

Blue Ridge Juvenile Detention Commission Meeting
Thursday, March 11, 2021
Via Zoom @ 10:30 AM

- I. Call to Order
- II. Matters from the Public
- III. Meeting Minutes – 1/14/21, 1/19/21, 1/20/21, 1/28/21, 2/1/21 and 2/22/21
- IV. Old Business
 - FY22 Budget
- V. New Business
 - January 2021 YTD Unaudited Financial Report
- VI. Matters from Director
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Adjournment

Blue Ridge Juvenile Detention Commission Meeting
January 14, 2021

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on January 14, 2021 @ 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: Jay Boland, Jeff Brill, Jodi Dillow, Jeff Gore, Cathy Roessler, Francesca Vitale

I. Call to Order

The meeting was called to order by Mr. Dahl, Chairman at 10:30 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 November 12, 2020 and November 23, 2020 Meeting Minutes. The motion was approved by a 5-0 voice call vote.

IV. Old Business

Fiscal Agent Relationship Report – Ms. Roessler presented and discussion followed. Mr. Walker stated that ACRJ is moving forward with separating from Albemarle, discussion followed regarding the possibility of BRJD utilizing ACRJ's new staff in the future for services. It was decided this would continue to be discussed at future meetings.

V. New Business

- November 2020 Unaudited Financial Report – Mr. Brill presented and discussion followed.
- Hazard Pay – Ms. Roessler presented and discussion followed. A motion was offered by Mr. Walker and seconded by Mr. Taylor to approve a COVID bonus of 1.00/hour for 3rd Quarter FY21. The motion was approved by a 5-0 voice call vote.
- FY22 Draft Budget – Mr. Brill presented and discussion followed. Approval will be pushed to the March 11, 2021 meeting.

VI. Matters from Director

Ms. Roessler shared that we currently have 3 residents with murder charges and she is considering moving one to SVJC due to challenges with separation. The Commission thanked Ms. Roessler for her service and wished her well with her future endeavors.

VII. Matters from Commission Members

The Commission thanked Ms. Shelton for her service and wished her well with her future endeavors. Mr. Walker stated that he will send the Executive Director interview questions to Ms. Dillow to distribute to the other members for their review.

VIII. Matters from Commission Attorney

Mr. Gore introduced Francesca Vitale to the Commission.

IX. Adjournment

The meeting adjourned @ 11:28 AM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

**Blue Ridge Juvenile Detention Commission Meeting
January 19, 2021**

A special called meeting of the Blue Ridge Juvenile Detention Commission was held on January 19, 2021 via Zoom @ 12:45 PM.

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)

I. Call to Order

The meeting was called to order by Mr. Dahl, Chairman at 12:45 PM.

II. Matters from the Public

There were no matters from the public.

III. Closed Session

At 12:46 PM a motion was offered by Mr. Walker and seconded by Mr. Egertson that the Commission go into Closed Session pursuant to Section 2.2-3711(A) 1 of the Code of Virginia for discussion, consideration and interviews of prospective appointees to a position to be appointed by the Commission. The motion was carried by a 5-0 voice call vote.

At 1:42 PM the Commission reconvened into open session and a motion was immediately offered by Mr. Walker and seconded by Ms. Shelton 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.

The roll call vote was unanimous.

IV. Adjournment

Mr. Walker made a motion to adjourn to the scheduled Zoom meeting @ 2:00 PM.
The meeting adjourned at 1:45 PM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

**Blue Ridge Juvenile Detention Commission Meeting
January 19, 2021**

A special called meeting of the Blue Ridge Juvenile Detention Commission was held on January 19, 2021 via Zoom @ 2:00 PM.

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)

I. Call to Order

The meeting was called to order by Mr. Dahl, Chairman at 2:01 PM.

II. Matters from the Public

There were no matters from the public.

III. Closed Session

At 2:01 PM a motion was offered by Mr. Egertson and seconded by Mr. Walker that the Commission go into Closed Session pursuant to Section 2.2-3711(A) 1 of the Code of Virginia for discussion, consideration and interviews of prospective appointees to a position to be appointed by the Commission. The motion was carried by a 5-0 voice call vote.

At 3:35 PM the Commission reconvened into open session and a motion was immediately offered by Mr. Egertson 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

The roll call vote was unanimous.

IV. Adjournment

Mr. Taylor made a motion to adjourn to the scheduled Zoom meeting @ 9:00 AM on January 20, 2021. The meeting adjourned at 3:36 PM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

**Blue Ridge Juvenile Detention Commission Meeting
January 20, 2021**

A special called meeting of the Blue Ridge Juvenile Detention Commission was held on January 20, 2021 via Zoom @ 9:00 AM.

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)

I. Call to Order

The meeting was called to order by Mr. Dahl, Chairman at 9:00 AM.

II. Matters from the Public

There were no matters from the public.

III. Closed Session

At 9:01 AM a motion was offered by Mr. Walker and seconded by Mr. Egertson that the Commission go into Closed Session pursuant to Section 2.2-3711(A) 1 of the Code of Virginia for discussion, consideration and interviews of prospective appointees to a position to be appointed by the Commission. The motion was carried by a 5-0 voice call vote.

At 10:32 AM the Commission reconvened into open session and a motion was immediately offered by Mr. Walker and seconded by Ms. Shelton 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

The roll call vote was unanimous.

IV. Adjournment

The meeting adjourned at 10:33 AM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

**Blue Ridge Juvenile Detention Commission Meeting
January 28, 2021**

A special called meeting of the Blue Ridge Juvenile Detention Commission was held on January 28, 2021 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: Jodi Dillow, Jeff Gore

I. Call to Order

The meeting was called to order by Mr. Dahl, Chairman at 2:02 PM.

II. Matters from the Public

There were no matters from the public.

III. Closed Session

At 2:04 PM a motion was offered by Ms. Shelton and seconded by Mr. Egertson that the Commission go 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 2:50 PM the Commission reconvened into open session and a motion was immediately offered by Mr. Walker and seconded by Mr. Egertson 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. Taylor to continue the meeting to February 1, 2021 @ 1:00 PM. The motion was approved by a 5-0 voice call vote.

IV. Adjournment

The meeting adjourned at 2:51 PM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

**Blue Ridge Juvenile Detention Commission Meeting
February 1, 2021 @ 1:00 PM**

A special called meeting of the Blue Ridge Juvenile Detention Commission continued from January 28, 2021 was held on February 1, 2021 via Zoom @ 1:00 PM.

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: Jodi Dillow, Jeff Gore

I. Call to Order

The meeting was called to order by Mr. Dahl, Chairman at 1:01 PM.

II. Matters from the Public

There were no matters from the public.

III. Matters from Commission Members

A motion was offered by Mr. Walker and seconded by Mr. Taylor to appoint Jay Boland as Executive Director of BRJD pursuant to terms in the Employment Agreement effective February 2, 2021. The motion was carried by a 5-0 voice call vote.

Discussion followed regarding notifications to staff and a press release.

IV. Adjournment

The meeting adjourned at 1:10 PM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

**Blue Ridge Juvenile Detention Commission Meeting
February 22, 2021**

A special called meeting of the Blue Ridge Juvenile Detention Commission was held on February 22, 2021 via Zoom @ 1:00 PM.

Members Attending: Doug Walker (County of Albemarle), John Egertson (County of Culpeper), Eric Dahl (County of Fluvanna)

Others Attending: Jay Boland, Jodi Dillow, Jeff Gore

I. Call to Order

The meeting was called to order by Mr. Dahl, Chairman at 1:03 PM.

II. Matters from the Public

There were no matters from the public.

III. Closed Session

At 1:04 PM a motion was offered by Mr. Walker and seconded by Mr. Egertson that the Commission go into Closed Session pursuant to Section 2.2-3711(A) 1 of the Code of Virginia to consider a personnel matter involving the Director. The motion was carried by a 3-0 voice call vote.

At 1:28 PM the Commission reconvened into open session and a motion was immediately offered by Mr. Walker and seconded by Mr. Egertson 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
Culpeper	Yes
Fluvanna County	Yes

The roll call vote was unanimous.

IV. Adjournment

The meeting adjourned at 1:30 PM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Proposed Budget for FY22	<u>AGENDA DATE:</u> March 11, 2021
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u> <u>INFORMATION:</u> XXX <u>ACTION:</u> Yes
<u>STAFF CONTACTS:</u> Boland, Brill, Dillow	<u>ATTACHMENTS:</u> Yes
	<u>REVIEWED BY:</u>

The total operating budget for FY22 is **\$3,934,945** which reflects an operational increase of 2.2% from FY21.

Total Combined Compensation of \$3,108,649 reflects an increase of 3.6% primarily due to:

- Wages decreased \$12,696 and Overtime/Holiday Pay increased \$80,000 due to reclassification between the two accounts per Albemarle County. Wages includes a 5% salary increase.
- Health Insurance increased \$28,000.
- VRS Hybrid increased \$5,000 and HSA decreased \$5,000.

Total Combined Operating Expenditures of \$794,296 reflects a decrease of .65% primarily due to:

- Professional Services Legal increased by \$5,000 due to Hefty, Wiley, Gore increase.
- Maintenance Contract Equipment increased \$9,686 due to Johnson Controls and CTSI increases.
- Fiscal Agent Fee decreased \$1,564 based on current formula.

Operating Capital of \$32,000 reflects a decrease of 38.5%:

- Operating capital consists of cameras and living unit furniture.

Operating Revenues reflects an increase of 2.18%:

- CPP reflects a decrease of \$125,000 due to anticipated decrease in CPP population.

Operating Budget Table

Locality	FY 21 Budget	FY 22 Budget	Increased/(Decreased)
Albemarle County	444,328	544,658	100,330
City of Charlottesville	576,880	586,716	9,836
Culpeper County	492,868	546,761	53,893
Fluvanna County	160,556	176,646	16,090
Greene County	192,293	248,145	55,852
Total	\$1,866,925	\$2,102,926	\$236,001

Recommendations: The Director recommends the adoption of the FY22 Budget in the amount of \$3,934,945.

Blue Ridge Juvenile Detention FY 22 Operating Budget

	A	I	J	K	L	M	P	Q	R
1	OBJECT DESCRIPTION:	Final FY 18 Actual	Final FY19 Actual	Final FY 20 Actual	FY 21 Final Budget	FY 21 Actual through Nov	FY 22 Budget with 5% Raises	Variance	Percentage of Change
2	Total Combined Compensation:								
3	Salaries 47	2,030,366	2,065,892	2,029,776	2,251,000	669,882	2,238,304	(12,696)	-0.56%
4	Overtime wages/Holiday Pay			75,616	12,000	16,191	92,000	80,000	666.67%
5	Part-time wages	4,800	6,750	8,550	10,000	2,700	10,001	1	0.01%
6	Annual leave/Sick Leave	824	(23,318)	(9,218)				0	#DIV/0!
7	Hazardous Pay			56,829		16,302		0	#DIV/0!
8	FICA 7.65% (no change)	150,033	154,068	159,475	172,967	54,929	179,032	6,066	3.51%
9	VRS 10.99% 5.99% employer	88,764	86,712	83,173	134,835	35,609	139,585	4,750	3.52%
10	Health insurance \$8541 emp	309,993	324,253	288,972	310,000	89,876	338,000	28,000	9.03%
11	Dental insurance \$240*47	9,040	9,322	9,212	11,280	2,960	12,001	721	6.39%
12	VRS group life 1.34%	26,297	26,441	25,915	30,458	8,727	31,226	768	2.52%
13	VRS Hybrid	6,386	6,944	8,617	7,000	3,403	12,000	5,000	71.43%
14	HSA Health	14,420	12,972	8,620	15,000	3,128	10,000	(5,000)	-33.33%
15	Early retirement VREP	1,055	0	0	0	6,360		0	#DIV/0!
16	VLTD-Program	2,627	3,112	2,953	3,000	1,068	3,500	500	16.67%
18	Unemployment insurance	1,723	0	5,788	5,000	0	5,000	0	0.00%
19	Clothing allow		3,520			8,150		0	#DIV/0!
20	Workers' compensation	28,976	26,828	30,482	31,930	14,101	35,000	3,070	9.61%
21	Other Benefits				2,000			(2,000)	-100.00%
23	Employee physicals			2,056	3,000	728	3,000	0	0.00%
24	Total Compensation	\$2,675,304	\$2,703,496	\$2,786,816	\$2,999,470	\$934,114	\$3,108,649	\$109,180	3.64%
25									
26	Total Combined Operating Expenditures:								
27	Professional Services	12,968	2,225	11,829	12,000	637	12,000	0	0.00%
28	Health services	9,600	13,071	16,921	20,000	3,264	20,000	0	0.00%
29	Wellness Fund	3,820	3,964	3,436	5,000	480	5,000	0	0.00%
30	Prof services - legal	18,000	24,000	24,000	25,000	6,000	30,000	5,000	20.00%
32	Prof services - audit	4,680	10,470	5,009	5,000		6,000	1,000	20.00%
35	Contract Covid			4,900				0	#DIV/0!
36	R&M Buildings	33,008	48,905	33,543	46,500	11,628	40,000	(6,500)	-13.98%
37	R&M - vehicles	225	0		900		900	0	0.00%
38	Maint contract - equip	90,960	97,076	101,421	108,150	44,447	117,836	9,686	8.96%
39	COA IT programs				2,701	2,701	2,701	0	0.00%
40	Maint contract - buildings & Grounds	7,452	13,049	13,223	15,000	7,637	15,000	0	0.00%
41	Printing & Binding	0	1,456	1,007	1,000		1,000	0	0.00%
42	Advertising	610	0	629	1,000		1,000	0	0.00%
43	Employee physicals	1,357	4,201	0	0		0	0	#DIV/0!
44	Other purchased services			0	0		0	0	#DIV/0!

Blue Ridge Juvenile Detention FY 22 Operating Budget

	A	I	J	K	L	M	P	Q	R
45	Contract - refuse	1,948	1,995	1,912	2,000	926	2,000	0	0.00%
46	Contract - fiscal agent 2% of budget	75,197	73,936	75,430	77,023	38,511	75,459	(1,564)	-2.03%
47	Data processing	20,060	27,444	21,709	30,000	12,154	30,000	0	0.00%
48	Electrical service	64,051	55,523	59,252	67,000	21,362	60,000	(7,000)	-10.45%
49	Gas service	11,852	14,182	12,309	14,000	2,188	14,000	0	0.00%
50	Water & sewer	10,274	8,441	11,507	11,000	2,797	11,000	0	0.00%
51	Postal services	260	1,254	16	1,300	26	1,300	0	0.00%
52	Telecommunications	24,089	18,598	23,334	30,000	6,278	30,000	0	0.00%
53	Liability insurance	24,878	29,189	29,895	34,000	18,135	34,000	0	0.00%
56	Training	5,514	3,897	3,381	5,500	676	5,500	0	0.00%
57	Travel - subsistence	5,927	6,881	5,848	8,500	92	5,000	(3,500)	-41.18%
59	Curry School Granr Exp.	5,000	5,000	2,500	5,000		5,000	0	0.00%
60	Miscellaneous	990	514	326	1,000	156	1,000	0	0.00%
61	Dues & memberships	1,020	1,078	1,260	1,200	294	1,200	0	0.00%
62	Employee Incentives		5,087	2,384	5,500	304	5,500	0	0.00%
63	Personal Supplies (hygiene)	3,095	1,973	2,992	3,500		3,500	0	0.00%
64	Office supplies	7,976	6,932	7,206	7,500	1,072	7,500	0	0.00%
65	Food supplies	124,457	110,765	137,167	125,000	29,158	125,000	0	0.00%
66	Expenses ACRJ & BRJD	36,000	36,000	36,000	36,000	18,000	36,000	0	0.00%
67	Meals for Meetings	2,106	1,946	921	2,300	112	2,000	(300)	-13.04%
68	Garden	95	1,581	1,863	3,500	77	2,500	(1,000)	-28.57%
69	Medical & Pharmaceutical	7,623	5,892	8,220	8,000	2,993	8,000	0	0.00%
70	Laundry & janitorial supplies	15,110	12,981	17,347	20,000	2,477	20,000	0	0.00%
71	Linen supplies	215	847	1,349	2,000		2,000	0	0.00%
72	Uniforms - detainee	5,142	5,559	6,874	6,000	416	6,000	0	0.00%
73	R&M supplies	10,841	11,489	10,489	13,000	5,205	12,000	(1,000)	-7.69%
74	Vehicle & equip fuel	1,978	2,970	2,990	2,000	329	2,000	0	0.00%
75	Vehicle & equip supplies	1,672	1,169	3,000	2,000	2,141	2,000	0	0.00%
76	Security supplies	2,819	2,776	1,950	3,000	314	3,000	0	0.00%
77	Uniforms & apparel	5,229	3,178	6,934	7,000	373	7,000	0	0.00%
78	Books & subscriptions	1,950	1,948	379	2,000		2,000	0	0.00%
79	Resident Education	13,432	11,660	14,887	15,000	270	15,000	0	0.00%
80	Recreation Supplies & Equipment	4,966	5,044	4,884	5,000	1,342	5,000	0	0.00%
81	Covid Materials			6,149		17,091		0	#DIV/0!
82	Other operating supplies	664	0	316	800		800	0	0.00%
83	Copy supplies	714	49		600		600	0	0.00%
86	Total Operating Expenditures	\$679,824	\$696,195	\$738,898	\$799,474	\$262,063	\$794,296	(\$5,178)	-0.65%

Blue Ridge Juvenile Detention FY 22 Operating Budget

	A	I	J	K	L	M	P	Q	R
87								0	
88	Total Combined Operating Capital:							0	
89	Machinery & equip - new	4,990	17,259	3,251	0			0	#DIV/0!
90	M&E - replacement	41,873	16,463	17,913	20,000	2,020	15,000	(5,000)	-25.00%
91	Furniture & fixtures - new	2,584	9,958		0			0	#DIV/0!
92	F&F - replacement		35,895	9,476	20,000		10,000	(10,000)	-50.00%
93	Communications equip				0			0	#DIV/0!
94	Comm equip - replacement				0			0	#DIV/0!
95	Vehicle and equip covid							0	#DIV/0!
96	Motor vehicles		56,698		0			0	#DIV/0!
99	ADP Equipment		4,625		0			0	#DIV/0!
100	ADP Equipment - Rep	22,657	0		5,000		0	(5,000)	-100.00%
101	Software Upgrade			750	0			0	#DIV/0!
102	Lease/Rent Equip.	4,450	4,636	4,609	7,000	648	7,000	0	0.00%
103	Fund Transfers	160,348						0	#DIV/0!
104	Total Operating Capital	\$236,902	\$145,534	\$35,999	\$52,000	\$2,668	\$32,000	(\$20,000)	-38.46%
105									
106	Total Expenditures	\$3,592,030	\$3,545,225	\$3,561,713	\$3,850,944	\$1,198,845	\$3,934,945	\$84,002	2.18%

Blue Ridge Juvenile Detention FY 22 Operating Budget

	A	I	J	K	L	M	P	Q	R
107									
108	Operating Revenues:								
109	Interest	24,191	31,120	24,241	25,000	946	2,000	(23,000)	-92.00%
110	Bond Proceeds							0	#DIV/0!
111	Sale surplus vehicles	0						0	#DIV/0!
112	Sale salvage							0	#DIV/0!
113	Other jurisdictions	0	6,764	1,294			0	0	#DIV/0!
114	Albemarle County	568,805	512,387	423,116	444,328	148,108	544,658	100,330	22.58%
115	Charlottesville	1,082,118	871,266	659,834	576,880	192,292	586,716	9,836	1.71%
116	Culpeper new 7-1-07	358,358	392,070	449,208	492,868	164,288	546,761	53,893	10.93%
117	Fluvanna County	170,339	168,030	150,979	160,556	53,512	176,646	16,090	10.02%
118	Greene County	92,782	130,690	180,800	192,293	64,096	248,145	55,852	29.05%
119	Phone System	5,353	7,423	7,327	5,000	1,235	5,000	0	0.00%
121	Region Ten	8,750	6,300	11,600	10,000		10,000	0	0.00%
122	Garden	3,931	463	567			0	0	#DIV/0!
123	Miscellaneous	3,162	9,700	913		299	0	0	#DIV/0!
124	Recovered Cost - Compensation	29,850	27,850	28,850	27,850		27,850	0	0.00%
127	State Per Diem	0	1,050	4,100		300	1,000	1,000	#DIV/0!
128	Department Juvenile Justice/Block Grant	712,122	873,013	892,335	901,169	456,043	901,169	0	0.00%
129	CPP Program/other DJJ programs	855,495	835,616	1,081,123	975,000	449,835	850,000	(125,000)	-12.82%
130	Misc.State Revenue							0	#DIV/0!
131	US Dept. of Agriculture	43,814	24,247	52,910	40,000	6,933	35,000	(5,000)	-12.50%
132	DCJS Grant							0	#DIV/0!
134	Subtotal Operating Revenues	\$3,959,070	\$3,906,329	\$3,969,197	\$3,850,944	\$1,537,887	\$3,934,945	\$84,001	2.18%
135	Excess of Operating Revs > Expenditures	\$367,040	\$361,104	\$407,484	\$0	\$339,042	(\$0)	(\$1)	
136									

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

AGENDA TITLE:
January 2021 YTD Unaudited Financial Report

SUBJECT/PROPOSAL/REQUEST:

STAFF CONTACTS:
Boland, Brill, Dillow

AGENDA DATE: March 11, 2021

FORMAL AGENDA: **INFORMATION:** XXX
ACTION: No

ATTACHMENTS: Yes

REVIEWED BY:

Total Compensation is estimated to be under budget \$179,625:

- Salaries are estimated to be under budget \$232,633 due to vacancy savings.
- Overtime Wages / Holiday Pay is over budget in the amount of \$63,000 however, most of this amount is Holiday Pay as Overtime Wages currently totals less than \$1,000.
- Hazard Pay came in at \$27,592.
- FICA and VRS are estimated to be under budget \$7,211 and \$28,002 respectively.
- Health insurance is estimated to be under budget \$25,526.

Operating expenditures is estimated to be over budget \$29,952.

- COVID supplies is unbudgeted and came in at \$27,251.

Total Expenditures is estimated to be under budget \$149,673.

Revenues is estimated to be under budget \$20,924.

- Interest income is estimated to come in under budget \$22,000.

Total Net Income is estimated to be over budget \$128,749.

Recommendations: None at this time.

**Blue Ridge Juvenile Detention
Detailed Financial Report
January 31, 2021 YTD Unaudited**

	G	H	M	N	O	U	V	W	X
	OBJECT DESCRIPTION:	2021 Budget	Nov-20	Dec-20	Jan-21	YTD	Percent of Budget as of Jan 2021 = 58%	June 2021 Extrapolation	Variance
1									
2	Total Combined Compensation:								
3	Salaries	2,251,000	159,799	172,067	166,619	1,168,367	51.90%	2,018,367	(232,633)
4	Overtime Wages/Holiday Pay	12,000	5,086	16,239	6,192	43,708	364.23%	75,000	63,000
5	Pay Exceptions				8	8	#DIV/0!	8	8
6	Part-time Wages	10,000	600	600	750	4,650	46.50%	8,150	(1,850)
7	Hazardous Pay		6,059	5,231	0	27,592	#DIV/0!	27,592	27,592
8	Accrd ann. leave/sick leave accrual		0	0	0	0	#DIV/0!		0
9	FICA 7.65%	172,967	13,530	14,431	12,866	95,756	55.36%	165,756	(7,211)
10	VRS 6.5%	134,835	8,440	8,962	8,822	61,833	45.86%	106,833	(28,002)
11	VLTD - program	3,000	253	304	302	1,927	64.23%	3,000	0
12	VRS Hybrid	7,000	806	892	810	5,911	84.44%	10,411	3,411
13	Early Retirement		690	735	735	8,520	#DIV/0!	12,195	12,195
14	Health insurance \$7794 per emp	310,000	24,253	23,399	24,446	161,974	52.25%	284,474	(25,526)
15	Dental insurance	11,280	740	720	721	5,141	45.58%	8,841	(2,439)
16	HSA contribution	15,000	2,208	736	644	6,716	44.77%	9,966	(5,034)
17	VRS group life 1.19%	30,458	2,068	2,205	2,155	15,155	49.76%	26,155	(4,303)
18	Group/Life Part Time		0	0	0	0	#DIV/0!		0
19	Unemployment Insurance	5,000	0	3,320	0	3,320	66.40%	5,000	0
20	Workers' Compensation	31,930	0	6,389	0	20,490	64.17%	31,930	0
21	Other Benefits	2,000	0	0	0	0	0.00%	2,000	0
22	Leave Payouts		6,146			6,187	#DIV/0!	12,292	12,292
23	Clothing Allow.					8,150	#DIV/0!	8,150	8,150
24	Moving Expenses		0	0	0	0	#DIV/0!	0	0
25	Total Rewards		225	0	500	725		725	725
26	Employee Physicals	3,000	0	626	0	100	3.33%	3,000	0
27	Total Compensation	\$2,999,470	\$230,903	\$256,856	\$225,570	\$1,646,230	54.88%	\$2,819,845	(\$179,625)
28									
29	Total Combined Operating Expenditures:								
30	Professional Services	12,000	20	50	1,179	1,886	15.72%	12,000	0
31	Health Services	20,000	1,050	1,050	1,050	6,414	32.07%	20,000	0
32	Wellness Fund	5,000	760	260	135	1,635	32.70%	5,000	0
33	Prof Services - Legal	25,000	2,000	2,000	2,000	12,000	48.00%	25,000	0
34	Prof Services - Audit	5,000	0	0	0	0	0.00%	5,000	0
35	Contract Services COVID		0	0	0	0	#DIV/0!		0
36	R&M Buildings	46,500	2,644	3,909	563	18,744	40.31%	46,500	0
37	R&M - Vehicles	900	0	0	0	0	0.00%	900	0
38	COA IT	2,701					0.00%	2,701	0
39	Maint Contract - Equip	108,150	8,602	165	0	53,214	49.20%	108,150	0
40	Tech Maint/Repla/Licensing		0	0	0	2,701	#DIV/0!	2,701	2,701
41	Maint Contract - Buildings Grounds	15,000	780	970	525	9,912	66.08%	15,000	0
42	Printing & Binding	1,000	0	0	179	179	17.90%	1,000	0

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43	Advertising	1,000	345	99	0	444	44.40%	1,000	0
44	Contract - Refuse	2,000	319	159	159	1,563	78.15%	2,000	0
45	Contract - Fiscal Agent	77,023	0	0	19,256	57,767	75.00%	77,023	0
46	Data processing	30,000	2,915	1,332	1,487	17,888	59.63%	30,000	0
47	Electrical Service	67,000	4,348	4,610	0	30,320	45.25%	67,000	0
48	Gas Service	14,000	848	1,079	0	4,115	29.39%	14,000	0
49	Water & Sewer	11,000	934	2,103	0	5,834	53.04%	11,000	0
50	Postal Services	1,300	12	0	0	38	2.92%	1,300	0
51	Telecommunications	30,000	1,725	1,414	1,378	10,795	35.98%	30,000	0
52	Property/Auto Insurance	34,000	0	7,738	0	25,873	76.10%	34,000	0
53	Travel / Meals / Training COVID		0	0	0	0	#DIV/0!		0
54	Training	5,500	59	0	120	855	15.55%	5,500	0
55	Travel - Subsistence	8,500	0	0	0	92	1.08%	8,500	0
56	Curry School Grant	5,000	0	2,500	0	2,500	50.00%	5,000	0
57	Miscellaneous	1,000	0	0	0	156	15.60%	1,000	0
58	Dues & Memberships	1,200	0	0	0	294	24.50%	1,200	0
59	Employee Recognition	5,500	99	1,141	21	1,565	28.45%	5,500	0
60	Hygiene Supplies	3,500	80	310	144	1,075	30.71%	3,500	0
61	Office Supplies	7,500	495	1,046	231	2,844	37.92%	7,500	0
62	Food Supplies	125,000	5,788	6,508	7,958	49,412	39.53%	125,000	0
63	Expenses ACRJ & BRJD	36,000	0	0	0	18,000	50.00%	36,000	0
64	Meals for Meetings	2,300	20	13	0	145	6.30%	2,300	0
65	Agricultural	3,500	0	0	169	246	7.03%	3,500	0
66	Medical & Pharmaceutical	8,000	1,149	507	391	5,040	63.00%	8,000	0
67	Laundry & Janitorial Supplies	20,000	917	723	724	4,841	24.21%	20,000	0
68	Linen Supplies	2,000	0	211	0	211	10.55%	2,000	0
69	Uniforms - Resident	6,000	0	395	0	811	13.52%	6,000	0
70	R&M Supplies	13,000	166	1,217	76	6,123	47.10%	13,000	0
71	Vehicle & Equip Fuel	2,000	52	18	239	638	31.90%	2,000	0
72	Vehicle & Equip Supplies	2,000	28	76	0	2,245	112.25%	2,000	0
73	Security Supplies	3,000	299	425	0	1,038	34.60%	3,000	0
74	Uniforms - Staff	7,000	225	0	0	598	8.54%	7,000	0
75	Books & Subscriptions	2,000	0	0	277	277	13.85%	2,000	0
76	Resident Education	15,000	417	0	0	687	4.58%	15,000	0
77	Recreation Supplies & Equipment	5,000	184	26	177	1,729	34.58%	5,000	0
78	Materials & Supplies COVID		1,014	9,146	205	27,456	#DIV/0!	27,251	27,251
79	Other Operating Supplies	800	0	0	0	0	0.00%	800	0
80	Copy Supplies	600	0	0	0	0	0.00%	600	0
81	Total Operating Expenditures	\$799,474	\$38,294	\$51,200	\$38,643	\$390,200	48.81%	\$829,426	\$29,952

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82									
83	Total Combined Operating Capital:								
84	Machinery & Equip - New	0	0	0	0	0	#DIV/0!	0	0
85	M&E - Replacement	20,000	0	0	0	2,020	10.10%	20,000	0
86	Furniture & Fixtures - New	0	0	0	0	0	#DIV/0!	0	0
87	F&F - Replacement	20,000	218	0	0	218	1.09%	20,000	0
88	Communications Equip - New	0	0	0	0	0	#DIV/0!	0	0
89	Communications Equip - Replacement	0	0	0	0	0	#DIV/0!	0	0
90	Vehicles and Equip COVID		0	0	0	0	#DIV/0!		
91	Motor Vehicles	0	0	0	0	0	#DIV/0!	0	0
94	ADP Equipment - New	0	0	0	0	0	#DIV/0!	0	0
95	ADP Equipment - Replacement	5,000	0	0	0	0	0.00%	5,000	0
96	Software Upgrade	0	0	0	0	0	#DIV/0!	0	0
97	Lease/Rent Equip.	7,000	0	677	0	1,325	18.93%	7,000	0
98	Fund Transfers	0	0	0	0	0	#DIV/0!	0	0
99	Total Operating Capital	\$52,000	\$218	\$677	\$0	\$3,563	6.85%	\$52,000	\$0
100									
101	Total Expenditures	\$3,850,944	\$269,415	\$308,733	\$264,213	\$2,039,993	52.97%	\$3,701,271	(\$149,673)

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102									
103			\$269,415	\$308,733	\$264,104	\$2,041,097			
104	Operating Revenues:								
105	Interest	25,000		1,409	284	2,639	10.56%	3,000	(22,000)
109	Other jurisdictions					0	#DIV/0!		0
110	Salvage Surplus					0	#DIV/0!		0
111	Albemarle County	444,328	37,027	37,029	37,027	259,191	58.33%	444,328	0
112	Charlottesville	576,880	48,073	48,074	48,073	336,512	58.33%	576,880	0
113	Culpeper new 7-1-07	492,868	41,072	41,074	41,072	287,506	58.33%	492,868	0
114	Fluvanna County	160,556	13,379	13,385	13,380	93,658	58.33%	160,556	0
115	Greene County	192,293	16,024	16,026	16,025	112,171	58.33%	192,293	0
116	Phone System	5,000	259	155	290	1,939	38.78%	5,000	0
117	Region Ten	10,000		2,100	3,150	5,250	52.50%	10,000	0
118	Garden Funds					0	#DIV/0!		0
119	Miscellaneous			127		426	#DIV/0!	426	426
120	Recovered Cost - Compensation	27,850		27,850		27,850	100.00%	27,850	0
121	Insurance Recoveries					0	#DIV/0!		0
123	State Per Diem			350		650	#DIV/0!	650	650
124	DJJ Block Grant	901,169			225,292	681,335	75.61%	901,169	0
125	CPP / Other DJJ Programs	975,000	5,250	4,025	206,850	665,960	68.30%	975,000	0
126	Mis state Revenue					0	#DIV/0!		0
127	DCJS Grant					0	#DIV/0!		0
130	US Dept. of Agriculture	40,000				6,933	17.33%	40,000	0
134	Subtotal Operating Revenues	\$3,850,944	\$161,084	\$191,604	\$591,443	\$2,482,020	64.45%	\$3,830,020	(\$20,924)
135	Excess of Oper Revs > Expenditures	\$0	(\$108,331)	(\$117,129)	\$327,230	\$442,027		\$128,749	\$128,749