

**Blue Ridge Juvenile Detention Commission Meeting
Thursday, September 11, 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 –July 10, 2025
- IV. Old Business
- V. New Business
 - FY25 Unaudited Financial Report
- VI. Matters from Director
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Closed Session – Director’s Performance Evaluation - Continued
- X. Adjournment

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

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on July 10, 2025 @ 10:30 AM in the conference room at Blue Ridge Juvenile Detention, 195 Peregrine Lane, Charlottesville VA.

Members Attending: Kaki Dimock, County of Albemarle; Ashley Reynolds Marshall, City of Charlottesville; Sam McLearen, County of Culpeper; Eric Dahl, County of Fluvanna; Cathy Schafrik, County of Greene (arrived @ 10:45 AM)

Others Attending: Jay Boland, Jodi Dillow, Jeff Gore, 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. Dimock, to approve the April 10, 2025 meeting minutes. The motion was approved by a 4-0 voice call vote.

IV. Old Business

None.

V. New Business

- May FY25 YTD Unaudited Financial Report – Ms. Shawver presented and discussion followed.

VI. Matters from Director

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

- Staff vacancies – 2
- Drainage issues with spillway on hill
- Gym floor and mechanical room piping projects are complete
- Community/Family Day event is July 30, 2025
- BRJD's Chief of Security is retiring after 24 years of service

VII. Matters from Commission Members

None

VIII. Matters from Commission Attorney

None

IX. Closed Session

At 10:50 AM a motion was offered by Mr. Dahl and seconded by Mr. McLearen that the Commission go into Closed Session pursuant to Section 2.2-3711(A) 1 of the Code of Virginia to consider a personnel matter (performance evaluation of the BRJD Director). The motion was carried by a 5-0 voice call vote.

At 11:55 AM the Commission reconvened into open session and a motion was immediately offered by Mr. Dahl and seconded by Ms. Schafrik that the Commission certify by a recorded vote that to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing closed session were heard, discussed or considered in closed session:

Albemarle County	Ms. Dimock left before roll call
Charlottesville	Yes
Culpeper	Yes
Fluvanna County	Yes
Greene	Yes

X. The meeting adjourned @ 11:57 AM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

BLUE RIDGE JUVENILE DETENTION COMMISSION EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> FY25 Unaudited Financial Report	<u>AGENDA DATE:</u> September 11, 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:

Unaudited results for FY25 reflect an increase in net position of \$178,000. This is significantly lower than the projection as of May of \$332,000 due to year-end accruals for salaries and benefits and utilities as well as higher than projected resident food costs.

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 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 ended the year 3% or \$130,000 over the amended revenue estimate

- Community Placement Program (CPP) funding from the Department of Juvenile Justice (DJJ) was aided by strong placements and an updated contract. The revenue estimate was increased \$14,000 from the adopted amount. Revenue exceeded the final estimate by \$25,000.
- DJJ Block Grant funding totaled \$1,117,119. This revenue estimate was revised upward by \$170,000 from the adopted amount which was very preliminary.
- Interest earnings remained strong based on interest rates obtained by County of Albemarle managed investments. A budgetary surplus of \$59,000 was achieved.
- Other revenue exceeded the estimate by \$38,000 with phone revenues, insurance proceeds, State per diems and Region Ten payments contributing to this performance.

Expenditures ended the year 1% or \$57,000 below the amended budget

- Salaries and benefits comprise over three quarters of budgeted expenditures; typical of public service operations. The budget incorporates expected vacancy savings and this category was 2% or \$81,000 below budget with more vacancies than budgeted 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 were below budget by \$15,000 with both professional services and health services below budget. This category includes audit, accounting, legal, health and other professional services.
- Resident food, medical and supplies exceeded budget by \$36,000 or 21% with food costs being the driving factor. A change in billing methodology by the Albemarle-Charlottesville Regional Jail coupled with increased food costs contribute to the budget excess.

- Facility maintenance and utilities exceeded the budget by \$43,000 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 was under budget by \$18,000. 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 and linen supplies were also 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 were not all completed by June 30th, but to properly portray the budget to actual results for the year, the outstanding contract amounts were included with expenditures. A reappropriation of funding will take place in FY26 to carryforward the budgets to complete these projects.

Recommendations: None at this time.

Blue Ridge Juvenile Detention Commission
Statement of Revenues, Expenditures and Changes in Net Position
Year Ended June 30, 2025
(Unaudited)

Category	FY25 Actual (Unaudited)	FY25 Budget as Amended	% Budget Recognized	FY25 Positive/ (Negative) Actual vs Budget
Member jurisdiction contributions	2,544,958	2,544,958	100%	-
Community Placement Program (CPP) funding of the DJJ	989,286	963,836	103%	25,450
Department of Juvenile Justice (DJJ) Block Grant funding	1,117,805	1,117,119	100%	686
USDA	46,640	40,000	117%	6,640
Interest	119,143	60,000	199%	59,143
Recovered cost - compensation	30,000	30,000	100%	-
Other revenue	56,157	18,000	312%	38,157
Total revenues	4,903,989	4,773,913	103%	130,076
Salaries and benefits	3,566,869	3,647,649	98%	80,780
Administrative support - County and ACRJ	152,581	151,681	101%	(900)
Contractual and professional services	76,854	92,000	84%	15,146
Resident food, medical and supplies	213,344	177,000	121%	(36,344)
Facility maintenance and utilities	385,503	343,000	112%	(42,503)
Insurance	37,391	36,000	104%	(1,391)
Other operating costs	99,514	117,400	85%	17,886
Capital outlay	193,975	218,385	89%	24,410
Total expenditures	4,726,031	4,783,115	99%	57,084
Change in net position	177,958	(9,202)		187,160