

**Blue Ridge Juvenile Detention Commission Meeting**  
**Thursday, November 9, 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 – July 13, 2023
- IV. Old Business
- V. New Business
  - September FY24 YTD Unaudited Financial Report
  - Mid-Year Pay Increase
- VI. Matters from Director
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Adjournment

**Blue Ridge Juvenile Detention Commission Meeting  
July 13, 2023**

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on July 13, 2023 @ 10:30 AM in the conference room at Blue Ridge Juvenile Detention, 195 Peregrory Lane, Charlottesville VA.

Members Attending: Ashley Reynolds Marshall, City of Charlottesville; Eric Dahl, County of Fluvanna; Cathy Schafrik, County of Greene

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

**I. Call to Order**

The meeting was called to order by Mr. Dahl at 10:39 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 May 11, 2023 meeting minutes. The motion was approved by a 2-0 voice call vote. Ms. Schafrik did not vote as she did not attend the May meeting.

**IV. Old Business**

None

**V. New Business**

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

Funding Request for Security System Upgrade – Mr. Boland requested capital reserve funds to upgrade components of the security system that have been repeatedly failing and obsolete. We have been working with Albemarle Purchasing and are able to utilize a cooperative contract. Discussion followed.

A motion was offered by Ms. Schafrik and seconded by Ms. Marshall to appropriate up to \$300,000 and authorize the Director to enter into an agreement, subject to legal review, for a security system upgrade. 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:

- He will participate in a DJJ Community Placement Program regulations workgroup that begins this week
- Water/pipe issues – resolved
- Staff Vacancies – 4

**VII. Matters from Commission Members**

The Commission welcomed Cathy Schafrik, the new County Administrator from Greene County.

**VIII. Matters from Commission Attorney**

- Service Agreement – discussion regarding combining the original Service Agreement and the amended versions. This would not change the content, it would simply combine them into one document.
- Biennial budget and a potential pay increase in December 2023 that would include detention staff.
- CPP Program – many of Mr. Gore's clients have not renewed their contracts due to new regulations and requirements that are onerous.

**IX. Adjournment**

The meeting adjourned @ 11:12 AM.

Respectfully submitted,  
Jodi L. Dillow, Recording Secretary

# BLUE RIDGE JUVENILE DETENTION COMMISSION

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> September FY24 YTD Unaudited Financial Report	<b><u>AGENDA DATE:</u></b> November 9, 2023
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>	<b><u>FORMAL AGENDA:</u></b> <b><u>INFORMATION:</u> XXX</b> <b><u>ACTION:</u></b> No
<b><u>STAFF CONTACTS:</u></b> Ann Harry Shawver, CPA, PLLC	<b><u>ATTACHMENTS:</u></b> Yes
	<b><u>REVIEWED BY:</u></b>

### **Revenues through September have achieved 46% of the total revenue estimate:**

- Several significant revenues are driving this with the Department of Juvenile Justice funding at 52% of the estimate and the CPP Program funding fully received for the year and over the estimate by approximately \$20,000.
- USDA funding is also ahead of expectation at 43% of the revenue estimate and is influenced by the timing of quarterly payments.
- A number of other revenues are performing as expected at approximately 25% of the estimate.
- Recovered cost – compensation will be received later in the fiscal year.

### **Expenditures through September are below target at 22% of the budget:**

- The Compensation category which comprises approximately 80% of the total budget is at 23% of budget through September.
  - Salaries are 24% of the budget adjusted for lapse where a contra budget of \$134,000 was included in the budget related to expected vacancy savings
  - Overtime is contained at 18% of budget while part time wages are ahead of target
  - No costs have been incurred for unemployment insurance while half of the workers' compensation insurance has been paid
- Operating expenses through September are well below expectation at 16% of budget
  - Most of the line items are at or below the 25% level expected at this point in the year. No expenditures have been incurred for some budgeted items
  - Half of the fire insurance premium has been paid and this was conservatively budgeted
- Capital expenditures through September have been limited to equipment rental, therefore this category has reached only 5% of its budget

**Recommendations:** None at this time.

Blue Ridge Juvenile Detention Commission						
Financial Report						
3 Months Ended September 30, 2023						
Unaudited						
	Account	Acct No.	FY24 Budget	Sept FY24 YTD	Remaining Budget	% Budget Recognized
	Interest On Bank Deposits	150101	5,000	666.86	4,333.14	13%
	City Of Charlottesville	160502	1,150,008	287,502.00	862,506.00	25%
	County Of Albemarle	160503	390,047	97,511.76	292,535.24	25%
	Greene County	160505	322,103	80,525.76	241,577.24	25%
	Fluvanna County	160507	271,775	67,943.76	203,831.24	25%
	Telephone System Revenue	160527	9,000	5,004.43	3,995.57	56%
	Culpeper County	160539	382,498	95,624.49	286,873.51	25%
	Region Ten	181315	8,000	2,100.00	5,900.00	26%
	Recovered Cost Compensation	190222	30,000	-	30,000.00	0%
	State Per Diem	231001	1,000	800.00	200.00	80%
	Dept Juvenile Justice	240426	946,772	490,220.00	456,552.00	52%
	CPP Program	240435	850,000	869,900.00	(19,900.00)	102%
	US Dept. Of Agriculture	330610	40,000	17,246.08	22,753.92	43%
	<b>Total Revenues</b>		<b>4,406,203</b>	<b>2,015,045.14</b>	<b>2,391,157.86</b>	<b>46%</b>
	Compensation					
	Salaries Regular	110000	2,557,138	582,859.11	1,974,278.89	23%
	Lapse Factor	119998	(134,000)	-	(134,000.00)	0%
	Overtime Wages	120000	110,000	20,212.07	89,787.93	18%
	Pay Exceptions	120400	-	113.19	(113.19)	NA
	Part Time Wages	130000	9,000	5,232.50	3,767.50	58%
	Accrued Annual Leave	160904	-	10,978.74	(10,978.74)	NA
	FICA	210000	204,724	45,415.95	159,308.05	22%
	Virginia Retirement System	221000	127,346	25,913.74	101,432.26	20%
	VLDP Disability	221500	5,000	1,650.20	3,349.80	33%
	VRS Hybrid Retirement	222110	10,800	4,297.12	6,502.88	40%
	Early Retirement	223000	5,640	4,740.00	900.00	84%
	Health Insurance	231000	462,946	84,996.00	377,950.00	18%
	Dental Insurance	232000	10,320	2,140.00	8,180.00	21%
	HSA Contributions	233000	6,624	2,392.00	4,232.00	36%
	VRS Group Life Insurance	241000	30,429	8,128.68	22,300.32	27%
	Unemployment Insurance	260000	5,000	-	5,000.00	0%
	Workers' Compensation	270000	25,000	13,715.78	11,284.22	55%
	Leave Payouts	280100	5,000	1,133.33	3,866.67	23%
	Clothing Allowances	281000	9,000	-	9,000.00	0%
	Total Rewards	282040	70,500	800.00	69,700.00	1%
	<b>Total Compensation</b>		<b>3,520,467</b>	<b>814,718.41</b>	<b>2,705,748.59</b>	<b>23%</b>
	Operating Expenses					
	Professional Services	310000	25,000	668.87	24,331.13	3%
	Health Services	311000	15,000	4,139.89	10,860.11	28%
	Wellness Program	311004	4,000	240.00	3,760.00	6%
	Prof. Ser. Legal	312100	36,000	5,000.00	31,000.00	14%
	Prof. Ser. Audit	312800	5,500	1,200.00	4,300.00	22%
	R&M Equip. Buildings	331200	40,000	8,299.76	31,700.24	21%
	Maint. Contract Equip.	332100	116,000	2,222.00	113,778.00	2%
	Maint. Contract Building	332200	15,000	1,936.55	13,063.45	13%
	Print & Bind External	350000	1,000	-	1,000.00	0%

	Account	Acct No.	FY24 Budget	Sept FY24 YTD	Remaining Budget	% Budget Recognized
	Advertising	360000	1,000	-	1,000.00	0%
	Employee Physicals	382010	3,000	237.00	2,763.00	8%
	Contract Serv Refuse	390002	3,000	956.34	2,043.66	32%
	Administrative Fees	390003	128,336	32,084.00	96,252.00	25%
	Data Processing	410000	30,000	12,176.02	17,823.98	41%
	Electrical Services	510121	60,000	14,018.93	45,981.07	23%
	Heating Services	510200	16,000	1,092.28	14,907.72	7%
	Water & Sewer Services	510300	13,000	1,793.09	11,206.91	14%
	Postal Services	520100	1,000	200.00	800.00	20%
	Telecommunications	520300	27,000	3,022.32	23,977.68	11%
	Fire Insurance	530200	40,000	17,224.22	22,775.78	43%
	Training Academy	550402	5,500	169.00	5,331.00	3%
	Travel Subsistence	550600	5,000	269.56	4,730.44	5%
	Curry School Grant Exp	563401	5,000	-	5,000.00	0%
	Miscellaneous Expenses	580000	1,000	-	1,000.00	0%
	Dues & Memberships	580100	1,500	-	1,500.00	0%
	Employee Recognition	580501	3,000	-	3,000.00	0%
	Materials & Supplies	600000	3,500	267.80	3,232.20	8%
	Office Supplies	600100	7,500	879.05	6,620.95	12%
	Food Supplies	600200	131,000	14,066.19	116,933.81	11%
	Shared Agreement/ACRJ	600210	18,000	-	18,000.00	0%
	Food/Meals For Meetings	600260	1,000	564.56	435.44	56%
	Agricultural Supplies	600300	2,500	-	2,500.00	0%
	Medical & Lab. Supplies	600400	15,000	536.00	14,464.00	4%
	Laundry/Janitorial Sup.	600500	15,000	2,588.19	12,411.81	17%
	Linen Supplies	600600	2,000	25.00	1,975.00	1%
	Uniforms Residents	600650	6,000	668.44	5,331.56	11%
	Repair & Maint. Supplies	600700	12,000	1,575.13	10,424.87	13%
	Vehicle & Equip. Fuel	600800	3,000	820.45	2,179.55	27%
	Vehicle & Equipment Supplies	600900	5,000	431.25	4,568.75	9%
	Public Safety Supplies	601000	3,000	329.50	2,670.50	11%
	Uniforms & Apparel	601100	6,000	883.02	5,116.98	15%
	Books & Subscriptions	601200	1,000	9.95	990.05	1%
	Educ. & Recreation Sup.	601300	15,000	627.92	14,372.08	4%
	Recreation Supplies	601320	5,000	1,276.05	3,723.95	26%
	Other Operating Supplies	601400	800	-	800.00	0%
	Copy Expense	601700	600	-	600.00	0%
	<b>Total Operating Expenses</b>		<b>853,736</b>	<b>132,498.33</b>	<b>721,237.67</b>	<b>16%</b>
	Operating Capital					
	Mach & Equip Replacement	800101	15,000	-	15,000.00	0%
	Furniture & Fixtures Repl	800201	10,000	-	10,000.00	0%
	Lease/Rent Equipment	800805	7,000	1,576.21	5,423.79	23%
	<b>Total Operating Capital</b>		<b>32,000</b>	<b>1,576.21</b>	<b>30,423.79</b>	<b>5%</b>
	<b>Total Expenses</b>		<b>4,406,203</b>	<b>948,792.95</b>	<b>3,457,410.05</b>	<b>22%</b>
	<b>Excess of Revenues Over Expenses</b>		<b>-</b>	<b>1,066,252.19</b>		