

**Blue Ridge Juvenile Detention Commission Meeting**  
**Thursday, January 13, 2022**  
**Via Zoom @ 10:30 AM**

- I. Call to Order
- II. Chairperson Rotation
- III. Matters from the Public
- IV. Meeting Minutes – December 9, 2021
- V. Old Business
  - Mid-Year Pay Increase
- VI. New Business
  - FY23 Budget
- VII. Matters from Director
- VIII. Matters from Commission Members
- IX. Matters from Commission Attorney
- X. Closed Session – Director’s Performance Review & Contract
- XI. Adjournment

**Blue Ridge Juvenile Detention Commission Meeting  
December 9, 2021**

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on December 9, 2021 @ 10:30 AM via Zoom. The meeting was held electronically due to the COVID-19 pandemic and the declaration of a local emergency by Albemarle County that remains in effect.

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

Others Attending: Jay Boland, Jodi Dillow, Jeff Gore, Ann Shawver

**I. Call to Order**

The meeting was called to order by Mr. Dahl at 10:30 AM.

**II. Matters from the Public**

There were no matters from the public.

**III. Meeting Minutes**

A motion was offered by Mr. Taylor and seconded by Mr. Walker to approve the September 9, 2021 Meeting Minutes. The motion was approved by a 4-0 voice call vote. Ms. Reynolds Marshall abstained as she was not present at the September meeting.

**IV. Old Business**

There was no old business.

**V. New Business**

- FY21 Unaudited Financial Report – Ms. Shawver presented and discussion followed.
- Mid-year Pay Increase and Bonus – Mr. Boland presented a request to mirror the mid-year pay increase and bonus that Albemarle recently approved and discussion followed. Mr. Walker moved approval of a one-time staff bonus of \$3,000 for current BRJD staff and a \$3,000 sign-on bonus for staff hired between December 1, 2021 and November 30, 2022, relying on the positive variance to fund the one-time bonus for current staff and savings within the FY22 budget for the sign-on bonus. Mr. Taylor seconded the motion. The motion was approved by a 5-0 voice call vote. The mid-year salary increase will be revisited at the January meeting.

**VI. Matters from Director**

Mr. Boland gave an update to the Commission on the following items:

- We currently have 6 Resident Advisor vacancies
- DJJ 3 Year Certification Audit is January 11, 2022
- All but 13 of our staff are now vaccinated
- Zero resident cases of COVID

**VII. Matters from Commission Members**

- Mr. Walker stated that the Albemarle BOS will be discussing the emergency ordinance that is in place @ the January 5<sup>th</sup> meeting. This may affect the BRJD Commission's ability to meet electronically if the ordinance is changed.

**VIII. Matters from Commission Attorney**

None.

**IX. Adjournment**

The meeting adjourned @ 11:15 AM.

Respectfully submitted,  
Jodi L. Dillow, Recording Secretary

# BLUE RIDGE JUVENILE DETENTION COMMISSION

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Recommended Budget for FY23	<b><u>AGENDA DATE:</u></b> January 13, 2022
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>	<b><u>FORMAL AGENDA:</u></b> <b><u>INFORMATION:</u></b> XXX <b><u>ACTION:</u></b> Yes
<b><u>STAFF CONTACTS:</u></b> Boland, Dillow	<b><u>ATTACHMENTS:</u></b> Yes
	<b><u>REVIEWED BY:</u></b>

The total budget for FY23 is recommended at **\$4,032,971** which reflects an increase of 2.5% or \$98,026 from the FY22 adopted budget.

### Revenues

- Revenues in the aggregate remain fairly consistent with those of FY22
- USDA funding is estimated to decrease slightly from \$35,000 to \$30,000
- Revenues from member jurisdictions are determined by subtracting all other forms of revenue from total budgeted expenses
- Three-year average occupancy is applied to determine the required contribution from each member:

Locality	FY23		
	FY22 Adopted Budget	Recommended Budget	Increase/ (Decrease)
Albemarle County	\$ 544,658	\$ 538,496	\$ (6,162)
City of Charlottesville	586,716	796,709	209,993
Town of Culpeper	546,761	467,874	(78,887)
Fluvanna County	176,646	154,487	(22,159)
Greene County	248,145	249,386	1,241
<b>Total</b>	<b>\$ 2,102,926</b>	<b>\$ 2,206,952</b>	<b>\$ 104,026</b>

**Compensation of \$3,139,546** reflects an increase of 1.1% or \$33,897. The main items contributing to the change in the compensation budget are as follows:

- A 6% salary increase is budgeted. This increases cost by approximately \$130,000, however the FY22 salary budget was conservatively set. As such, the FY23 budget increase is limited to \$53,576.
- Employer medical insurance costs reflect increased rates as furnished by Albemarle County, however, FY22 was conservatively budgeted so costs for FY23 will be lower.
- Overtime/holiday pay are budgeted at a lower amount for FY23 based on recent trends.
- Clothing allowance and employee rewards budgets were established at \$6,000 and \$10,000, respectively, new for FY23.

**Operating Expenses of \$838,425** reflect an increase of 4.2% or \$34,129.

- While there are increases and decreases in various line items, the main driver for the budget change is that Albemarle County's fee to serve as fiscal agent is increasing from 2% to 3% of budget, adding approximately \$42,000 in costs
- Health services are budgeted to decrease from \$20,000 to \$15,000 based on recent cost trends

- The telecommunications budget will decrease from \$30,000 to \$27,000 based on recent trends
- Food supplies are anticipated to increase 5% annually, adding \$6,000 to the budget
- Laundry and janitorial supplies have been conservatively budgeted in the past. Based on experience, this budget is being lowered \$5,000.

**Operating Capital of \$55,000** reflects an increase of \$30,000

- Capital budgeting can vary from year to year based on planned projects and replacement needs.
- Items budgeted in FY23 include:
  - Outdoor recreational equipment
  - Pod furniture
  - Enclosing an area for breakroom space

**Recommendation:** BRJDC adopt the FY23 budget in the amount of \$4,032,971

<b>Blue Ridge Juvenile Detention Commission</b>						
<b>Operating Budget</b>						
<b>Fiscal Year 2023</b>						
	Account Name	FY20	FY21 (Unaudited)	FY22 YTD November	FY22 Adopted Budget	FY23 Recommended Budget
	Revenues:					
	Interest	24,241	4,707	3,268	2,000	2,000
	Other jurisdictions	1,294	-	-	-	-
	Albemarle County	333,717	444,328	272,329	544,658	538,496
	Charlottesville	508,196	576,880	293,358	586,716	796,709
	Culpeper	380,831	492,868	273,381	546,761	467,874
	Fluvanna County	158,139	160,556	88,323	176,646	154,487
	Greene County	121,900	192,293	124,073	248,145	249,386
	Phone System	7,327	6,152	4,438	5,000	6,000
	Region Ten	11,600	5,250	1,050	10,000	8,000
	Garden	567	-	-	-	-
	Miscellaneous	913	681	-	-	-
	Recovered Cost - Compensation	28,850	27,850	-	27,850	27,850
	State Per Diem	4,100	1,200	-	1,000	1,000
	Department Juvenile Justice/Block Grant	892,335	921,098	623,211	901,169	901,169
	CPP Program/other DJJ programs	1,081,123	1,088,755	450,584	850,000	850,000
	US Dept. of Agriculture	52,910	25,739	23,093	35,000	30,000
	DCJS Grant	-	-	48,082	-	-
	<b>Total Revenues</b>	<b>3,608,043</b>	<b>3,948,357</b>	<b>2,205,190</b>	<b>3,934,945</b>	<b>4,032,971</b>
	Compensation:					
	Salaries	2,029,777	1,951,762	780,555	2,238,304	2,291,880
	Overtime wages/Holiday Pay	75,617	71,994	21,976	92,000	80,000
	Pay exceptions	-	77	-	-	-
	Part-time wages	8,550	7,800	3,300	10,001	9,000
	Hazard pay	56,829	47,039	-	-	-
	Leave accrual adjustment	(9,218)	(25,971)	-	-	-
	FICA (7.65%)	159,475	160,239	60,532	179,032	182,137
	VRS	83,173	102,842	44,124	139,585	137,284
	VLDP (disability)	2,953	3,431	1,707	3,500	5,000
	VRS Hybrid	8,617	9,942	4,124	12,000	13,000
	Early retirement VREP	-	15,980	3,675	-	5,640
	Health insurance	288,972	276,680	83,577	338,000	319,380
	Dental insurance	9,212	8,701	2,540	12,001	9,120
	HSA contribution	8,620	9,752	1,932	10,000	8,832
	VRS group life	25,915	25,231	10,207	31,226	27,273
	Unemployment insurance	5,788	8,424	2,033	5,000	5,000
	Workers' compensation	30,482	27,019	-	35,000	30,000
	Leave payout	-	36,081	3,300	-	-
	Clothing allowance	-	-	-	-	6,000
	Total rewards	-	9,750	500	-	10,000
	<b>Total Compensation</b>	<b>2,784,762</b>	<b>2,746,773</b>	<b>1,024,082</b>	<b>3,105,649</b>	<b>3,139,546</b>
	Operating expenses:					
	Professional Services	11,829	12,094	2,412	12,000	12,000
	Health services	16,921	12,828	5,487	20,000	15,000
	Wellness program	3,436	3,001	1,340	5,000	4,000
	Prof services - legal	24,000	24,000	10,000	30,000	30,000



<b>Blue Ridge Juvenile Detention Commission</b>						
<b>Operating Budget</b>						
<b>Fiscal Year 2023</b>						
	<b>Account Name</b>	<b>FY20</b>	<b>FY21 (Unaudited)</b>	<b>FY22 YTD November</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Recommended Budget</b>
	Prof services - audit	5,009	5,009	-	6,000	5,500
	Contract services - COVID	4,900	-	-	-	-
	R&M Buildings	33,543	29,929	13,935	40,000	40,000
	R&M - vehicles	-	-	-	900	900
	Maint contract - equip	101,421	105,439	37,543	117,836	116,000
	Maintenance contract - IT equipment	-	2,701	-	2,701	2,701
	Maint contract - buildings & Grounds	13,223	13,866	4,143	15,000	15,000
	Printing & Binding	1,007	242	118	1,000	1,000
	Advertising	629	593	-	1,000	1,000
	Employee physicals	2,056	2,264	910	3,000	3,000
	Contract - refuse	1,912	2,418	695	2,000	2,000
	Contract - fiscal agent 3% of budget	75,430	77,023	37,730	75,459	117,424
	Data processing	21,709	30,254	15,688	30,000	30,000
	Electrical service	59,252	60,495	15,659	60,000	60,000
	Gas service	12,309	14,466	3,834	14,000	14,000
	Water & sewer	11,507	12,677	2,627	11,000	11,000
	Postal services	16	47	-	1,300	1,000
	Telecommunications	23,334	24,419	7,686	30,000	27,000
	Property/Auto Insurance	29,895	33,472	31,206	34,000	34,000
	Training	3,381	1,020	63	5,500	5,500
	Travel - subsistence	5,848	1,597	367	5,000	5,000
	Curry School Grant	2,500	5,000	-	5,000	5,000
	Miscellaneous	325	245	-	1,000	1,000
	Dues & memberships	1,260	1,409	45	1,200	1,500
	Employee recognition	2,384	1,834	23	5,500	3,000
	Materials & supplies	2,992	2,916	575	3,500	3,500
	Office supplies	7,207	7,150	2,906	7,500	7,500
	Food supplies	137,167	119,191	47,778	125,000	131,000
	Expenses ACRJ & BRJD	36,000	36,000	9,000	36,000	36,000
	Meals for Meetings	921	647	28	2,000	2,000
	Agricultural supplies	1,863	1,995	-	2,500	2,500
	Medical & Pharmaceutical	8,220	9,203	4,932	8,000	11,000
	Laundry & janitorial supplies	17,347	12,120	5,034	20,000	15,000
	Linen supplies	1,349	2,875	73	2,000	2,000
	Uniforms - detainees	6,874	2,097	794	6,000	6,000
	R&M supplies	10,489	10,077	5,314	12,000	12,000
	Vehicle & equip fuel	2,990	1,405	699	2,000	2,000
	Vehicle & equip supplies	3,000	6,738	382	2,000	5,000
	Security supplies	1,950	2,932	632	3,000	3,000
	Uniforms & apparel - employees	6,934	799	5,467	7,000	6,000
	Books & subscriptions	379	689	-	2,000	2,000
	Resident Education	14,887	15,243	1,218	15,000	15,000
	Recreation Supplies & Equipment	4,884	4,605	481	5,000	5,000
	Materials & Supplies COVID	6,149	38,471	-	-	-
	Other operating supplies	316	-	-	800	800
	Copy supplies	-	-	-	600	600
	Lease/Rent Equipment	4,609	5,113	1,965	7,000	7,000
	<b>Total Operating Expenses</b>	<b>745,563</b>	<b>758,608</b>	<b>278,787</b>	<b>804,296</b>	<b>838,425</b>

<b>Blue Ridge Juvenile Detention Commission</b>						
<b>Operating Budget</b>						
<b>Fiscal Year 2023</b>						
	Account Name	FY20	FY21 (Unaudited)	FY22 YTD November	FY22 Adopted Budget	FY23 Recommended Budget
	Operating Capital:					
	Machinery & equip - new	3,251	2,020	-	-	-
	M&E - replacement	17,913	-	9,605	15,000	15,000
	F&F - replacement	9,476	-	216	10,000	10,000
	Building Alterations	-	-	-	-	30,000
	Software Upgrade	750	-	-	-	-
	<b>Total Operating Capital</b>	<b>31,390</b>	<b>2,020</b>	<b>9,821</b>	<b>25,000</b>	<b>55,000</b>
	<b>Total Expenses</b>	<b>3,561,715</b>	<b>3,507,401</b>	<b>1,312,690</b>	<b>3,934,945</b>	<b>4,032,971</b>
	<b>Excess of Revenues Over Expenses</b>	<b>46,328</b>	<b>440,956</b>	<b>892,500</b>	<b>-</b>	<b>-</b>

**EMPLOYMENT AGREEMENT  
BLUE RIDGE JUVNILE DETENTION COMMISSION**

**THIS AGREEMENT** is made this 1st day of February 2021, between the BLUE RIDGE JUVENILE DETENTION COMMISSION (the "Commission") and JAMES BOLAND ("Mr. Boland").

**WHEREAS**, the Commission wants to employee Mr. Boland as its Director, and Mr. Boland wants to accept such employment; and

**WHEREAS**, in recognition of Mr. Boland's past service, the Commission wants to commit in writing to his future employment and afford him the security of some guaranteed severance compensation if the Commission decides at some future date to end his employment.

**NOW THEREFORE**, the parties agree as follows:

1. **Employment.** The Commission hereby employs Mr. Boland to begin serving effective February 2, 2021, as Director of the Facility, and Mr. Boland hereby accepts such employment on the terms and conditions hereinafter set forth.

2. **Term.** Mr. Boland understands that his employment as Director is at the pleasure of the Commission, that it is an employment At Will, not subject to a specific term, and that it is subject to termination at any time as set forth below.

3. **Duties.** In accordance with Virginia law, Mr. Boland shall serve as the Chief Administrative Officer of the Facility, implementing and enforcing policies established by the Commission and the Virginia Department of Juvenile Justice or their successors in function. Mr. Boland's duties as Director include, but are not limited to:

- a. Reporting monthly to the Commission about the financial status of the Facility and its operations and management;
- b. Managing the Facility's daily operations, including (subject, in appropriate instances, to final authority of the Commission) personnel matters, long-term planning, classification and assignment of detainees, security and control, programs and treatment, support services, health care, facility maintenance, general business functions, and volunteer coordination;
- c. Reporting immediately to appropriate law enforcement officers any escapes of detainees from custody and any other criminal conduct occurring at the Facility, and reporting such incidents to the Commission as soon as may be practicable and consistent with the objectives of any ongoing criminal investigation;
- d. Representing the Facility and the Commission to the news media and the public;



- e. Recommending an annual operating budget and allocation of Member Jurisdiction charges for the Commission's approval;
- f. Serving as the Commission's liaison with the Virginia department of Juvenile Justice and other state agencies;
- g. Developing operating policies and procedures for Commission approval and proposing revisions to them as necessary to maintain compliance with evolving legal requirements, codes and standards;
- h. Cooperating with the contractors and others involved in the maintenance of the Facility;
- i. Performing other duties that promote and enhance the Facility's operational performance.

4. **Termination.** The Commission may terminate this Agreement as determined by the Commission in its sole discretion. The Commission shall not, however, terminate this Agreement without affording Mr. Boland an opportunity to discuss the proposed termination with the Commission. In the event the Commission terminates Mr. Boland's employment, Mr. Boland shall receive, as severance pay, three (3) months' salary, in addition to payment for any accumulated vacation leave for which he may be eligible.

If Mr. Boland wants to terminate this Agreement, he agrees to give the Commission at least three (3) month's written notice of his intention to terminate, unless the Commission waives that notice. If Mr. Boland is convicted of any felony, a misdemeanor involving moral turpitude, or any crime or traffic offense involving alcohol or drugs, the Commission may terminate this Agreement with no obligation for severance pay. If Mr. Boland is arrested for any offense described in the preceding sentence, the Commission may suspend him from employment, with or without pay at its discretion, until final disposition of the charges against him.

5. **Compensation.** For all services provided under this Agreement, Mr. Boland shall be compensated as follows:

- a. Mr. Boland's annual salary shall be \$90,000.00, payable in installments on the same schedule as other employees of the Commission.
- b. Mr. Boland shall receive additional benefits on the same basis and subject to the same limitations as other employees of the Commission, including but not limited to health insurance, retirement, life insurance, sick leave, and paid holidays. However, Mr. Boland will accrue annual leave at a rate of 12 hours per month beginning at the start of his employment as Director. Mr. Boland shall be responsible for recording and verifying his leave and reporting the use of this leave to the employee responsible for maintaining such records.

- c. Mr. Boland shall be entitled to reimbursement of ordinary and reasonable expenses he incurs in the performance of his duties, if they are within applicable budget limits, and after submitting appropriate vouchers for approval in accordance with Commission policy.
- d. The Commission agrees to budget and pay reasonable dues, travel and other expenses for Mr. Boland's full participation in national, regional or state professional associations and in local community organizations, as necessary or desirable for his professional standing and to enhance the reputation and image of the Facility in the community.
- e. The Commission shall not at any time during the term of this agreement reduce the salary, compensation or other financial benefits of Mr. Boland, except when such a reduction is imposed uniformly on all Employer's employees.
- f. The Commission may amend the Director's salary or other benefits as listed in this section without requiring an amendment of this Agreement. Any other change or amendment must be made in accordance with section 9(f) of this Agreement.

6. **Performance Review.** The Commission will conduct annual evaluations of Mr. Boland's performance and consider giving his annual pay increases based on those evaluations.

The Commission and Mr. Boland will annually define written goals, objectives and priorities that they determine necessary for the proper operation of the Facility and attainment of the Commission's policy objectives. These goals, objectives and priorities shall generally be attainable within the time limitations specified, and the annual operating and capital budgets and appropriations provided. Mr. Boland shall be responsible for initiating this process.

7. **Outside Employment.** Mr. Boland agrees to devote his full time, attention and energies to the management of the Facility, and agrees not to be engaged (whether or not during normal business hours) in any other business or professional activity for profit without prior approval of the Commission. If any such activity approved by the Commission occurs during normal business hours, Mr. Boland shall use his personal leave for that purpose.

Notwithstanding the preceding paragraph, the Commission recognizes that Mr. Boland must frequently devote time outside normal office hours to business of the Facility; accordingly, he is allowed to take reasonable time during normal office hours for personal matters as he shall deem necessary and appropriate.

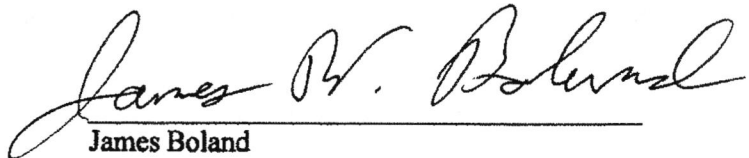
8. **Policies of Authority.** Other than as described herein, Mr. Boland will be subject to all personnel and other policies established by the Commission.

9. **General Provisions.**

- a. The text of this Agreement shall constitute the entire agreement between both parties.
- b. This Agreement shall be binding upon and inure to the benefit of Mr. Boland's heirs at law and executors.
- c. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, it shall be deemed severable, and the remainder of this Agreement shall not be affected and shall remain in full force and effect.
- d. Failure of either party to object to any incident of non-compliance with any provision of his Agreement shall not constitute a waiver of objection to that or any other incident of non-compliance.
- e. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Virginia.
- f. This Agreement may be changed or amended only with the written consent of both parties.

The Commission and Mr. Boland have indicated their approval of this Agreement by their signature below:

2/1/21  
Date

  
James Boland

2/1/21  
Date

  
Chair, Blue Ridge Juvenile Detention Commission