

**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.