

# MINUTES

## Rappahannock Area CSB

### September Finance Committee Meeting

Tuesday, September 11, 2018, 12:30 pm - 1:30 pm

Board Room 208, 600 Jackson Street, Fredericksburg, VA 22401

#### In Attendance

Al Collins; Amy Umble; Andrea Merwin; Debra Draper; Jane Yaun; Joe Wickens; Kelly Young; Linda Ball; Matt Zurasky; Megan Toler; Pam Hutchinson; Rhonda Pellicano

#### Not In Attendance

Jim Howard; Kheia Hilton; Lawrence Davies

#### A. FY 2018 Performance Contract Summary

Rhonda Pellicano

Rhonda Pellicano reviewed the FY 2018 Performance Contract Summary. She told the Committee that RACSB reports its annual performance on Mental Health, Developmental Services, and Substance Abuse to Department of Behavioral Health and Developmental Services.

#### ATTACHMENT I

The Committee passed a resolution recommending the Board approve the performance contract as presented.

Move: Linda Ball Second: Matt Zurasky Status: Passed

#### B. End of Year FY18 Part C Fiscal Report

Alison Standring reviewed the End of Year Part C Fiscal Report for FY18. The three program areas of RACSB included in Part C received \$2,644,056.97 in combined revenue. These three program areas are Parent Education-Infant Development, ICC, and Infant Case Management. During FY18, Part C programs served 872 infants and toddlers.

#### ATTACHMENT II

The Committee passed a motion recommending the Board approve the End of Year FY18 Part C Fiscal Report as presented.

Move: Matt Zurasky Second: Linda Ball Status: Passed

#### C. June 2018 Financial Report

Pam Hutchinson

Pam Hutchinson reviewed the financial reports for June 2018. Fiscal Year 2018

revenues of \$43,035,702 are \$1,826,597 or 4.43% more than Fiscal Year 2017. Expenses of \$38,068,572 are \$906,161 or 2.44% more than FY17. The net revenue of \$4,967,131 is \$920,437 or 22.75% more than FY17.

### ATTACHMENT III

The Committee passed a motion recommending the Board approve the June 2018 Financial Report as presented.

Move: Debra Draper Second: Matt Zurasky Status: Passed

#### D. June 2018 Financial Trend Report

Pam Hutchinson

Pam Hutchinson presented the June 2018 Financial Trend Report. This report contains year-to-date comparable data as of June 30 for fiscal years 2015, 2016, and 2017. Capital projects are excluded from all program areas.

### ATTACHMENT IV

#### E. June 2018 Investment Report

Rhonda Pellicano

Rhonda Pellicano reviewed the June 2018 Investment Report. At June 30, cash and cash equivalent investments totaled \$21,656,158 which is 17.8% higher than the prior month and 8.7% than June 30, 2017.

### ATTACHMENT V

The Committee passed a motion recommending the Board approve the investment report as presented.

Move: Matt Zurasky Second: Linda Ball Status: Passed

#### F. June 2018 Reimbursement Report

Megan Toler

Megan Toler presented the June 2018 Reimbursement Report. As of June 30, total outstanding claims are \$4,532,376. Year-to-date fee revenue of \$24,801,405 as of June 30 is \$514,484 or 2.1% higher than the previous year.

### ATTACHMENT VI

#### G. June 2018 Other Post-Employment Benefits (OPEB) Report

Rhonda Pellicano

Rhonda Pellicano reported on the Other Post-Employment Benefits fund. The June 2018 cost value is \$1,420,012 which is \$465,392.31 or 49% more than the initial investment.

### ATTACHMENT VII

The Committee passed a motion recommending the Board approve the OPEB report as presented.

Move: Matt Zurasky Second: Linda Ball Status: Passed

H. Fy 2018 Write-Off Report

Rhonda Pellicano

Megan Toler presented a report of write-offs for FY 2018. As of June 30, RACSB wrote off service charges totaling \$4,474,643. Most of that money was financial assistance for individuals receiving RACSB services.

ATTACHMENT VIII

The Committee passed a motion recommending the Board approve the report as presented.

Move: Linda Ball Second: Matt Zurasky Status: Passed

I. June 2018 Health Insurance Account Report

Rhonda Pellicano

Rhonda Pellicano reported on the Health Insurance Account as of June 2018. The health insurance account balance was \$944,078 as of June 30. Year-to-date claims of \$3,305,801 by \$624,815.

ATTACHMENT IX

The Committee passed a motion recommending the Board approve the June 2018 Health Insurance Account Report as presented.

Move: Matt Zurasky Second: Linda Ball Status: Passed

J. Representative Payee Audit June and July 2018

Kelly Young

Kelly Young reviewed audits of representative payee accounts for June and July 2018. In June, 8 accounts had at least one audit finding. In July, 9 accounts had at least one finding.

ATTACHMENT X

The Committee passed a motion recommending the Board approve the Representative Payee Audit for June and July 2018 as presented.

Move: Linda Ball Second: Matt Zurasky Status: Passed

K. FY 2018 Personal Spending Fund Audits

Kelly Young

Kelly Young reported on an annual audit on personal spending funds for Fiscal Year 2018. These accounts represent the amount of personal spending money for individuals with developmental disability. She reviewed the findings of the audit.

ATTACHMENT XI

The Committee passed a motion recommending the Board approve the FY

2018 Personal Spending Fund Audits as presented.

Move: Linda Ball Second: Matt Zurasky Status: Passed

L. August 2018 Capital Project Report

Rhonda Pellicano

Rhonda Pellicano reported that capital projects totaling \$3,632,702 are completed or underway for FY 2019. As of August 31, \$242,955 was spent for the projects.

ATTACHMENT XII

M. Construction Project Update

Joe Wickens

- A. River Club Property Purchase
- B. 600 Jackson Street Bathrooms and Spotsylvania Clinic Lounge
- C. Vestibule--600 Jackson Street

Joe Wickens updated the Committee on construction projects. He said the architect is continuing to work on drawings for River Club.

N. Rappahannock Community Service Contribution

Jane Yaun

Jane Yaun reported that in 1981, RACSB created a non-profit 501(c)3 to acquire property to be used for low-cost housing for individuals with mental illness or developmental disability. That non-profit, RCS, acquired a duplex next to Sunshine Lady House. The mortgage interest rate for that duplex increased in July, which raised the mortgage payment. Jane proposed that RACSB pay off the mortgage on that duplex.

ATTACHMENT XIII

The Committee passed a motion recommending the Board approve RACSB paying off the mortgage for the duplex next to Sunshine Lady House, should RCS request such action.

Move: Matt Zurasky Second: Linda Ball Status: Passed

O. Other Business (Al Collins)

P. Adjournment

The meeting adjourned at 1:29 p.m.