

**Blue Ridge Juvenile Detention Commission Meeting**  
**Thursday, February 8, 2024 @ 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 – November 9, 2023
- IV. Old Business
- V. New Business
  - December FY24 YTD Unaudited Financial Report
  - FY25 Budget
- VI. Matters from Director
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Adjournment

**Blue Ridge Juvenile Detention Commission Meeting  
November 9, 2023**

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on November 9, 2023 @ 10:30 AM in the conference room at Blue Ridge Juvenile Detention, 195 Peregory Lane, Charlottesville VA.

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

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

**I. Call to Order**

The meeting was called to order by Mr. Dahl at 10:40 AM.

**II. Matters from the Public**

None

**III. Meeting Minutes**

A motion was offered by Ms. Marshall and seconded by Mr. Egertson to approve the July 13, 2023 meeting minutes. The motion was approved by a 3-0 voice call vote. Ms. Dimock did not vote as she did not attend the July meeting.

**IV. Old Business**

None

**V. New Business**

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

Mid-Year Pay Increase – Mr. Boland requested a 2% pay increase for BRJD staff effective December 1, 2023 as outlined in the state budget for detention facilities that receive block grant funding from the Department of Juvenile Justice.

A motion was offered by Mr. Egertson and seconded by Ms. Dimock to approve a 2% pay increase for BRJD staff effective December 1, 2023. The motion was approved by a 4-0 voice call vote.

**VI. Matters from Director**

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

- Security system project has begun
- Equine Therapy is being offered to residents
- Staff Vacancies – 5
- BRJD received 100% on the DJJ monitoring visit conducted in September.

**VII. Matters from Commission Members**

None

**VIII. Matters from Commission Attorney**

None

**IX. Adjournment**

The meeting adjourned @ 11:02 AM.

Respectfully submitted,  
Jodi L. Dillow, Recording Secretary

# BLUE RIDGE JUVENILE DETENTION COMMISSION

## EXECUTIVE SUMMARY

<b>AGENDA TITLE:</b> December FY24 YTD Unaudited Financial Report	<b>AGENDA DATE:</b> February 8, 2024
<b>SUBJECT/PROPOSAL/REQUEST:</b>	<b>FORMAL AGENDA:</b> <b>INFORMATION:</b> XXX <b>ACTION:</b> No
<b>STAFF CONTACTS:</b> Ann Harry Shawver, CPA, PLLC	<b>ATTACHMENTS:</b> Yes
	<b>REVIEWED BY:</b>

This month the financial report is presented in a condensed format to provide more summarized information that will aid readability and comparison. Input from Commission members about the format and categories is welcomed.

Strong revenue performance and expenditures below budget yield positive change in net position of more than \$1.9 million through December. For the year as a whole, revenues are expected to exceed expenditures by approximately \$314,000. The current budget includes expected use of \$300,000 of reserves to replace the security system. Analysis of significant revenue and expenditure trends are as follows:

### **Revenues through December have achieved 69% of the total revenue estimate:**

- Member jurisdiction contributions are ahead of the midpoint expectation due to the timing of remittance. These will equal the budget by year end.
- Community Placement Program (CPP) funding from the Department of Juvenile Justice (DJJ) is aided by strong placements and an updated contract. This is conservatively expected to exceed the estimate for the year by \$170,000. Continued monitoring may increase this projection.
- DJJ Block Grant funding is ahead of target at midpoint of the fiscal year. BRJD has been notified to expect \$980,440 for FY24, which will yield a \$34,000 budget surplus.
- USDA funding is ahead of expectation at 76% of the revenue estimate and is influenced by the timing of quarterly payments.
- Interest earnings are bolstered by strong interest rates obtained by County of Albemarle managed investments. A budgetary surplus of \$120,000 is currently projected.
- Recovered cost – compensation has been received in full. This is for a shared administrative position between BRJD and Education (State Operated Programs).
- Other revenue includes payments from non-member jurisdictions for bed space. None was budgeted this year.

### **Expenditures through December are below target at 41% of the budget:**

- Salaries and benefits, which comprise approximately 75% of the budget, total 46% of budget through December. Vacancies create significant savings in salaries, health insurance, VRS retirement contributions and other areas. Overtime is expected to remain within budget for the year while part time wages are ahead of target and will exceed the budget for the year.

- The fiscal agent fee paid to Albemarle County is 3% of the remaining adopted budget and will be paid in full by June 30<sup>th</sup>.
- Contractual and professional services, while well below the expected level at the midpoint of the year, are expected to end the year just below budget. This category includes audit, accounting, legal, health and other professional services.
- Many categories of expenditure are well within the 50% level targeted through December, and may also contribute to a surplus at year end.
- The capital outlay budget was amended earlier this fiscal year when the Commission approved use of \$300,000 in reserves to replace the security system. This project is nearing completion and the expenditure will be made by year end. Capital expenditures through December 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**  
**Statement of Revenues, Expenditures and Changes in Net Position**  
**6 Month Period Ended December 31, 2023**  
**(Unaudited)**

Category	FY24 Dec YTD	FY24 Budget	% Budget Recognized	FY24 Projection	FY24 Projected Budget Variance Positive/ (Negative)
Member jurisdiction contributions	1,467,918	2,516,431	58%	2,516,431	-
Community Placement Program (CPP) DJJ funding	936,880	850,000	110%	1,020,000	170,000
Department of Juvenile Justice (DJJ) Block Grant funding	490,220	946,772	52%	980,440	33,668
USDA	30,267	40,000	76%	40,000	-
Interest	67,294	5,000	1346%	125,000	120,000
Recovered cost - compensation	28,000	30,000	93%	28,000	(2,000)
Other revenue	25,383	18,000	141%	34,450	16,450
<b>Total revenues</b>	<b>3,045,962</b>	<b>4,406,203</b>	<b>69%</b>	<b>4,744,321</b>	<b>338,118</b>
Salaries and benefits	1,620,923	3,520,467	46%	3,309,267	211,200
Fiscal agent fee	32,084	128,336	25%	128,336	-
Contractual and professional services	21,884	85,500	26%	80,909	4,591
Resident food, medical and supplies	56,640	173,000	33%	149,931	23,069
Facility maintenance and utilities	93,548	307,000	30%	285,000	22,000
Insurance	17,498	40,000	44%	34,450	5,550
Other operating costs	51,274	126,900	40%	120,117	6,783
Capital outlay	15,746	325,000	5%	322,500	2,500
<b>Total expenditures</b>	<b>1,909,596</b>	<b>4,706,203</b>	<b>41%</b>	<b>4,430,510</b>	<b>275,693</b>
<b>Change in net position</b>	<b>1,136,366</b>	<b>(300,000)</b>		<b>313,811</b>	<b>613,811</b>



# BLUE RIDGE JUVENILE DETENTION COMMISSION

## EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> FY25 Budget</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b> Ann Harrity Shawver, CPA, PLLC</p>	<p><b><u>AGENDA DATE:</u></b> February 8, 2024</p> <p><b><u>FORMAL AGENDA:</u></b>      <b><u>INFORMATION:</u></b> XXX <b><u>ACTION:</u></b> Yes</p> <p><b><u>ATTACHMENTS:</u></b> Yes</p> <p><b><u>REVIEWED BY:</u></b></p>
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The total budget for FY25 is recommended at **\$4,589,730** which reflects an increase of 4% or \$183,527 from the FY24 adopted budget.

**Revenues**

- The revenue estimate for interest earnings has been increased in light of the recent improvement in interest rates. In coordination with fiscal agent Albemarle County, the FY25 estimate is set with heavy reliance on FY23 performance and the fact that interest bearing deposits have risen.
- The revenue estimate for Community Placement Program (CPP) from the Department of Juvenile Justice has increased to reflect the current contract and trends in placements.
- Revenues from member jurisdictions are determined by subtracting all other forms of revenue from total budgeted expenses. In total, member contributions are proposed to increase 1% in FY25.
- Three-year average occupancy is applied to determine the required contribution from each member:

Locality	FY24 Adopted Budget	FY25 Recommended Budget	\$ Increase/ (Decrease)
Albemarle	390,047	580,250	190,203
Charlottesville	1,150,008	1,165,591	15,583
Culpeper	382,498	320,665	(61,833)
Fluvanna	271,775	223,956	(47,819)
Greene	322,103	254,496	(67,607)
<b>Total</b>	<b>2,516,431</b>	<b>2,544,958</b>	<b>28,527</b>

**Compensation of \$3,644,649** reflects an increase of 4% or \$124,182. The main items contributing to the change in compensation are as follows:

- A salary increase of 4% effective July 1, 2024.
- Vacancy savings of \$134,000 are again incorporated into the budget using a contra-expense account.
- An increase in part-time wages to reflect a part-time Psychiatric Nurse Practitioner.
- A reduction in VRS retirement due to the contribution rate changing from 4.98% to 4.02% for FY25.
- An increase in the budget for the early retirement program based on current trends.
- An increase in employee medical insurance of 4%, reflective of both enrollment trends and an increase in insurance rates of approximately 9%.

- An increase in Health Savings Account (HSA) contributions with more employees electing the high deductible plan
- An increase in VRS group life insurance contributions based on the Governor's introduced budget
- A decrease in Total Rewards from FY24 where a bonus of \$1,500 per employee was budgeted

**Operating Expenses of \$920,081** reflect an increase of 7% or \$59,345. Most line items remain consistent with the FY24 budget. Notable changes in specific line items are as follows:

- Maintenance contracts – buildings and grounds increased \$22,000 due to increased costs of maintenance contracts and the addition of a facilities cleaning contract.
- The fiscal agent fee paid to Albemarle County is increasing \$5,345 or 4%, in line with the overall increase in the budget. The fee is 3% of the remaining lines of the expense budget.
- An aging facility necessitates an increase in repair and maintenance.
- Adjustments in remaining individual line items are based on observed trends in recent expenditures.

**Operating Capital of \$25,000** is consistent with the FY24 adopted budget.

- Capital projects can vary from year to year based on planned projects and replacement needs.
- Budgeting of \$15,000 and \$10,000 for machinery and equipment and furniture and fixtures, respectively, allows for some capital investment in each area annually.

**Recommendation: Adoption of the FY25 budget in the amount of \$4,589,730.**

**Blue Ridge Juvenile Detention Commission**  
**FY25 Recommended Member Contributions**

	FY24 Adopted		FY25 Recommended		FY24 Adopted to FY25 Preliminary	
	3 Yr %	\$ Allocation	3 Yr %	\$ Allocation	Variance in Allocation \$ Change	% Change
Albemarle	15.5%	390,047	22.8%	580,250	190,203	48.8%
Charlottesville	45.7%	1,150,008	45.8%	1,165,591	15,583	1.4%
Culpeper	15.2%	382,498	12.6%	320,665	(61,833)	-16.2%
Fluvanna	10.8%	271,775	8.8%	223,956	(47,819)	-17.6%
Greene	12.8%	322,103	10.0%	254,496	(67,607)	-21.0%
<b>Total</b>	<b>100.0%</b>	<b>2,516,431</b>	<b>100.0%</b>	<b>2,544,958</b>	<b>28,527</b>	<b>1.1%</b>



Blue Ridge Juvenile Detention Commission							
Recommended Budget							
Fiscal Year 2025							
Account Name	FY22*	FY23*	FY24 Adopted Budget	FY24 Projected (1.31.24)	FY25 Recommended Budget	\$ Change vs FY24 Adopted Budget	
<b>Revenues:</b>							
Interest	7,126	56,483	5,000	125,000	60,000	55,000	
Other Jurisdictions	-	-	-	15,000	-	-	
Albemarle	544,658	538,496	390,047	390,047	580,250	190,203	
Charlottesville	586,716	796,709	1,150,008	1,150,008	1,165,591	15,583	
Culpeper	546,761	467,874	382,498	382,498	320,665	(61,833)	
Fluvanna	176,646	154,487	271,775	271,775	223,956	(47,819)	
Greene	248,145	249,386	322,103	322,103	254,496	(67,607)	
Phone System	11,292	13,330	9,000	9,000	9,000	-	
Miscellaneous Revenues	467	4,313	-	-	-	-	
Region Ten	1,050	12,600	8,000	8,000	8,000	-	
Recovered Cost - Compensation	27,850	27,500	30,000	28,000	30,000	-	
Insurance Recoveries	-	4,060	-	-	-	-	
State Per Diem	750	7,200	1,000	2,450	1,000	-	
DCJS Grant (COVID)	48,082	-	-	-	-	-	
Department of Juvenile Justice Block Grant	957,960	1,012,867	946,772	980,440	946,772	-	
Community Placement Program (CPP) of the DJJ	845,566	823,950	850,000	1,020,000	950,000	100,000	
US Dept. of Agriculture	57,322	42,273	40,000	40,000	40,000	-	
<b>Total Revenues</b>	<b>4,060,391</b>	<b>4,211,528</b>	<b>4,406,203</b>	<b>4,744,321</b>	<b>4,589,730</b>	<b>183,527</b>	
<b>Combined</b>							
<b>Compensation:</b>							
Salaries	1,920,724	2,111,298	2,557,138	2,358,602	2,650,097	92,959	
Vacancy savings	-	-	(134,000)	-	(134,000)	-	
Overtime wages/Holiday Pay	111,691	136,119	110,000	103,418	110,000	-	
Pay exceptions	674	5,817	-	226	-	-	
Part-time wages	7,538	11,759	9,000	20,167	20,000	11,000	
Hazard pay	117,000	-	-	-	-	-	
Accrued annual leave	10,979	-	-	10,979	-	-	
FICA (7.65%)	162,156	172,107	204,724	185,667	212,678	7,954	
VRS Retirement	111,649	86,331	127,346	102,033	106,535	(20,811)	
VLDP (disability)	4,321	4,405	5,000	6,114	7,158	2,158	
VRS Hybrid	9,767	11,295	10,800	16,102	18,320	7,520	
Early retirement VREP	6,483	12,288	5,640	18,960	20,000	14,360	
Health insurance	243,506	304,656	462,946	322,706	482,232	19,286	
Dental insurance	63,873	7,950	10,320	8,240	10,560	240	
HSA contribution	6,146	6,597	6,624	9,200	16,560	9,936	
VRS group life	25,845	25,958	30,429	31,211	35,509	5,080	
Unemployment insurance	5,124	1,200	5,000	-	5,000	-	
Workers' compensation	26,946	24,668	25,000	27,868	30,000	5,000	
Leave payouts	13,493	12,744	5,000	7,173	10,000	5,000	
Clothing allowance	-	-	9,000	9,000	9,000	-	
Total rewards	7,550	23,613	70,500	71,600	35,000	(35,500)	
<b>Total Compensation</b>	<b>2,855,465</b>	<b>2,958,805</b>	<b>3,520,467</b>	<b>3,309,266</b>	<b>3,644,649</b>	<b>124,182</b>	
<b>Operating expenses:</b>							
Professional Services	20,890	68,210	25,000	27,498	30,000	5,000	
Health services	12,951	13,619	15,000	8,280	15,000	-	
Wellness program	3,560	5,472	4,000	2,000	4,000	-	
Prof services - legal	30,000	30,000	36,000	36,000	36,000	-	
Prof services - audit	-	5,159	5,500	7,132	7,000	1,500	
R&M Buildings	37,417	64,935	40,000	37,435	45,000	5,000	
Maint contract - equip	108,175	110,957	116,000	100,000	116,000	-	
Maint contract - buildings & Grounds	14,102	18,894	15,000	9,085	37,000	22,000	

\* Prepared using the Schedule of Revenues and Expenditures on the Budgetary Basis

Blue Ridge Juvenile Detention Commission						
Recommended Budget						
Fiscal Year 2025						
Account Name	FY22*	FY23*	FY24 Adopted Budget	FY24 Projected (1.31.24)	FY25 Recommended Budget	\$ Change vs FY24 Adopted Budget
Printing & Binding	118	-	1,000	-	1,000	-
Advertising	-	2,382	1,000	1,503	2,000	1,000
Employee physicals	1,638	6,371	3,000	1,424	3,000	-
Contract - refuse	2,633	3,673	3,000	3,586	4,000	1,000
Contract - fiscal agent 3% of budget (2% through FY22)	75,459	117,424	128,336	128,336	133,681	5,345
Data processing	26,513	39,704	30,000	39,324	35,000	5,000
Electrical service	56,092	70,882	60,000	72,000	65,000	5,000
Gas service	19,152	13,358	16,000	16,000	16,000	-
Water & sewer	12,474	20,672	13,000	11,738	15,000	2,000
Postal services	25	708	1,000	1,575	1,000	-
Telecommunications	21,891	26,654	27,000	20,751	27,000	-
Property/Auto Insurance	34,858	32,880	40,000	34,450	36,000	(4,000)
Training	5,644	1,504	5,500	1,281	5,500	-
Travel - subsistence	2,798	3,812	5,000	4,900	5,000	-
Curry School Grant	5,000	-	5,000	-	5,000	-
Miscellaneous	409	122	1,000	111	1,000	-
Dues & memberships	1,101	1,394	1,500	-	1,500	-
Employee recognition	243	760	3,000	225	3,000	-
Materials & supplies	3,167	2,345	3,500	1,957	3,500	-
Office supplies	8,063	8,682	7,500	8,651	8,500	1,000
Food supplies	162,210	185,798	131,000	123,429	135,000	4,000
Expenses ACRJ & BRJD	27,000	18,000	18,000	18,000	18,000	-
Meals for Meetings	141	2,982	1,000	2,445	2,500	1,500
Agricultural supplies	1,348	1,305	2,500	2,000	2,500	-
Medical & Pharmaceutical	13,752	14,137	15,000	8,743	15,000	-
Laundry & janitorial supplies	21,784	18,967	15,000	17,769	20,000	5,000
Linen supplies	73	1,258	2,000	594	2,000	-
Resident clothing	6,550	6,011	6,000	4,237	6,000	-
R&M supplies	11,934	15,958	12,000	9,990	12,000	-
Vehicle & equip fuel	1,916	2,569	3,000	3,000	3,000	-
Vehicle & equip supplies	627	1,939	5,000	5,000	3,000	(2,000)
Security supplies	1,584	4,119	3,000	1,052	3,000	-
Uniforms & apparel - employees	6,118	8,329	6,000	7,034	7,000	1,000
Books & subscriptions	323	834	1,000	382	1,000	-
Resident Education	2,408	2,030	15,000	9,908	15,000	-
Recreation Supplies & Equipment	4,528	3,923	5,000	3,233	5,000	-
Other operating supplies	-	800	800	-	800	-
Copy supplies	157	-	600	-	600	-
Lease/Rent Equipment	5,940	7,014	7,000	6,684	7,000	-
<b>Total Operating Expenses</b>	<b>772,766</b>	<b>966,546</b>	<b>860,736</b>	<b>798,742</b>	<b>920,081</b>	<b>59,345</b>
Operating Capital:						
M&E	-	-	-	12,500	-	-
Machinery & equipment	9,605	7,659	15,000	300,000	15,000	-
Furniture & fixtures	216	580	10,000	10,000	10,000	-
Technology Equipment - Repl		932				-
<b>Total Operating Capital</b>	<b>9,821</b>	<b>9,171</b>	<b>25,000</b>	<b>322,500</b>	<b>25,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>3,638,052</b>	<b>3,934,522</b>	<b>4,406,203</b>	<b>4,430,508</b>	<b>4,589,730</b>	<b>183,527</b>
<b>Excess of Revenues Over Expenses</b>	<b>422,339</b>	<b>277,006</b>	<b>-</b>	<b>313,813</b>	<b>-</b>	<b>-</b>

\* Prepared using the Schedule of Revenues and Expenditures on the Budgetary Basis