

Blue Ridge Juvenile Detention Commission Meeting
Thursday, July 10, 2025 @ 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 –April 10, 2025
- IV. Old Business
- V. New Business
 - May FY25 YTD Unaudited Financial Report
- VI. Matters from Director
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Closed Session – Director’s Performance Evaluation
- X. Adjournment

**Blue Ridge Juvenile Detention Commission Meeting
April 10, 2025**

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held electronically via Zoom on April 10, 2025 @ 10:30 AM.

Members Attending: Kaki Dimock, County of Albemarle (joined @ 10:40 AM); Ashley Reynolds Marshall, City of Charlottesville; Sam McLearen, County of Culpeper; Eric Dahl, County of Fluvanna; Cathy Schafrik, County of Greene (via zoom)

Others Attending: Jay Boland, Jodi Dillow, Ann Shawver

I. Call to Order

The meeting was called to order by Ms. Marshall at 10:35 AM.

II. Public

None

III. Meeting Minutes

A motion was offered by Mr. Dahl and seconded by Ms. Schafrik, to approve the March 13, 2025 meeting minutes. The motion was approved by a 4-0 voice call vote.

IV. Old Business

None.

V. New Business

- Policy Governing Remote (Electronic) Meeting Participation and Meetings Held Solely through Electronic Means – A motion was offered by Ms. Schafrik and seconded by Mr. Dahl to adopt the policy. The motion was approved by a 5-0 voice call vote.
- Reserve Funding Request - Mr. Boland requested funding for a mechanical room piping project (\$65,463) and replacement of the gym floor (\$48,270) and discussion followed. A motion was offered by Ms. Dimock and seconded by Ms. Schafrik to approve this request for funding with the following details: increase revenue estimates from DJJ by \$114,183 (DJJ block grant by \$100,347 and CPP by \$13,836) and appropriate \$48,270 for the gym floor and \$65,463 for mechanical room piping. 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:

- Staff vacancies – 5
- Greenhouse/Habitat for Humanity Plant Sale
- 2 recent COVID cases in the facility
- Next BRJD Commission meeting will be July 10, 2025

VII. Matters from Commission Members

None

VIII. Matters from Commission Attorney

None

IX. Adjournment

The meeting adjourned @ 11:00 AM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

BLUE RIDGE JUVENILE DETENTION COMMISSION EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> May FY25 YTD Financial Report (Unaudited)	<u>AGENDA DATE:</u> July 10, 2025
<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:

Using results through May 2025, positive performance of \$342,000 is forecast for FY25 once it is complete. The budget, as amended, reflects the increases in revenue estimates and capital outlay expenditures approved by the Commission at its February and March meetings. The current budget also includes the use of \$9,000 of carry forward funding from FY24 to liquidate a purchase order outstanding as of the end of that fiscal year. Analysis of significant revenue and expenditure results are as follows:

Revenues through May achieved 99% of the amended revenue estimate and they are projected to top the estimate by 3% once the year is complete.

- Community Placement Program (CPP) funding from the Department of Juvenile Justice (DJJ) is aided by strong placements and an updated contract. This source of revenue is expected to exceed the estimate for the year by \$52,000.
- DJJ Block Grant funding will total \$1,117,119. This revenue estimate was revised upward by \$170,000 from the adopted amount. A final payment remains to be collected.
- Interest earnings continue to be bolstered by strong interest rates obtained by County of Albemarle managed investments. A budgetary surplus of \$52,000 is projected.
- Other revenue is expected to exceed the estimate by \$24,000 with phone revenues, insurance proceeds and Region Ten payments contributing to this performance.

Expenditures through May are 84% of the amended budget, well below the 92% expected after eleven months of activity. When the year is complete, budgetary savings of 4% are projected:

- Salaries and benefits comprise over three quarters of budgeted expenditures; typical of public service operations. This category is projected to fall \$214,000 below budget. Vacancies and turnover lead to budgetary savings in salaries and benefits.

- 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 are projected below budget by \$17,000 with both professional services and health services trending below budget. This category includes audit, accounting, legal, health and other professional services.
- Resident food, medical and supplies are projected to exceed budget due to increased food expenses.
- Facility maintenance and utilities are projected to exceed the budget by \$22,000 as a result of higher than budgeted repair and maintenance costs.
- Other operating costs include data processing, administrative costs such as office supplies, equipment rental, uniforms, and laundry/janitorial supplies, among other miscellaneous costs. The category is projected to be under budget by \$13,000. The Commission will not expend the budgeted Curry School Grant of \$5,000 as there is not an eligible recipient this year. Laundry and janitorial supplies are also trending below budget.
- Capital outlay – following Commission action, this budget was increased by \$184,183 to fund kitchen equipment (\$70,000), the gym floor replacement (\$48,720) and the mechanical room piping project (\$65,463). These projects will not be completed by June 30th, but to enhance the accuracy of the forecast of results for the year, this category is treated as if all spending will occur in FY25. Reappropriation of funding related to these projects will take place in FY26.

Recommendations: None at this time.

Blue Ridge Juvenile Detention Commission
Statement of Revenues, Expenditures and Changes in Net Position
11 Month Period Ended May 31, 2025
(Unaudited)

Category	FY25 May YTD	FY25 Budget as Amended	% Budget Recognized (Target 92%)	FY25 Projection	FY25 Projected Budget Variance Positive/ (Negative)
Member jurisdiction contributions	2,496,604	2,544,958	98%	2,544,958	-
Community Placement Program (CPP) funding of the DJJ	931,086	963,836	97%	1,015,730	51,894
Department of Juvenile Justice (DJJ) Block Grant funding	1,083,870	1,117,119	97%	1,117,119	-
USDA	46,640	40,000	117%	46,640	6,640
Interest	102,709	60,000	171%	112,047	52,047
Recovered cost - compensation	-	30,000	0%	30,000	-
Other revenue	42,797	18,000	238%	41,668	23,668
Total revenues	4,703,706	4,773,913	99%	4,908,162	134,249
Salaries and benefits	3,131,479	3,647,649	86%	3,434,085	213,564
Administrative support - County and ACRJ	114,436	151,681	75%	151,681	-
Contractual and professional services	61,679	92,000	67%	75,449	16,551
Resident food, medical and supplies	169,987	177,000	96%	189,585	(12,585)
Facility maintenance and utilities	318,674	343,000	93%	364,543	(21,543)
Insurance	54,346	36,000	151%	37,391	(1,391)
Other operating costs	85,829	117,400	73%	104,544	12,856
Capital outlay	79,852	218,385	37%	218,385	-
Total expenditures	4,016,282	4,783,115	84%	4,575,663	207,452
Change in net position	687,424	(9,202)		332,499	341,701