

Blue Ridge Juvenile Detention Commission Meeting
Thursday, November 12, 2020
Via Zoom @ 10:30 AM

- I. Call to Order
- II. Matters from the Public
- III. Meeting Minutes – September 10, 2020
- IV. Old Business
- V. New Business
 - FY20 Year End Audited Financial Report
 - September 2020 YTD Unaudited Financial Report
 - Hazard Pay – 2nd Quarter FY21
- VI. Matters from Director
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Adjournment

Blue Ridge Juvenile Detention Commission Meeting September 10, 2020

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

Members Attending: Doug Walker (County of Albemarle), Letitia Shelton (City of Charlottesville), John Egertson (County of Culpeper), Eric Dahl (County of Fluvanna), Mark Taylor (County of Greene)

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

I. Call to Order

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

II. Matters from the Public

None.

III. Meeting Minutes

A motion was offered by Mr. Dahl and seconded by Ms. Shelton to approve the June 11, 2020 Meeting Minutes. The motion was approved by a 4-0 voice call vote. Mr. Egertson abstained since he did not attend the June meeting.

IV. Old Business

None.

V. New Business

- FY20 Year End Unaudited Financial Report – Mr. Brill presented and pointed out that the audit has not been completed yet however we don't anticipate anything changing. Refund to the localities will be finalized and discussed at the November meeting. Discussion followed.
- Hazard Pay – Ms. Roessler presented and discussion followed. A motion was offered by Mr. Walker and seconded by Mr. Taylor to approve hazard pay @ 1.00/hour for 1st Quarter FY21. The motion was approved by a 5-0 voice call vote.

VI. Matters from Director

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

- Education – teachers are back in the building and school has resumed with new protocols.
- DCJS Grant – we were approved for the DCJS grant for COVID-19 related expenses. The exact amount is unknown at this point but we anticipate \$50K. Discussion followed regarding CARES Act funding from the localities to BRJD. Roessler/Brill/Gore will research.
- Virtual Monitoring Visit – our Monitoring Visit with DJJ was completed virtually and we received a score of 100%.
- Hazard Pay – this has improved staff morale and everyone is appreciative.
- CPP Revenue – our revenue for female CPP residents will be reduced due to early releases/COVID but we anticipate meeting projections.
- Virginia COVID Regulations – we are working on compliance and education.
- Detention Population – juvenile detention population is down across the state.

VII. Matters from Commission Members

None.

VIII. Matters from Commission Attorney

None.

IX. Adjournment

The meeting adjourned @ 11:25 AM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> FY20 Year End Audited Financial Report	<u>AGENDA DATE:</u> November 12, 2020
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u> <u>INFORMATION:</u> Yes <u>ACTION:</u> Yes
<u>STAFF CONTACTS:</u> Roessler, Brill	<u>ATTACHMENTS:</u> Yes
	<u>REVIEWED BY:</u>

BACKGROUND

Total Compensation under budget \$225,970:

- Wages under budget \$209,462 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 \$42,232:

- Contract Services COVID was unbudgeted and totaled \$4,900.
- Food Supplies over budget \$12,167.
- Materials and Supplies COVID was unbudgeted and totaled \$6,149.

Operating Capital came in under budget \$46,001.

- Several projects were delayed/stalled due to COVID.

Total Expenditures came in under budget \$314,203.

Revenue over budget \$93,280:

- Interest over budget \$4,241.
- CPP / Other DJJ Programs over budget \$38,738.
- DJJ Block Grant over budget \$30,084.

Total Net Income over budget \$407,483.

Recommendations:

Distribution of Net Income to the localities based off of budget percentages in the amount of \$407,483:

Albemarle County	22.7%	\$92,499
City of Charlottesville	35.4%	\$144,249
Culpeper County	24.0%	\$98,203
Fluvanna County	8.1%	\$33,006
Greene County	9.7%	\$39,526
Total		\$407,483

**Blue Ridge Juvenile Detention
FY20 Year End Audited 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	168,767	2,029,777	90.65%	(209,462)
4	Overtime Wages		0	7,051	5,178	75,617	#DIV/0!	75,617
5	Part-time Wages	10,000	10,000	600	900	8,550	85.50%	(1,450)
6	Hazardous Pay			0	56,829	56,829	#DIV/0!	56,828
7	Accrd ann. leave/sick leave accrual		0	0	(9,218)	(9,218)	#DIV/0!	(9,218)
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	2,717	5,788	115.76%	788
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	\$225,972	\$275,829	\$2,786,818	92.50%	(\$225,970)
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 Audited 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	470	2,384	47.68%	(2,616)
59	Hygiene Supplies	3,500	3,500	(1,048)	505	2,992	85.49%	(508)
60	Office Supplies	7,500	7,500	730	1,993	7,206	96.08%	(294)
61	Food Supplies	125,000	125,000	20,332	21,797	137,167	109.73%	12,167
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	1,166	6,934	99.06%	(66)
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	\$75,198	\$738,898	94.59%	(\$42,232)

**Blue Ridge Juvenile Detention
FY20 Year End Audited 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	\$297,728	\$355,181	\$3,561,715	91.89%	(\$314,203)

**Blue Ridge Juvenile Detention
FY20 Year End Audited 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				\$294,595	\$349,627	\$3,561,715		
105	Operating Revenues:							
106	Interest	20,000	20,000	525	490	24,241	121.21%	4,241
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	100.00%	3
113	Charlottesville	763,336	659,833	46,362	46,362	659,834	100.00%	1
114	Culpeper new 7-1-07	519,672	449,207	31,562	31,562	449,208	100.00%	1
115	Fluvanna County	174,662	150,976	10,608	10,609	150,979	100.00%	3
116	Greene County	209,163	180,802	12,704	12,704	180,800	100.00%	(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		1,278	892,335	103.49%	30,084
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		20,363	52,910	132.28%	12,910
135	Subtotal Operating Revenues	\$3,875,917	\$3,875,917	\$405,162	\$166,578	\$3,969,197	102.41%	\$93,280
136	Excess of Oper Revs > Expenditures	\$0	\$0	\$107,434	(\$188,603)	\$407,482		\$407,483

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> September 2020, YTD Unaudited Financial Report	<u>AGENDA DATE:</u> November 12, 2020
<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 \$293,268:

- Salaries are estimated to come in under budget \$285,788 due to vacancy savings.
- Overtime Wages / Holiday Pay is over budget \$63,000 because Kronos codes all exceptions to Overtime Wages. The majority of this amount is actually Holiday Pay as our Overtime Wages during this first quarter is less \$1,000. We anticipated being able to accurately reflect Holiday Pay as its own category, however only after approving the FY21 budget did we learn that this would not be possible.
- FICA and VRS are estimated to come in under budget \$14,694 and \$27,160 respectively.
- Health insurance is estimated to come in under budget \$30,000.

Total Expenditures is estimated to be on budget.

Revenues is estimated to be under budget \$58,901:

- Interest income is estimated to come in under budget \$19,500.

Total Net Income is estimated to come in over budget \$234,367.

Recommendations: None at this time.

**Blue Ridge Juvenile Detention
Detailed Financial Report
September 30, 2020 YTD Unaudited**

	G	H	I	J	K	U	V	W	X
1	OBJECT DESCRIPTION:	2021 Budget	Jul-20	Aug-20	Sep-20	YTD	Percent of Budget as of Sept 2020 = 25%	June 2020 Extrapolation	Variance
2	Total Combined Compensation:								
3	Salaries	2,251,000	170,141	169,045	162,026	501,212	22.27%	1,965,212	(285,788)
4	Overtime Wages/Holiday Pay	12,000	10,753	765	30	11,548	96.23%	75,000	63,000
5	Part-time Wages	10,000	600	600	750	1,950	19.50%	8,250	(1,750)
6	Hazardous Pay		0	0	10,862	10,862	#DIV/0!	10,862	10,862
7	Accrd ann. leave/sick leave accrual		0	0	0	0	#DIV/0!		0
8	FICA 7.65%	172,967	15,774	12,603	12,896	41,273	23.86%	158,273	(14,694)
9	VRS 6.5%	134,835	9,022	9,040	8,613	26,675	19.78%	107,675	(27,160)
10	VLTD - program	3,000	282	282	236	800	26.67%	3,000	0
11	VRS Hybrid	7,000	895	896	774	2,565	36.64%	8,000	1,000
12	Early Retirement		4,290	690	690	5,670	#DIV/0!		0
13	Health insurance \$7794 per emp	310,000	22,802	22,802	22,074	67,678	21.83%	280,000	(30,000)
14	Dental insurance	11,280	760	760	720	2,240	19.86%	9,000	(2,280)
15	HSA contribution	15,000	828	828	736	2,392	15.95%	12,000	(3,000)
16	VRS group life 1.19%	30,458	2,218	2,222	2,099	6,539	21.47%	27,000	(3,458)
17	Group/Life Part Time		0	0	0	0	#DIV/0!		0
18	Unemployment Insurance	5,000	0	0	0	0	0.00%	5,000	0
19	Workers' Compensation	31,930	6,389	0	6,389	12,778	40.02%	31,930	0
20	Other Benefits	2,000	0	0	0	0	0.00%	2,000	0
21	Clothing Allow.					8,150	#DIV/0!		0
22	Moving Expenses		0	0	0	0	#DIV/0!		0
23	Employee Physicals	3,000	364	0	0	364	12.13%	3,000	0
24	Total Compensation	\$2,999,470	\$245,118	\$220,533	\$228,895	\$702,696	23.43%	\$2,706,202	(\$293,268)
25									
26	Total Combined Operating Expenditures:								
27	Professional Services	12,000	45	110	442	597	4.98%	12,000	0
28	Health Services	20,000	57	1,107	0	1,164	5.82%	20,000	0
29	Wellness Fund	5,000	60	360	20	440	8.80%	5,000	0
30	Prof Services - Legal	25,000	0	2,000	2,000	4,000	16.00%	25,000	0
31	Prof Services - Audit	5,000	0	0	0	0	0.00%	5,000	0
32	Contract Services COVID		0	0	0	0	#DIV/0!		0
33	R&M Buildings	46,500	0	125	411	536	1.15%	46,500	0
34	R&M - Vehicles	900	0	0	0	0	0.00%	900	0
35	COA IT	2,701					0.00%	2,701	0
36	Maint Contract - Equip	108,150	1,320	8,603	17,262	27,185	25.14%	108,150	0
37	Maint Contract - Buildings Grounds	15,000	4,222	1,172	695	6,089	40.59%	15,000	0
38	Printing & Binding	1,000	0	0	0	0	0.00%	1,000	0
39	Advertising	1,000	0	0	0	0	0.00%	1,000	0
40	Contract - Refuse	2,000	159	159	608	926	46.30%	2,000	0
41	Contract - Fiscal Agent	77,023	19,313	0	19,198	38,511	50.00%	77,023	0
42	Data processing	30,000	11,363	431	152	11,946	39.82%	30,000	0
43	Electrical Service	67,000	5,160	5,802	5,250	16,212	24.20%	67,000	0
44	Gas Service	14,000	575	579	496	1,650	11.79%	14,000	0

**Blue Ridge Juvenile Detention
Detailed Financial Report
September 30, 2020 YTD Unaudited**

	G	H	I	J	K	U	V	W	X
1	OBJECT DESCRIPTION:	2021 Budget	Jul-20	Aug-20	Sep-20	YTD	Percent of Budget as of Sept 2020 = 25%	June 2020 Extrapolation	Variance
45	Water & Sewer	11,000	1,097	857	0	1,954	17.76%	11,000	0
46	Postal Services	1,300	0	0	26	26	2.00%	1,300	0
47	Telecommunications	30,000	1,332	1,981	984	4,297	14.32%	30,000	0
48	Property/Auto Insurance	34,000	8,793	0	7,739	16,532	48.62%	34,000	0
49	Travel / Meals / Training COVID		0	0	0	0	#DIV/0!		0
50	Training	5,500	149	60	149	358	6.51%	5,500	0
51	Travel - Subsistence	8,500	0	0	0	0	0.00%	8,500	0
52	Curry School Grant	5,000	0	0	0	0	0.00%	5,000	0
53	Miscellaneous	1,000	0	90	0	90	9.00%	1,000	0
54	Dues & Memberships	1,200	75	0	0	75	6.25%	1,200	0
55	Employee Recognition	5,500	259	0	21	280	5.09%	5,500	0
56	Hygiene Supplies	3,500	0	0	0	0	0.00%	3,500	0
57	Office Supplies	7,500	341	385	140	866	11.55%	7,500	0
58	Food Supplies	125,000	4,928	6,536	5,545	17,009	13.61%	125,000	0
59	Expenses ACRJ & BRJD	36,000	0	0	0	0	0.00%	36,000	0
60	Meals for Meetings	2,300	0	0	43	43	1.87%	2,300	0
61	Agricultural	3,500				77	2.20%	3,500	0
62	Medical & Pharmaceutical	8,000	260	1,328	200	1,788	22.35%	8,000	0
63	Laundry & Janitorial Supplies	20,000	337	846	471	1,654	8.27%	20,000	0
64	Linen Supplies	2,000	0	0	0	0	0.00%	2,000	0
65	Uniforms - Resident	6,000	0	81	0	81	1.35%	6,000	0
66	R&M Supplies	13,000	407	766	740	1,913	14.72%	13,000	0
67	Vehicle & Equip Fuel	2,000	0	0	0	0	0.00%	2,000	0
68	Vehicle & Equip Supplies	2,000	0	0	208	208	10.40%	2,000	0
69	Security Supplies	3,000	0	314	0	314	10.47%	3,000	0
70	Uniforms - Staff	7,000	200	0	173	373	5.33%	7,000	0
71	Books & Subscriptions	2,000	0	0	0	0	0.00%	2,000	0
72	Resident Education	15,000	0	60	210	270	1.80%	15,000	0
73	Recreation Supplies & Equipment	5,000	436	197	197	830	16.60%	5,000	0
74	Materials & Supplies COVID		4,566	4,609	2,929	12,104	#DIV/0!		0
75	Other Operating Supplies	800	0	0	0	0	0.00%	800	0
76	Copy Supplies	600	0	0	0	0	0.00%	600	0
77	Total Operating Expenditures	\$799,474	\$65,454	\$38,558	\$66,309	\$170,398	21.31%	\$799,474	\$0

**Blue Ridge Juvenile Detention
Detailed Financial Report
September 30, 2020 YTD Unaudited**

	G	H	I	J	K	U	V	W	X
1	OBJECT DESCRIPTION:	2021 Budget	Jul-20	Aug-20	Sep-20	YTD	Percent of Budget as of Sept 2020 = 25%	June 2020 Extrapolation	Variance
78									
79	Total Combined Operating Capital:								
80	Machinery & Equip - New	0	0	0	0	0	#DIV/0!	0	0
81	M&E - Replacement	20,000	0	33,332	0	2,020	10.10%	20,000	0
82	Furniture & Fixtures - New	0	0	0	0	0	#DIV/0!	0	0
83	F&F - Replacement	20,000	0	0	0	0	0.00%	20,000	0
84	Communications Equip - New	0	0	0	0	0	#DIV/0!	0	0
85	Communications Equip - Replacement	0	0	0	0	0	#DIV/0!	0	0
86	Vehicles and Equip COVID	0	0	0	0	0	#DIV/0!	0	0
87	Motor Vehicles	0	0	0	0	0	#DIV/0!	0	0
90	ADP Equipment - New	0	0	0	0	0	#DIV/0!	0	0
91	ADP Equipment - Replacement	5,000	0	0	0	0	0.00%	5,000	0
92	Software Upgrade	0	0	0	0	0	#DIV/0!	0	0
93	Lease/Rent Equip.	7,000	257	159	0	416	5.94%	7,000	0
94	Fund Transfers	0	0	0	0	0	#DIV/0!	0	0
95	Total Operating Capital	\$52,000	\$257	\$33,491	\$0	\$2,436	4.68%	\$52,000	\$0
96									
97	Total Expenditures	\$3,850,944	\$310,829	\$292,582	\$295,204	\$875,530	22.74%	\$3,557,676	(\$293,268)

**Blue Ridge Juvenile Detention
Detailed Financial Report
September 30, 2020 YTD Unaudited**

	G	H	I	J	K	U	V	W	X
1	OBJECT DESCRIPTION:	2021 Budget	Jul-20	Aug-20	Sep-20	YTD	Percent of Budget as of Sept 2020 = 25%	June 2020 Extrapolation	Variance
98									
99						\$875,530			
100	Operating Revenues:								
101	Interest	25,000	495	451		946	3.78%	5,500	(19,500)
105	Other jurisdictions					0	#DIV/0!		0
106	Salvage Surplus					0	#DIV/0!		0
107	Albemarle County	444,328	37,027	37,027	37,027	111,081	25.00%	444,328	0
108	Charlottesville	576,880	48,073	48,073	48,073	144,219	25.00%	576,880	0
109	Culpeper new 7-1-07	492,868	41,072	41,072	41,072	123,216	25.00%	492,868	0
110	Fluvanna County	160,556	13,378	13,378	13,378	40,134	25.00%	160,556	0
111	Greene County	192,293	16,024	16,024	16,024	48,072	25.00%	192,293	0
112	Phone System	5,000		356		356	7.12%	5,000	0
113	Region Ten	10,000				0	0.00%		0
114	Garden Funds					0	#DIV/0!		0
115	Miscellaneous			171	128	299	#DIV/0!	299	299
116	Recovered Cost - Compensation	27,850				0	0.00%	27,850	0
117	Insurance Recoveries					0	#DIV/0!		0
119	State Per Diem					0	#DIV/0!	300	300
120	DJJ Block Grant	901,169		225,292		225,292	25.00%	901,169	0
121	CPP / Other DJJ Programs	975,000	206,080	28,000		234,080	24.01%		0
122	Mis state Revenue					0	#DIV/0!		0
123	DCJS Grant					0	#DIV/0!		0
126	US Dept. of Agriculture	40,000				0	0.00%		(40,000)
130	Subtotal Operating Revenues	\$3,850,944	\$362,149	\$409,844	\$155,702	\$927,695	24.09%	\$2,807,043	(58,901)
131	Excess of Oper Revs > Expenditures	\$0	\$51,320	\$117,262	(\$139,502)	\$52,165		(\$750,633)	\$234,367

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Hazard Pay – 2 nd Quarter FY21	<u>AGENDA DATE:</u> November 12, 2020
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u> <u>INFORMATION:</u> Yes <u>ACTION:</u> Yes
<u>STAFF CONTACTS:</u> Roessler, Brill	<u>ATTACHMENTS:</u> No
	<u>REVIEWED BY:</u>

BACKGROUND

On June 11, 2020 the Commission approved hazardous pay for BRJD personnel for the months of April, May, and June, at a rate of \$3 per hour for all hours worked on site, and which totaled approximately \$56,828. The cost of the hazard pay was an unbudgeted expense and was offset by BRJD's ample FY20 vacancy savings.

On September 10, 2020 the Commission approved hazardous pay for BRJD personnel for the months of July, August, and September at a rate of \$1 per hour for all hours worked on site, and which totaled approximately \$18,005. The cost of the hazard pay was an unbudgeted expense and was offset by BRJD's forecasted FY21 vacancy savings.

Due to the continued negative forecast for COVID-19, I am requesting that hazard pay be approved for all BRJD personnel, with the exception of the Director, for the months of October, November, and December, at a rate of \$1 per hour for all hours worked on site. The requested rate of \$1 per hour currently aligns with the Albemarle-Charlottesville Regional Jail and, taking into account current vacancies, is estimated to total less than \$20,000.

The justification for continued hazard pay is due to the continued risk BRJD personnel face as essential public safety employees. During the last quarter, BRJD has had one staff-positive COVID case and was fortunate to avoid a positive diagnosis amongst other staff and residents. In addition, there have been several occurrences in which staff have had to quarantine at home due to having close contact with a person who tested positive, or due to experiencing symptoms of their own that prompted them to pursue a COVID test. These occurrences require our remaining staff to provide coverage for those who are absent and understandably increase everyone's stress/anxiety. In addition, there is currently no routine testing for BRJD personnel or residents, therefore staff must contend with the unknown when working with each other and when conducting the intake/quarantine process with new residents.

Like many other employers, BRJD has instituted multiple protocols and procedures to mitigate our level of risk. However, many other governmental entities possess an even greater ability to mitigate risk by allowing their employees to work from home, which thereby eliminates or greatly reduces staff exposure to the public and each other. BRJD employees do not have this option. Detention staff are required to continue to work closely with residents, members of the public, and each other, all of whom could possibly expose them to COVID-19. Unlike the inherent risks associated with working in a correctional environment that are typically limited to impacting only the essential personnel, the COVID-19 virus extends those health risks to their families which is above and beyond normal expectations.

RECOMMENDATION:

The Director recommends that the Commission approve the request for continued hazard pay for BRJD personnel, at the rate of \$1.00 per hour, for the months of October, November, and December. As mentioned above, the total cost is estimated to be less than \$20,000 and it is anticipated that FY21 vacancy savings will absorb this cost.