

**Blue Ridge Juvenile Detention Commission Meeting**  
**Thursday, July 14, 2022 @ 10:30 AM**  
**Blue Ridge Juvenile Detention Conference Room**  
**195 Peregrine 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.
- Fiscal Agent MOA - 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 with 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

<b><u>AGENDA TITLE:</u></b> FY23 Amended Budget FY22 Projected Performance	<b><u>AGENDA DATE:</u></b> July 14, 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>

### **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
  - There are currently eight (8) Resident Advisor vacancies
  - 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
  - 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.



Blue Ridge Juvenile Detention Commission							
Operating Budget					Items in red font indicate proposed revisions to the FY23 budget		
Fiscal Year 2023							
							Revised



Blue Ridge Juvenile Detention Commission							
Operating Budget					Items in red font indicate proposed revisions to the FY23 budget		
Fiscal Year 2023							
							Revised
							FY23
	Account	FY20	FY21 (Adjusted Audited*)	FY22 Projected (using data as of May)	FY22 Adopted Budget	FY23 Recommended Budget	Recommended Budget
	Advertising	629	593	-	1,000	1,000	1,000
	Employee physicals	2,056	2,264	1,588	3,000	3,000	3,000
	Contract - refuse	1,912	2,418	2,322	2,000	2,000	2,000
	Contract - fiscal agent 3% of budget	75,430	77,023	75,459	75,459	117,424	117,424
	Data processing	21,709	30,254	28,828	30,000	30,000	30,000
	Electrical service	59,252	60,495	49,708	60,000	60,000	60,000
	Gas service	12,309	14,466	18,436	14,000	14,000	14,000
	Water & sewer	11,507	12,677	10,802	11,000	11,000	11,000
	Postal services	16	47	28	1,300	1,000	1,000
	Telecommunications	23,334	24,419	20,856	30,000	27,000	27,000
	Property/Auto Insurance	29,895	33,472	35,412	34,000	34,000	38,000
	Training	3,381	1,020	5,513	5,500	5,500	5,500
	Travel - subsistence	5,848	1,597	1,866	5,000	5,000	5,000
	Curry School Grant	2,500	5,000	5,455	5,000	5,000	5,000
	Miscellaneous	325	245	338	1,000	1,000	1,154
	Dues & memberships	1,260	1,409	1,201	1,200	1,500	1,500
	Employee recognition	2,384	1,834	500	5,500	3,000	3,000
	Materials & supplies	2,992	2,916	2,477	3,500	3,500	3,500
	Office supplies	7,207	7,150	6,633	7,500	7,500	7,500
	Food supplies	137,167	119,191	135,225	125,000	131,000	131,000
	Expenses ACRJ & BRJD	36,000	36,000	36,000	36,000	36,000	18,000
	Meals for Meetings	921	647	153	2,000	2,000	2,000
	Agricultural supplies	1,863	1,995	1,386	2,500	2,500	2,500
	Medical & Pharmaceutical	8,220	9,203	11,280	8,000	11,000	11,000
	Laundry & janitorial supplies	17,347	12,120	16,991	20,000	15,000	15,000
	Linen supplies	1,349	2,875	80	2,000	2,000	2,000
	Uniforms - detainees	6,874	2,097	1,899	6,000	6,000	6,000
	R&M supplies	10,489	10,077	10,213	12,000	12,000	12,000
	Vehicle & equip fuel	2,990	1,405	1,714	2,000	2,000	2,000
	Vehicle & equip supplies	3,000	6,738	684	2,000	5,000	5,000
	Security supplies	1,950	2,932	848	3,000	3,000	3,000
	Uniforms & apparel - employees	6,934	799	6,674	7,000	6,000	6,000
	Books & subscriptions	379	689	58	2,000	2,000	2,000
	Resident Education	14,887	15,243	2,627	15,000	15,000	15,000
	Recreation Supplies & Equipment	4,884	4,605	3,956	5,000	5,000	5,000
	Materials & Supplies COVID	6,149	38,471	-	-	-	-
	Other operating supplies	316	-	-	800	800	800
	Copy supplies	-	-	172	600	600	600
	Lease/Rent Equipment	4,609	5,113	5,824	7,000	7,000	7,000
	Total Operating Expenses	745,563	758,608	746,824	804,296	838,425	837,579
	Operating Capital:						
	Machinery & equip - new	3,251	2,020	-	-	-	-
	M&E - replacement	17,913	-	10,478	15,000	15,000	15,000
	F&F - replacement	9,476	-	236	10,000	10,000	10,000
	Building Alterations	-	-	-	-	30,000	30,000
	Software Upgrade	750	-	-	-	-	-
	Total Operating Capital	31,390	2,020	10,714	25,000	55,000	55,000
	Total Expenses	3,561,715	3,507,401	3,487,236	3,934,945	4,032,971	4,032,971
	Excess of Revenues Over Expenses	46,328	234,876	560,913	-	-	-
	* Amounts agree to audited financial statements with the exception of the member charges which are shown at budget amount						
	The financial statement amounts were reduced to reflect member refunds provided in the early part of the year. The use of the						
	budgeted amounts as shown here enhances comparability						