

Blue Ridge Juvenile Detention Commission Meeting
Thursday, May 9, 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 – February 8, 2024
- IV. Old Business
- V. New Business
 - March FY24 YTD Unaudited Financial Report
- VI. Matters from Director
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Adjournment

**Blue Ridge Juvenile Detention Commission Meeting
February 8, 2024**

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on February 8, 2024 @ 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; Cathy Schafrik, County of Greene; Eric Dahl, County of Fluvanna

Others Attending: Jay Boland, Jodi Dillow, Ann Shawver, Jeff Gore (by phone)

I. Call to Order

The meeting was called to order by Ms. Dimock at 10:37 AM.

II. Matters from the Public

None

III. Meeting Minutes

A motion was offered by Mr. Dahl and seconded by Ms. Marshall to approve the November 9, 2023 meeting minutes. The motion was approved by a 5-0 voice call vote.

IV. Old Business

None

V. New Business

December FY24 YTD Unaudited Financial Report – Ms. Shawver presented the financial report and discussion followed.

FY25 Budget – Ms. Shawver presented the budget and discussion followed.

A motion was offered by Mr. Egertson and seconded by Mr. Dahl to approve the FY25 budget. The motion was approved by a 5-0 voice call vote.

VI. Matters from Director

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

- Security system project is in the final stages
- Upcoming BRJD Commission meeting dates – no business for a March meeting, will plan to meet in May
- Staff Vacancies – 5
- General Assembly – SB438 was proposed which would require that members of juvenile detention (and other similar entities) commissions have a background in law enforcement or corrections. It did not pass.

VII. Matters from Commission Members

None

VIII. Matters from Commission Attorney

None

IX. Adjournment

The meeting adjourned @ 11:20 AM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> March FY24 YTD Unaudited Financial Report	<u>AGENDA DATE:</u> May 9, 2024
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u> <u>INFORMATION:</u> XXX <u>ACTION:</u> No
<u>STAFF CONTACTS:</u> Ann Harrity Shawver, CPA, PLLC	<u>ATTACHMENTS:</u> Yes
	<u>REVIEWED BY:</u>

Summary:

The projected FY24 amount of revenue in excess of expenditures is currently \$306,000, down slightly from the \$314,000 projected as of December 2023. As the fiscal year moves along, projections are refined and updated. The current budget includes expected use of \$300,000 of reserves to replace the security system, therefore FY24 is actually performing \$606,000 better than anticipated. Analysis of significant revenue and expenditure trends are as follows:

Revenues through March have achieved 92% of the total revenue estimate:

- Member jurisdiction contributions are ahead of 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.
- BRJD has been notified to expect \$980,440 in DJJ Block Grant funding for FY24, which will yield a \$34,000 budget surplus.
- USDA funding has exceeded the estimate for the year.
- Interest earnings are bolstered by strong interest rates obtained by County of Albemarle managed investments. A significant budgetary surplus is 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 while projected revenues are over \$36,000.

Expenditures through March are below target at 72% of the budget:

- Salaries and benefits, which comprise approximately 75% of the budget, total 71% of budget through March. 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.

- Administrative support – County and ACRJ consists of the fiscal agent fee paid to Albemarle County and funding for a shared staff position with ACRJ.
- Contractual and professional services, while well below the expected level at this point of the year, are expected to end the year slightly below budget. This category includes audit, accounting, legal, health and other professional services.
- Facility maintenance and utilities spending below budget contributes to the positive variance. To ensure the facility needs are met, this is somewhat conservatively budgeted.
- 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. Through March, the majority of this project had been paid. This, along with other capital expenditures will cause this category to exceed budget.

Recommendations: None at this time.

Blue Ridge Juvenile Detention Commission
Statement of Revenues, Expenditures and Changes in Net Position
9 Month Period Ended March 31, 2024
(Unaudited)

Category	FY24 March YTD	FY24 Budget	% Budget Recognized	FY24 Projection	FY24 Projected Budget Variance Positive/ (Negative)
Member jurisdiction contributions	2,097,026	2,516,431	83%	2,516,431	-
Community Placement Program (CPP) funding of the DJJ	985,950	850,000	116%	1,020,000	170,000
Department of Juvenile Justice (DJJ) Block Grant funding	735,330	946,772	78%	980,440	33,668
USDA	42,621	40,000	107%	42,621	2,621
Interest	95,622	5,000	1912%	127,500	122,500
Recovered cost - compensation	28,000	30,000	93%	28,000	(2,000)
Other revenue	53,136	18,000	295%	62,254	44,254
Total revenues	4,037,685	4,406,203	92%	4,777,246	371,043
Salaries and benefits	2,505,190	3,523,467	71%	3,327,379	196,088
Administrative support - County and ACRJ	105,252	146,336	72%	146,336	-
Contractual and professional services	48,919	85,500	57%	77,077	8,423
Resident food, medical and supplies	99,128	173,000	57%	171,586	1,414
Facility maintenance and utilities	219,679	310,000	71%	289,729	20,271
Insurance	34,723	40,000	87%	34,723	5,277
Other operating costs	72,398	102,900	70%	87,012	15,888
Capital outlay	296,085	325,000	91%	337,000	(12,000)
Total expenditures	3,381,374	4,706,203	72%	4,470,842	235,361
Change in net position	656,311	(300,000)		306,404	606,404