

Blue Ridge Juvenile Detention Commission Meeting
Thursday, July 8, 2021
Via Zoom @ 10:30 AM

- I. Call to Order
- II. Matters from the Public
- III. Meeting Minutes – March 11, 2021
- IV. Old Business
- V. New Business
 - May 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
March 11, 2021**

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on March 11, 2021 @ 10:30 AM via Zoom.

Members Attending: Doug Walker (County of Albemarle), Chip Boyles (City of Charlottesville), John Egertson (County of Culpeper), Kelly Belanger Harris (County of Fluvanna), Mark Taylor (County of Greene)

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

I. Call to Order

The meeting was called to order by Mr. Walker at 10:40 AM.

II. Matters from the Public

None.

III. Meeting Minutes

A motion was offered by Mr. Walker and seconded by Mr. Egertson to approve the meeting minutes from 1/14/21, 1/19/21, 1/20/21, 1/28/21, 2/1/21 and 2/22/21. The motion was approved by a 5-0 voice call vote.

IV. Old Business

FY22 Budget – Mr. Brill presented the FY22 budget and discussion followed. It was decided that a special meeting would be called to further discuss budget and no action was taken.

V. New Business

January 2021 YTD Financial Report – Mr. Brill presented and discussion followed.

VI. Matters from Director

Mr. Boland reported the following:

- Deputy Director position has been posted
- UV Lighting project is nearly complete
- Currently we have 0 cases of COVID
- Approximately half of our staff have been vaccinated
- COVID grant is moving along
- Staffing vacancies
- Resident population is currently 21

VII. Matters from Commission Members

None

VIII. Matters from Commission Attorney

None

IX. Adjournment

The meeting adjourned @ 11:19 AM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> May 2021 YTD Unaudited Financial Report	<u>AGENDA DATE:</u> July 8, 2021
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u> <u>INFORMATION:</u> XXX <u>ACTION:</u> No
<u>STAFF CONTACTS:</u> Boland, Brill, Dillow	<u>ATTACHMENTS:</u> Yes
	<u>REVIEWED BY:</u>

Total Compensation is estimated to be under budget \$203,957:

- Salaries are estimated to be under budget \$292,379 due to vacancy savings.
- Overtime Wages / Holiday Pay is over budget in the amount of \$73,000 however, most of this amount is Holiday Pay as Overtime Wages currently totals less than \$1,000.
- Hazard Pay came in at \$47,038.
- FICA and VRS are estimated to be under budget \$12,766 and \$31,312 respectively.
- Early retirement came in over \$12,245 and is an unbudgeted item.
- Health insurance is estimated to be under budget \$29,260.
- Leave payouts came in over \$36,082 and is unbudgeted.

Operating expenditures is estimated to be under budget \$26,777.

- COVID supplies is unbudgeted and came in at \$38,471.

Capital is under budget \$42,980.

- M & E is under budget \$17,980.
- F & F is under budget \$20,000.
- ADP is under budget \$5,000.

Total Expenditures is estimated to be under budget \$273,714.

Revenues is estimated to be under budget \$4,795.

- Interest income is estimated to come in under budget \$21,200.
- USDA is estimated to come in under budget \$5,000.
- DJJ is estimated to come in over budget \$19,929.

Total Net Income is estimated to be over budget \$268,919.

Recommendations: None at this time.

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

	G	H	R	S	U	V	W	X
1	OBJECT DESCRIPTION:	2021 Budget	Apr-21	May-21	YTD	Percent of Budget as of May 2021 = 92%	June 2021 Extrapolation	Variance
2	Total Combined Compensation:							
3	Salaries	2,251,000	160,888	148,144	1,798,621	79.90%	1,958,621	(292,379)
4	Overtime Wages/Holiday Pay	12,000	5,050	433	71,938	599.48%	85,000	73,000
5	Pay Exceptions			10	18	#DIV/0!	18	18
6	Part-time Wages	10,000	600	750	7,200	72.00%	7,900	(2,100)
7	Hazardous Pay		6,106	0	47,038	#DIV/0!	47,038	47,038
8	Accrd ann. leave/sick leave accrual		0	0	0	#DIV/0!		0
9	FICA 7.65%	172,967	12,785	11,122	147,201	85.10%	160,201	(12,766)
10	VRS 6.5%	134,835	8,568	7,816	95,023	70.47%	103,523	(31,312)
11	VLTD - program	3,000	320	290	3,142	104.73%	3,142	142
12	VRS Hybrid	7,000	842	785	9,158	130.83%	9,958	2,958
13	Early Retirement		735	735	11,460	#DIV/0!	12,245	12,245
14	Health insurance \$7794 per emp	310,000	24,121	21,379	256,240	82.66%	280,740	(29,260)
15	Dental insurance	11,280	740	660	8,041	71.29%	8,781	(2,499)
16	HSA contribution	15,000	644	552	9,200	61.33%	9,850	(5,150)
17	VRS group life 1.19%	30,458	2,105	1,924	23,307	76.52%	25,407	(5,051)
18	Group/Life Part Time		0	0	0	#DIV/0!		0
19	Unemployment Insurance	5,000	1,293	0	5,227	104.54%	5,227	227
20	Workers' Compensation	31,930	0	0	27,019	84.62%	31,930	0
21	Other Benefits	2,000	0	0	0	0.00%	2,000	0
22	Leave Payouts		0	0	23,190	#DIV/0!	36,082	36,082
23	Clothing Allow.				0	#DIV/0!		0
24	Moving Expenses		0	0	0	#DIV/0!	0	0
25	Total Rewards		0	800	5,350	#DIV/0!	5,350	5,350
26	Employee Physicals	3,000	0	183	2,000	66.67%	2,500	(500)
27	Total Compensation	\$2,999,470	\$224,797	\$195,583	\$2,550,373	85.03%	\$2,795,513	(\$203,957)
28								
29	Total Combined Operating Expenditures:							
30	Professional Services	12,000	488	0	2,524	21.03%	12,000	0
31	Health Services	20,000	1,050	1,050	11,664	58.32%	13,000	(7,000)
32	Wellness Fund	5,000	5	420	2,781	55.62%	3,000	(2,000)
33	Prof Services - Legal	25,000	4,000	6,000	26,000	104.00%	26,000	1,000
34	Prof Services - Audit	5,000	0	0	0	0.00%	5,000	0
35	Contract Services COVID		0	0	0	#DIV/0!		0
36	R&M Buildings	46,500	3,000	1,231	29,269	62.94%	30,000	(16,500)
37	R&M - Vehicles	900	0	0	0	0.00%	0	(900)
38	Maint Contract - Equip	108,150	165	17,427	96,671	89.39%	108,150	0
39	Tech Maint/Repla/Licensing	2,701	0	0	2,701	100.00%	2,701	0
40	Maint Contract - Buildings Grounds	15,000	525	1,031	13,023	86.82%	15,000	0
41	Printing & Binding	1,000	0	63	242	24.20%	1,000	0
42	Advertising	1,000	0	0	593	59.30%	1,000	0
43	Contract - Refuse	2,000	159	188	2,070	103.50%	2,070	70
44	Contract - Fiscal Agent	77,023	19,256	0	77,023	100.00%	77,023	0

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

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		2021 Budget	Apr-21	May-21	YTD	Percent of Budget as of May 2021 = 92%	June 2021 Extrapolation	Variance
1	OBJECT DESCRIPTION:							
45	Data processing	30,000	10	2,663	26,434	88.11%	30,000	0
46	Electrical Service	67,000	3,929	4,635	51,151	76.34%	60,000	(7,000)
47	Gas Service	14,000	2,201	2,998	13,279	94.85%	14,000	0
48	Water & Sewer	11,000	898	916	9,172	83.38%	11,000	0
49	Postal Services	1,300	9	0	47	3.62%	1,300	0
50	Telecommunications	30,000	1,420	4,511	21,298	70.99%	30,000	0
51	Property/Auto Insurance	34,000	0	0	33,472	98.45%	33,472	(528)
52	Travel / Meals / Training COVID		0	0	0	#DIV/0!		0
53	Training	5,500	0	165	1,020	18.55%	2,000	(3,500)
54	Travel - Subsistence	8,500	0	367	491	5.78%	2,000	(6,500)
55	Curry School Grant	5,000	0	0	2,500	50.00%	5,000	0
56	Miscellaneous	1,000	0	0	245	24.50%	500	(500)
57	Dues & Memberships	1,200	260	120	1,350	112.50%	1,350	150
58	Employee Recognition	5,500	0	0	1,565	28.45%	5,000	(500)
59	Hygiene Supplies	3,500	286	112	2,357	67.34%	2,500	(1,000)
60	Office Supplies	7,500	366	1,814	5,760	76.80%	6,500	(1,000)
61	Food Supplies	125,000	14,207	19,589	100,370	80.30%	125,000	0
62	Expenses ACRJ & BRJD	36,000	0	9,000	36,000	100.00%	36,000	0
63	Meals for Meetings	2,300	0	137	538	23.39%	2,300	0
64	Agricultural	3,500	66	1,339	1,651	47.17%	2,000	(1,500)
65	Medical & Pharmaceutical	8,000	181	3,198	8,957	111.96%	8,957	957
66	Laundry & Janitorial Supplies	20,000	693	2,114	10,515	52.58%	13,000	(7,000)
67	Linen Supplies	2,000	0	0	211	10.55%	2,000	0
68	Uniforms - Resident	6,000	0	50	2,068	34.47%	3,000	(3,000)
69	R&M Supplies	13,000	142	336	8,231	63.32%	11,000	(2,000)
70	Vehicle & Equip Fuel	2,000	200	76	1,042	52.10%	1,500	(500)
71	Vehicle & Equip Supplies	2,000	535	2,665	6,305	315.25%	6,305	4,305
72	Security Supplies	3,000	0	1,046	2,213	73.77%	3,000	0
73	Uniforms - Staff	7,000	0	0	598	8.54%	598	(6,402)
74	Books & Subscriptions	2,000	0	0	331	16.55%	1,000	(1,000)
75	Resident Education	15,000	0	5,865	6,616	44.11%	13,000	(2,000)
76	Recreation Supplies & Equipment	5,000	183	917	4,181	83.62%	5,000	0
77	Materials & Supplies COVID		11,015	0	38,471	#DIV/0!	38,471	38,471
78	Other Operating Supplies	800	0	0	0	0.00%	0	(800)
79	Copy Supplies	600	0	0	0	0.00%	0	(600)
80	Total Operating Expenditures	\$799,474	\$65,249	\$92,043	\$663,000	82.93%	\$772,697	(\$26,777)

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1	OBJECT DESCRIPTION:	2021 Budget	Apr-21	May-21	YTD	Percent of Budget as of May 2021 = 92%	June 2021 Extrapolation	Variance
81								
82	Total Combined Operating Capital:							
83	Machinery & Equip - New	0	0	0	0	#DIV/0!	0	0
84	M&E - Replacement	20,000	0	0	2,020	10.10%	2,020	(17,980)
85	Furniture & Fixtures - New	0	0	0	0	#DIV/0!		0
86	F&F - Replacement	20,000	155	392	765	3.83%	0	(20,000)
87	Communications Equip - New	0	0	0	0	#DIV/0!	0	0
88	Communications Equip - Replacement	0	0	0	0	#DIV/0!	0	0
89	Vehicles and Equip COVID		0	0	0	#DIV/0!	0	0
90	Motor Vehicles	0	0	0	0	#DIV/0!	0	0
93	ADP Equipment - New	0	0	0	0	#DIV/0!	0	0
94	ADP Equipment - Replacement	5,000	0	0	0	0.00%	0	(5,000)
95	Software Upgrade	0	0	0	0	#DIV/0!	0	0
96	Lease/Rent Equip.	7,000	0	554	3,494	49.91%	7,000	0
97	Fund Transfers	0	0	0	0	#DIV/0!	0	0
98	Total Operating Capital	\$52,000	\$155	\$946	\$6,279	12.08%	\$9,020	(\$42,980)
99								
100	Total Expenditures	\$3,850,944	\$290,201	\$288,572	\$3,219,652	83.61%	\$3,577,230	(\$273,714)

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101								
102			\$290,201	\$288,572	\$3,219,553			
103	Operating Revenues:		\$0	\$0	(\$99)			
104	Interest	25,000	(91)		3,661	14.64%	3,800	(21,200)
108	Other jurisdictions				0	#DIV/0!		0
109	Salvage Surplus				0	#DIV/0!		0
110	Albemarle County	444,328	37,027	37,027	407,299	91.67%	444,328	0
111	Charlottesville	576,880	48,074	48,073	528,807	91.67%	576,880	0
112	Culpeper new 7-1-07	492,868	41,073	41,073	451,797	91.67%	492,868	0
113	Fluvanna County	160,556	13,379	13,379	147,175	91.67%	160,556	0
114	Greene County	192,293	16,024	16,024	176,268	91.67%	192,293	0
115	Phone System	5,000		1,663	4,272	85.44%	5,000	0
116	Region Ten	10,000			5,250	52.50%	10,000	0
117	Garden Funds				0	#DIV/0!		0
118	Miscellaneous				554	#DIV/0!	426	426
119	Recovered Cost - Compensation	27,850			27,850	100.00%	27,850	0
120	Insurance Recoveries				0	#DIV/0!		0
122	State Per Diem				1,050	#DIV/0!	1,050	1,050
123	DJJ Block Grant	901,169	225,292		906,627	100.61%	921,098	19,929
124	CPP / Other DJJ Programs	975,000		1,400	873,650	89.61%	975,000	0
125	Mis state Revenue				0	#DIV/0!		0
126	DCJS Grant				0	#DIV/0!		0
129	US Dept. of Agriculture	40,000		11,955	25,739	64.35%	35,000	(5,000)
133	Subtotal Operating Revenues	\$3,850,944	\$380,778	\$170,594	\$3,559,999	92.44%	\$3,846,149	(\$4,795)
134	Excess of Oper Revs > Expenditures	\$0	\$90,577	(\$117,978)	\$340,347		\$268,919	\$268,919

BRJD Census Data

FY 20	Albemarle	Cville	Culpeper	Fluvanna	Greene	Other	CPP	
Jul-19	81	66	66	14	11		353	591
Aug-19	83	27	6	0	10		346	472
Sep-19	95	19	15	0	38		369	536
Oct-19	56	110	29	0	78		363	636
Nov-19	30	122	31	18	46		360	607
Dec-19	39	81	53	28	31		342	574
Jan-20	31	78	18	49	31		287	494
Feb-20	47	75	65	61	12		300	560
Mar-20	46	79	58	47	0		351	581
Apr-20	31	101	40	0	15		302	489
May-20	78	3	73	0	38	282		474
TOTAL	617	761	454	217	310	282	3373	6014
ADP	1.8	2.3	1.4	0.6	0.9	0.8	10.0	17.9
Percent	10.3%	12.7%	7.5%	3.6%	5.2%	4.7%	56.1%	100%
Local Share	26.2%	32.3%	19.2%	9.2%	13.1%	N/A	N/A	100%

FY 21	Albemarle	Cville	Culpeper	Fluvanna	Greene	Other	CPP	
Jul-20	33	44	62	31	31		264	465
Aug-20	37	38	36	6	31		164	312
Sep-20	57	26	2	3	30		130	248
Oct-20	72	79	0	0	0		159	310
Nov-20	9	133	8	0	0		150	300
Dec-20	1	197	21	17	28		146	410
Jan-21	29	143	68	31	34		186	491
Feb-21	98	165	84	28	32		181	588
Mar-21	73	202	91	34	66		217	683
Apr-21	60	168	60	12	71		245	616
May-21	62	177	57	0	93		218	607
TOTAL	531	1372	489	162	416	0	2060	5030
ADP	1.6	4.1	1.5	0.5	1.2	0.0	6.1	15.0
Percent	10.6%	27.3%	9.7%	3.2%	8.3%	0.0%	41.0%	100%
Local Share	17.9%	46.2%	16.5%	5.5%	14.0%	N/A	N/A	100%