

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 5th 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

<p><u>AGENDA TITLE:</u> Recommended Budget for FY23</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u></p> <p><u>STAFF CONTACTS:</u> Boland, Dillow</p>	<p><u>AGENDA DATE:</u> January 13, 2022</p> <p><u>FORMAL AGENDA:</u> <u>INFORMATION:</u> XXX <u>ACTION:</u> Yes</p> <p><u>ATTACHMENTS:</u> Yes</p> <p><u>REVIEWED BY:</u></p>
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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	FY22 Adopted Budget	FY23	Increase/ (Decrease)
		Recommended Budget	
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
Total	\$ 2,102,926	\$ 2,206,952	\$ 104,026

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