

Blue Ridge Juvenile Detention Commission Meeting
Thursday, July 13, 2023 @ 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 11, 2023
- IV. Old Business
- V. New Business
 - May FY23 YTD Unaudited Financial Report
 - Funding Request for Security System Upgrade
- VI. Matters from Director
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Adjournment

**Blue Ridge Juvenile Detention Commission Meeting
May 11, 2023**

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on May 11, 2023 @ 10:30 AM in the outdoor garden area at Blue Ridge Juvenile Detention, 195 Peregory Lane, Charlottesville VA.

Members Attending: Doug Walker & Kaki Dimock, County of Albemarle; Ashley Reynolds Marshall, City of Charlottesville; Eric Dahl, County of Fluvanna; John Egertson, County of Culpeper

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

I. Call to Order

The meeting was called to order by Mr. Walker at 10:35 AM.

II. Matters from the Public

None

III. Meeting Minutes

A motion was offered by Ms. Marshall and seconded by Mr. Dahl to approve the January 20, 2023 meeting minutes. The motion was approved by a 4-0 voice call vote.

IV. Old Business

Financial Policies – recommendations were presented by Ms. Shawver and discussion followed. Ms. Marshall offered a motion to allocate current funding in the Construction Reserve fund into the Operating Reserve fund and abolish the line item “Construction Fund.” Additionally, fold the current Debt Service fund into the Operating fund and abolish the “Debt Service Fund” line item. Mr. Egertson seconded the motion. The motion was approved by a 4-0 voice call vote.

V. New Business

March FY23 YTD Unaudited Financial Report – Ms. Shawver presented the financial report and discussion followed.

VI. Matters from Director

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

- Camera system – having major issues that can’t be repaired due to outdated components and limitations of equipment. Currently working with Albemarle procurement to pursue a new system
- Water/pipe issues – working with vendor to test and resolve
- Staff Vacancies – 8 but should be fully staffed as of 5/22 if all new staff hired start
- Volunteers/BUCK (Brothers United to Cease Killing) Squad – presented an amazing re-entry curriculum and began working with our residents this week. This is much needed and we hope to maintain a long-term relationship with them.
- DJJ Community Placement Program – requirements are becoming difficult to meet, other facilities are eliminating the program. We will do one more year and see where things stand.

VII. Matters from Commission Members

Mr. Walker introduced Kaki Dimock, who will be the Commission representative from Albemarle after Mr. Walker retires.

The Commission members and staff thanked Mr. Walker for his service to the BRJD Commission and wished him well in retirement.

VIII. Matters from Commission Attorney

Mr. Gore stated that he wanted to add to what Mr. Boland said about the CPP program and DJJ. There has been talk for years about the CPP program and the prior Governor’s initiative to transform the juvenile detention system from a less punitive system to a more therapeutic framework. They did not accomplish that, they got halfway there. They closed 1 of the 2 big state facilities, pushed kids into local facilities through CPP and were never able to build the 2 smaller

therapeutic facilities. Now, the new DJJ administration has swung the pendulum back entirely in the other direction. The new requirements that DJJ is putting on local facilities with CPP programs will backfire because with the new longer sentences, local kids will be filling up beds.

IX. Adjournment

The meeting adjourned @ 11:50 AM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

| | |
|--|---|
| <u>AGENDA TITLE:</u> May FY23 YTD Unaudited Financial Report | <u>AGENDA DATE:</u> July 13, 2023 |
| <u>SUBJECT/PROPOSAL/REQUEST:</u> | <u>FORMAL AGENDA:</u> <u>INFORMATION:</u> XXX <u>ACTION:</u> No |
| <u>STAFF CONTACTS:</u> Ann Harray Shawver, CPA, PLLC | <u>ATTACHMENTS:</u> Yes |
| | <u>REVIEWED BY:</u> |

Revenues through May have exceeded the estimate for the year:

- Total revenues through May have already exceeded the revenue estimate
- The projection for FY23 is that revenues will exceed estimate by 2% or approximately \$100,000; a slight improvement since the last projection
- The main drivers for this are interest earnings which have grown substantially as a result of recent increases in rates and the DJJ Block Grant which was revised upward by \$42,000

Expenditures through May are below budget:

- Total expenditures are 85% of the budget, well within the 92% level expected as of May
- The projection for FY23 is that expenditures will finalize below budget by 8% or approximately \$314,000; an improvement since the last reported projection
- In the compensation category, expenditures are projected to end the year 10% or \$320,000 below budget, driven by savings generated by vacancies
 - Salaries and associated benefits are well below budget
 - A contra budget of \$124,000 was included in the FY23 budget in anticipation of these savings
 - Overtime/holiday pay has exceeded budget and is driven by vacancies
- Operating expenses through May are at 99% of budget and are projected to exceed budget by approximately \$60,000 (7%) once the year is complete
 - The professional services account includes the compensation study which was not budgeted
 - Food costs have risen this year and will exceed the budget by approximately \$42,000 or 32%
 - A number of other accounts have smaller fluctuations, both positive and negative, when the projection is compared to budget

- Capital expenditures of less than \$1,000 have been made, therefore this category will end the year with budgetary savings of approximately \$54,000

At this time, the anticipated performance of revenues over expenditures is \$413,000 or 10% of the budget. This is the result of approximately \$100,000 in positive revenue performance coupled with positive expenditure performance. An update will be provided following year-end close activities.

Recommendations: None at this time.

| Blue Ridge Juvenile Detention Commission | | | | | | |
|--|---------|------------------|--|------------------------|------------------|--|
| May FY23 Year-to-Date Financial Report (Unaudited) | | | | | | |
| Account Name | Account | FY23 May YTD | FY23 May YTD as % FY23 Revised Budget | FY23 Revised Budget | FY23 Projected | |
| Revenues: | | | | | | |
| Interest | 150101 | 48,976 | 2449% | 2,000 | 53,428 | |
| Albemarle County | 160503 | 538,496 | 100% | 538,496 | 538,496 | |
| Charlottesville | 160502 | 796,709 | 100% | 796,709 | 796,709 | |
| Culpeper | 160539 | 467,874 | 100% | 467,874 | 467,874 | |
| Fluvanna County | 160507 | 154,487 | 100% | 154,487 | 154,487 | |
| Greene County | 160505 | 249,386 | 100% | 249,386 | 249,386 | |
| Phone System | 160527 | 11,266 | 188% | 6,000 | 12,290 | |
| Miscellaneous Revenues | 189900 | 4,229 | NA | - | 4,229 | |
| Region Ten | 181315 | 8,400 | 105% | 8,000 | 8,400 | |
| Recovered Cost - Compensation | 190222 | 27,500 | 99% | 27,850 | 27,500 | |
| Insurance Recoveries | 190800 | 4,060 | NA | - | 4,060 | |
| State Per Diem | 231001 | 5,750 | 575% | 1,000 | 5,750 | |
| Department Juvenile Justice/Block Grant | 240426 | 943,333 | 105% | 901,169 | 943,333 | |
| CPP Program/other DJJ programs | 240435 | 823,950 | 97% | 850,000 | 823,950 | |
| US Dept. of Agriculture | 330610 | 42,274 | 141% | 30,000 | 42,274 | |
| Total Revenues | | 4,126,690 | 102% | 4,032,971 | 4,132,166 | |
| Combined | | | | | | |
| Compensation: | | | | | | |
| Salaries | 110000 | 1,837,932 | 77% | 2,376,348 | 2,005,016 | |
| Vacancy savings | 119998 | - | 0% | (124,000) | - | |
| Overtime wages/Holiday Pay | 120000 | 117,977 | 118% | 100,000 | 128,702 | |
| Pay exceptions | 120400 | 5,407 | NA | - | 5,899 | |
| Part-time wages | 130000 | 10,272 | 114% | 9,000 | 11,206 | |
| FICA (7.65%) | 210000 | 150,028 | 79% | 190,129 | 163,668 | |
| VRS Retirement | 221000 | 78,473 | 66% | 118,342 | 85,607 | |
| VLDP (disability) | 221500 | 3,935 | 79% | 5,000 | 4,292 | |
| VRS Hybrid | 222110 | 10,087 | 78% | 13,000 | 11,004 | |
| Early retirement VREP | 223000 | 7,080 | 126% | 5,640 | 7,724 | |
| Health insurance | 231000 | 274,369 | 77% | 357,430 | 299,312 | |
| Dental insurance | 232000 | 7,190 | 75% | 9,600 | 7,843 | |
| HSA contribution | 233000 | 5,769 | 87% | 6,624 | 6,293 | |
| VRS group life | 241000 | 23,519 | 83% | 28,279 | 25,657 | |
| Unemployment insurance | 260000 | 1,200 | 24% | 5,000 | 1,309 | |
| Workers' compensation | 270000 | 24,668 | 103% | 24,000 | 24,668 | |
| Leave payouts | 280100 | 11,232 | NA | - | 12,253 | |
| Clothing allowance | 281000 | - | 0% | 6,000 | - | |
| Total rewards | 282040 | 18,513 | 185% | 10,000 | 20,196 | |
| Total Compensation | | 2,587,651 | 82% | 3,140,392 | 2,820,649 | |

| Blue Ridge Juvenile Detention Commission | | | | | | |
|--|---------|--------------|--|------------------------|----------------|--|
| May FY23 Year-to-Date Financial Report (Unaudited) | | | | | | |
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| | | | | | | |
| Account Name | Account | FY23 May YTD | FY23 May YTD as % FY23 Revised Budget | FY23 Revised Budget | FY23 Projected | |
| Operating expenses: | | | | | | |
| Professional Services | 310000 | 65,134 | 261% | 25,000 | 67,134 | |
| Health services | 311000 | 12,456 | 83% | 15,000 | 13,588 | |
| Wellness program | 311004 | 4,954 | 124% | 4,000 | 5,404 | |
| Prof services - legal | 312100 | 25,000 | 83% | 30,000 | 30,000 | |
| Prof services - audit | 312800 | 5,159 | 94% | 5,500 | 5,159 | |
| R&M Buildings | 331200 | 38,151 | 95% | 40,000 | 41,619 | |
| R&M - vehicles | 331500 | - | 0% | 900 | - | |
| Maint contract - equip | 332100 | 110,792 | 96% | 116,000 | 120,864 | |
| Maintenance contract - IT equipment | 332104 | - | 0% | 2,701 | - | |
| Maint contract - buildings & Grounds | 332200 | 17,795 | 119% | 15,000 | 19,413 | |
| Printing & Binding | 350000 | - | 0% | 1,000 | - | |
| Advertising | 360000 | 2,166 | 217% | 1,000 | 2,363 | |
| Employee physicals | 382010 | 5,230 | 174% | 3,000 | 5,705 | |
| Contract - refuse | 390002 | 3,094 | 155% | 2,000 | 3,375 | |
| Contract - fiscal agent | 390003 | 117,424 | 100% | 117,424 | 117,424 | |
| Data processing | 410000 | 38,524 | 128% | 30,000 | 38,524 | |
| Electrical service | 510121 | 46,767 | 78% | 60,000 | 51,019 | |
| Gas service | 510200 | 11,940 | 85% | 14,000 | 13,025 | |
| Water & sewer | 510300 | 15,380 | 140% | 11,000 | 16,778 | |
| Postal services | 520100 | 708 | 71% | 1,000 | 772 | |
| Telecommunications | 520300 | 22,221 | 82% | 27,000 | 24,241 | |
| Property/Auto Insurance | 530200 | 32,880 | 87% | 38,000 | 32,880 | |
| Training | 550402 | 1,252 | 23% | 5,500 | 1,366 | |
| Travel - subsistence | 550600 | 1,848 | 37% | 5,000 | 2,016 | |
| Curry School Grant | 563401 | - | 0% | 5,000 | - | |
| Miscellaneous | 580000 | 122 | 11% | 1,154 | 133 | |
| Dues & memberships | 580100 | 1,394 | 93% | 1,500 | 1,521 | |
| Employee recognition | 580501 | 760 | 25% | 3,000 | 829 | |
| Materials & supplies | 600000 | 2,182 | 62% | 3,500 | 2,380 | |
| Office supplies | 600100 | 6,590 | 88% | 7,500 | 7,189 | |
| Food supplies | 600200 | 153,241 | 117% | 131,000 | 173,172 | |
| Expenses ACRJ & BRJD | 600210 | 13,500 | 75% | 18,000 | 18,000 | |
| Meals for Meetings | 600260 | 1,583 | 79% | 2,000 | 1,727 | |
| Agricultural supplies | 600300 | 1,066 | 43% | 2,500 | 1,163 | |
| Medical & Pharmaceutical | 600400 | 13,516 | 123% | 11,000 | 14,745 | |
| Laundry & janitorial supplies | 600500 | 11,721 | 78% | 15,000 | 12,787 | |
| Linen supplies | 600600 | 177 | 9% | 2,000 | 193 | |
| Resident clothing | 600650 | 5,201 | 87% | 6,000 | 5,674 | |
| R&M supplies | 600700 | 14,141 | 118% | 12,000 | 15,427 | |
| Vehicle & equip fuel | 600800 | 2,393 | 120% | 2,000 | 2,611 | |
| Vehicle & equip supplies | 600900 | 1,510 | 30% | 5,000 | 1,647 | |
| Security supplies | 601000 | 3,268 | 109% | 3,000 | 3,565 | |
| Uniforms & apparel - employees | 601100 | 8,329 | 139% | 6,000 | 8,329 | |
| Books & subscriptions | 601200 | 445 | 22% | 2,000 | 775 | |
| Resident Education | 601300 | 2,030 | 14% | 15,000 | 2,000 | |

| Blue Ridge Juvenile Detention Commission | | | | | | |
|--|---------|------------------|--|------------------------|------------------|--|
| May FY23 Year-to-Date Financial Report (Unaudited) | | | | | | |
| Account Name | Account | FY23 May YTD | FY23 May YTD as % FY23 Revised Budget | FY23 Revised Budget | FY23 Projected | |
| Recreation Supplies & Equipment | 601320 | 3,477 | 70% | 5,000 | 3,793 | |
| Other operating supplies | 601400 | 690 | 86% | 800 | 753 | |
| Copy supplies | 601700 | - | 0% | 600 | - | |
| Lease/Rent Equipment | 800805 | 6,117 | 87% | 7,000 | 6,673 | |
| Total Operating Expenses | | 832,328 | 99% | 837,579 | 897,755 | |
| Operating Capital: | | | | | | |
| Machinery & equipment | 800101 | - | 0% | 15,000 | - | |
| Furniture & fixtures | 800201 | - | 0% | 10,000 | - | |
| Building Alterations | 800660 | - | 0% | 30,000 | - | |
| Technology equipment | 800660 | 932 | NA | - | 932 | |
| Total Operating Capital | | 932 | 2% | 55,000 | 932 | |
| Total Expenses | | 3,420,911 | 85% | 4,032,971 | 3,719,336 | |
| Excess of Revenues Over Expenses | | 705,779 | NA | - | 412,830 | |

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

| | |
|---|---|
| <p><u>AGENDA TITLE:</u> Security System Upgrade/Replacement</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Funding Approval for Security System Upgrade/Replacement</p> <p><u>STAFF CONTACTS:</u> Jay Boland, Jodi Dillow</p> | <p><u>AGENDA DATE:</u> July 13, 2023</p> <p><u>FORMAL AGENDA ACTION:</u> Yes</p> <p><u>ATTACHMENTS:</u> No</p> <p><u>REVIEWED BY:</u></p> |
|---|---|

BACKGROUND:

Our current camera system was upgraded/installed in 2014. Since installation, or shortly thereafter, service call tickets were submitted regularly to address an array of new and reoccurring issues. Over these past 1-2 years, the issues and failures have increased exponentially, and our current provider has been unable to provide the necessary attention to resolve critical issues and keep the system up and running. It appears our current system has come to its technological end and is in need of replacement as soon as possible to prevent further safety and security concerns.

RECOMMENDATIONS:

I am requesting the Commission approve the allocation of \$250,000 – \$300,000 from the reserve fund to replace/upgrade our security system.