | 1,081,123 | 144.15% | 38,738 |
| 127 | Misc. State Revenue | | | | | 0 | #DIV/0! | 0 |
| 128 | DCJS Grant | | | | | 0 | #DIV/0! | 0 |
| 131 | US Dept. of Agriculture | 40,000 | 40,000 | | 6,959 | 39,506 | 98.77% | (494) |
| 135 | Subtotal Operating Revenues | \$3,875,917 | \$3,875,917 | \$405,162 | \$162,434 | \$3,965,053 | 102.30% | \$89,136 |
| 136 | Excess of Oper Revs > Expenditures | \$0 | \$0 | \$107,435 | (\$199,245) | \$396,841 | | \$396,841 |

BRJD Census Data

| FY 19 | Albemarle | Cville | Culpeper | Fluvanna | Greene | Other | CPP | |
|--------------|------------------|---------------|-----------------|-----------------|---------------|--------------|-------------|-------------|
| Jul-18 | 38 | 6 | 107 | 4 | 0 | 0 | 293 | 448 |
| Aug-18 | 77 | 16 | 69 | 0 | 4 | 0 | 277 | 443 |
| Sep-18 | 72 | 19 | 68 | 0 | 30 | 0 | 166 | 355 |
| Oct-18 | 108 | 53 | 25 | 1 | 0 | 0 | 243 | 430 |
| Nov-18 | 103 | 74 | 14 | 0 | 4 | 0 | 240 | 435 |
| Dec-18 | 67 | 34 | 24 | 6 | 0 | 0 | 228 | 359 |
| Jan-19 | 69 | 32 | 30 | 21 | 0 | 0 | 252 | 404 |
| Feb-19 | 58 | 31 | 33 | 35 | 0 | 0 | 211 | 368 |
| Mar-19 | 38 | 117 | 32 | 0 | 5 | 0 | 331 | 523 |
| Apr-19 | 31 | 101 | 40 | 0 | 15 | 0 | 302 | 489 |
| May-19 | 78 | 3 | 73 | 0 | 38 | 0 | 282 | 474 |
| Jun-19 | 66 | 50 | 189 | 7 | 0 | 0 | 251 | 563 |
| TOTAL | 805 | 536 | 704 | 74 | 96 | 0 | 3076 | 5291 |
| ADP | 2.2 | 1.5 | 1.9 | 0.2 | 0.3 | 0.0 | 8.4 | 14.5 |
| Percent | 15.2% | 10.1% | 13.3% | 1.4% | 1.8% | 0.0% | 58.1% | 100% |
| Local Share | 36.3% | 24.2% | 31.8% | 3.3% | 4.3% | N/A | N/A | 100% |

| FY 20 | Albemarle | Cville | Culpeper | Fluvanna | Greene | Other | CPP | |
|--------------|------------------|---------------|-----------------|-----------------|---------------|--------------|-------------|-------------|
| Jul-19 | 81 | 66 | 66 | 14 | 11 | 0 | 353 | 591 |
| Aug-19 | 83 | 27 | 6 | 0 | 10 | 0 | 346 | 472 |
| Sep-19 | 95 | 19 | 15 | 0 | 38 | 0 | 369 | 536 |
| Oct-19 | 56 | 110 | 29 | 0 | 78 | 0 | 363 | 636 |
| Nov-19 | 30 | 122 | 31 | 18 | 46 | 0 | 360 | 607 |
| Dec-19 | 39 | 81 | 53 | 28 | 31 | 0 | 342 | 574 |
| Jan-20 | 31 | 78 | 18 | 49 | 31 | 0 | 287 | 494 |
| Feb-20 | 47 | 75 | 65 | 61 | 12 | 0 | 300 | 560 |
| Mar-20 | 46 | 79 | 58 | 47 | 0 | 0 | 351 | 581 |
| Apr-20 | 35 | 98 | 64 | 30 | 20 | 0 | 327 | 574 |
| May-20 | 7 | 86 | 42 | 31 | 6 | 0 | 323 | 495 |
| Jun-20 | 45 | 55 | 53 | 30 | 19 | 0 | 260 | 462 |
| TOTAL | 595 | 896 | 500 | 308 | 302 | 0 | 3981 | 6582 |
| ADP | 1.6 | 2.4 | 1.4 | 0.8 | 0.8 | 0.0 | 10.9 | 18.0 |
| Percent | 9.0% | 13.6% | 7.6% | 4.7% | 4.6% | 0.0% | 60.5% | 100% |
| Local Share | 22.9% | 34.4% | 19.2% | 11.8% | 11.6% | N/A | N/A | 100% |