## Blue Ridge Juvenile Detention Commission Meeting Thursday, July 14, 2022 @ 10:30 AM Blue Ridge Juvenile Detention Conference Room 195 Peregory Lane, Charlottesville VA 22902

- I. Call to Order
- II. Matters from the Public
- III. Meeting Minutes May 12, 2022
- IV. Old Business
  - Amended FY23 Budget
- V. New Business
- VI. Matters from Director
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Adjournment

# Blue Ridge Juvenile Detention Commission Meeting May 12, 2022

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on May 12, 2022 @ 10:30 AM via Zoom. The meeting was held electronically due to the COVID-19 pandemic.

Members Attending: Doug Walker (County of Albemarle), Ashley Reynolds Marshall (City of Charlottesville), Kelly Belanger Harris (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. Taylor at 10:35 AM.

#### II. Matters from the Public

None.

#### III. Meeting Minutes

A motion was offered by Mr. Walker and seconded by Ms. Marshall to approve the March 10, 2022 meeting minutes. The motion was approved by a 3-0 voice call vote.

#### IV. Old Business

A motion was offered by Mr. Walker and seconded by Ms. Marshall to approve the revised contract for the Director as presented. The motion was approved by a 3-0 voice call vote.

#### V. New Business

- FY23 Pay Increases Mr. Boland requested BRJD mirror the 4% pay increase that Albemarle County has approved effective July 1, 2022. Discussion followed and Mr. Walker requested that the BRJD FY23 budget be amended and presented for approval at the July meeting to reflect the increase. A motion was offered by Mr. Walker and seconded by Ms. Marshall to approve the 4% increase for BRJD staff effective July 1, 2022. The motion was approved by a 3-0 voice call vote.
- <u>Fiscal Agent MOA</u> A motion was offered by Ms. Marshall and seconded by Mr. Taylor to approve the Albemarle County Fiscal Agent MOA as presented. The motion was approved by a 3-0 voice call vote.

#### VI. Matters from Director

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

- We currently have no staff out with COVID
- · We are moving forward will the compensation study with Gallagher
- · Zero cases of COVID for our residents

#### VII. Matters from Commission Members

There was discussion regarding returning to in-person meetings.

#### VIII. Matters from Commission Attorney

 Mr. Gore discussed the potential for DJJ to end the CPP program and has at some facilities. Mr. Boland stated that our CPP has consistently been full and under the new Director of DJJ's he anticipates that numbers for CPP could actually go up.

#### IX. Adjournment

The meeting adjourned @ 11:10 AM.

Respectfully submitted, Jodi L. Dillow, Recording Secretary

## **BLUE RIDGE JUVENILE DETENTION COMMISSION**

## **EXECUTIVE SUMMARY**

**AGENDA TITLE:** 

FY23 Amended Budget FY22 Projected Performance

SUBJECT/PROPOSAL/REQUEST:

**STAFF CONTACTS:** 

Boland, Dillow

AGENDA DATE: July 14, 2022

**FORMAL AGENDA**:

**INFORMATION: XXX** 

**ACTION: Yes** 

**ATTACHMENTS: Yes** 

**REVIEWED BY:** 

### FY23 Amended Budget

No recommended changes in revenues

Expenditure revisions to reflect approved salary increase, incorporate vacancy savings and address changes in expectation since budget adoption:

- Salary budget updated for a 5% pay increase (4% previously approved by this Commission to mirror Albemarle, and an additional state mandated 1%)
- Salaries and benefits also updated based on staffing profile as of mid-June
- Overtime/holiday pay budget increased to reflect current trends as vacancies are high, overtime
  has increased
- VRS retirement contribution rate updated using the FY23 rate which decreased the required contribution
- Vacancy savings contra budget of \$124,000 recommended to balance other net expense increases
  - o There are currently eight (8) Resident Advisor vacancies
  - o Annual salary and benefits cost approximately \$53,000
  - To achieve the vacancy savings of \$124,000, approximately 2.5 Resident Advisor position vacancies will be expected throughout FY23
  - o This is reasonable in light of past trends and current employment challenges
- Workers' compensation and fire insurance budgets updated to reflect premiums in VRSA renewal
- Professional services increased and Expenses ACRJ & BRJD decreased to reflect decision to use contract financial management services

The recommended revised FY23 budget is balanced at \$4,032,971 and is unchanged from the adopted budget.

**Recommendation:** Approval of the amended FY23 budget.

## **FY22 Projected Performance**

Projections for FY22 based on performance through May 31, 2022 when YTD excess revenues over expenses were \$717,000.

## Revenues of \$4,048,000 are projected, \$113,000 or 3% in excess of budget

- A DCJS Grant of \$48,000 was not budgeted
- A 5<sup>th</sup> quarterly payment of \$57,000 will be received from the Department of Juvenile Justice
- Other than this payment, the revenue forecast conservatively anticipates no additional revenues in FY22

## Expenses of \$3,487,000 are projected, \$448,000 or 11% under budget

- The majority, \$379,000, from net salaries and benefits under budget due to vacant positions
- Savings in various other operating accounts also contribute to overall positive budgetary performance

Revenues over expenses of \$561,000 currently forecasted for FY22

Recommendation: None at this time.

_	idge Juvenile Detention Commission ting Budget		-		Items in red for	nt indicate propo	sed revisions to	the FY23 budget
	Year 2023			-	items in red to	it illulcate prope	Secure Visions to	the Fred Budget
iscai	Year 2023			-				
								Revised
					FY22 Projected		FY23	FY23
	remaining the second of the second of the second		FY21 (Adjusted		(using data as	FY22 Adopted	Recommended	
	Account	FY20	Audited*)		of May)	Budget	Budget	Budget
	Revenues:			Ay.				
	Interest	24,241	4,707	33	6,354	2,000	2,000	2,000
	Other jurisdictions	1,294		-	0,554	-	-	-
1		333,717	444,328	*	544,658	544,658	538,496	538,496
	Albemarle County	508,196	576,880	*	586,716	586,716	796,709	796,709
	Charlottesville	380,831	492,868	*	546,761	546,761	467,874	467,874
	Culpeper		160,556	*	176,646	176,646	154,487	154,487
	Fluvanna County	158,139		*	248,145	248,145	249,386	249,386
	Greene County	121,900	192,293 6,152		8,838	5,000	6,000	6,000
	Phone System	7,327 11,600			10,000	10,000	8,000	8,000
	Region Ten		5,250		10,000	-	- 3,000	- 0,000
	Garden	567		-	467			
	Miscellaneous	913	681		27,850	27,850	27,850	27,850
	Recovered Cost - Compensation	28,850	27,850		350	1,000	1,000	1,000
	State Per Diem	4,100	1,200			901,169	901,169	901,169
700	Department Juvenile Justice/Block Grant	892,335	921,098		957,960		850,000	850,000
	CPP Program/other DJJ programs	1,081,123	882,675		838,916	850,000		30,000
120	US Dept. of Agriculture	52,910	25,739		46,406	35,000	30,000	30,000
	DCJS Grant	•	-	-	48,082	-		<u> </u>
								4 000 074
	Total Revenues	3,608,043	3,742,277		4,048,149	3,934,945	4,032,971	4,032,971
				-			1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
	Compensation:	2 000 777	1.051.762		1.000.300	2,238,304	2,291,880	2,376,348
100	Salaries	2,029,777	1,951,762	-	1,860,289			100,000
	Overtime wages/Holiday Pay	75,617	71,994	-	105,791	92,000	80,000	100,000
+ 1	Pay exceptions		77		69	10.001	0.000	9,000
	Part-time wages	8,550	7,800		7,241	10,001	9,000	9,000
1388	Hazard pay	56,829	47,039	-	127,636	•	-	
	Leave accrual adjustment	(9,218)			-	470.000	102 127	100 120
	FICA (7.65%)	159,475		-	157,275	179,032		190,129
1	VRS Retirement	83,173		-	112,251	139,585		118,342
	VLDP (disability)	2,953	3,431	1	4,355	3,500		5,000 13,000
1 4	VRS Hybrid	8,617		-	10,207	12,000		
	Early retirement VREP	-	15,980	-	6,562	-	5,640	
	Health insurance	288,972		-	242,351	338,000		
	Dental insurance	9,212		-	10,000	12,001		
	HSA contribution	8,620			6,124			
	VRS group life	25,915		$\overline{}$	25,937	31,226		
	Unemployment insurance	5,788		-	5,345			
* * * * * * * * * * * * * * * * * * * *	Workers' compensation	30,482	27,019		27,000		30,000	24,000
	Leave payout	-	36,081		14,719		-	
	Clothing allowance	-	- ·		- ·		6,000	
	Total rewards		9,750		6,546		10,000	
	Vacancy savings	-	-	-	•	-		(124,000
			FOLL - THE					
	Total Compensation	2,784,762	2,746,773		2,729,698	3,105,649	3,139,546	3,140,392
				+				
	Operating expenses:	11 020	12,094	+	19,324	12,000	12,000	25,000
	Professional Services	11,829		_	12,983			
1	Health services	16,921		_	3,535			
1	Wellness program	3,436		_	30,000			
-	Prof services - legal	24,000	_	_	6,000			
1 1 1 1 1	Prof services - audit	5,009		-	6,000	0,000	3,500	- 5,500
	Contract services - COVID	4,900			42 202	40,000		40,000
1	R&M Buildings	33,543	29,929	-	43,303			
	R&M - vehicles	•	-	+	447.000	117 926		
	Maint contract - equip	101,421		_	117,649			
la de	Maintenance contract - IT equipment		2,701	_	-	2,701		
	Maint contract - buildings & Grounds	13,223		_	10,695			
7	Printing & Binding	1,007	7 242		129	1,000	1,000	1,000

	ting Budget			Items in red for	nt indicate prope	osed revisions to	the EV23 hude
	Year 2023			items in red to	it illuicate prope	seu revisions to	the F123 buug
al	Account	FY20	FY21 (Adjusted Audited*)	FY22 Projected (using data as of May)	FY22 Adopted Budget	FY23 Recommended Budget	Revised FY23 Recommende Budget
	Advertising	629	593	-	1,000	1,000	1,00
	Employee physicals	2,056	2,264	1,588	3,000	3,000	3,00
	Contract - refuse	1,912	2,418	2,322	2,000	2,000	2,00
54	Contract - fiscal agent 3% of budget	75,430	77,023	75,459	75,459	117,424	117,42
	Data processing	21,709	30,254	28,828	30,000	30,000	30,00
	Electrical service	59,252	60,495	49,708	60,000	60,000	60,00
	Gas service	12,309	14,466	18,436	14,000	14,000	14,00
	Water & sewer	11,507	12,677	10,802	11,000	11,000	11,00
	Postal services	16	47	28	1,300	1,000	1,00
	Telecommunications	23,334	24,419	20,856	30,000	27,000	27,00
+	Property/Auto Insurance Training	29,895	33,472	35,412	34,000	34,000	38,00
+	Travel - subsistence	3,381 5,848	1,020	5,513	5,500	5,500	5,50
+	Curry School Grant	2,500	1,597 5,000	1,866 5,455	5,000 5,000	5,000 5,000	5,00
+	Miscellaneous	325	245	338	1,000	1,000	5,00 1,15
+	Dues & memberships	1,260	1,409	1,201	1,200	1,500	1,50
	Employee recognition	2,384	1,834	500	5,500	3,000	3,00
1	Materials & supplies	2,992	2,916	2,477	3,500	3,500	3,50
1	Office supplies	7,207	7,150	6,633	7,500	7,500	7,50
	Food supplies	137,167	119,191	135,225	125,000	131,000	131,00
	Expenses ACRJ & BRJD	36,000	36,000	36,000	36,000	36,000	18,00
	Meals for Meetings	921	647	153	2,000	2,000	2,00
	Agricultural supplies	1,863	1,995	1,386	2,500	2,500	2,50
	Medical & Pharmaceutical	8,220	9,203	11,280	8,000	11,000	11,00
	Laundry & janitorial supplies	17,347	12,120	16,991	20,000	15,000	15,00
1	Linen supplies	1,349	2,875	80	2,000	2,000	2,00
+	Uniforms - detainees	6,874	2,097	1,899	6,000	6,000	6,00
	R&M supplies	10,489	10,077	10,213	12,000	12,000	12,00
+	Vehicle & equip fuel Vehicle & equip supplies	2,990	1,405	1,714	2,000	2,000	2,00
	Security supplies	3,000 1,950	6,738	684 848	2,000	5,000	5,00
1	Uniforms & apparel - employees	6,934	2,932 799	6,674	3,000 7,000	3,000 6,000	3,00
+	Books & subscriptions	379	689	58	2,000	2,000	6,00 2,00
	Resident Education	14,887	15,243	2,627	15,000	15,000	15,00
1	Recreation Supplies & Equipment	4,884	4,605	3,956	5,000	5,000	5,00
1	Materials & Supplies COVID	6,149	38,471	-	-	-	-
1	Other operating supplies	316		-	800	800	80
	Copy supplies	And	-	172	600	600	60
-	Lease/Rent Equipment	4,609	5,113	5,824	7,000	7,000	7,00
1	Total Operating Expenses	745,563	758,608	746,824	804,296	838,425	837,57
(	Operating Capital:						The same of
	Machinery & equip - new	3,251	2,020			-	
	M&E - replacement	17,913		10,478	15,000	15,000	15,00
	F&F - replacement	9,476		236	10,000	10,000	10,00
1	Building Alterations			-		30,000	30,00
1	Software Upgrade	750		•	-		-
	Total Operating Capital	31,390	2,020	10,714	25,000	55,000	55,00
	Total Expenses	3,561,715	3,507,401	3,487,236	3,934,945	4,032,971	4,032,97
	Excess of Revenues Over Expenses	46,328	234,876	560,913	-	-	
1	* Amounts agree to audited financial stateme	ents with the excepti	on of the member of	charges which are s	hown at budget	amount	
	The financial statement amounts were reduc	ed to reflect membe	r refunds provided i	n the early part of	the year. The us	e of the	
_		comparability		, , , , , ,	,		ALL STREET, ST