
November 2020 Finance Committee Meeting Minutes

Call to order

A meeting of the Finance Committee of Rappahannock Area Community Services Board was held virtually via Zoom on **November 10, 2020**. Attendees included Matt Zurasky, Nancy Beebe, Melissa White, Susan Gayle, Linda Ball, Ken Lapin, Junice Kulick, Jane Yaun, Jacque Kobuchi, Joe Wickens, Rhonda Pellicano, Brandie Williams, Andrea Merwin, and Amy Umble. Lawrence Davies was not present.

September 2020 Financial Report

Rhonda Pellicano told the Committee that Fiscal Year 2021 revenues of \$12,291,851 are \$520,655 or 4.42% more than Fiscal Year 2020 as of September 30, 2020. Expenses of \$10,343,405 are \$17,919 or .17% more than Fiscal Year 2020. The Net Revenue of \$1,948,446 is \$502,736 or 34.77% more than Fiscal Year 2020. **ATTACHMENT I**

ACTION TAKEN: The Committee unanimously approved a motion recommending the Board of Directors accept the report as presented.

Moved by Ken Lapin Seconded: Susan Gayle

September 2020 Financial Trends Report

Rhonda Pellicano reviewed year-to-date comparable data for program trends as of September 31 for the years of 2019, 2020, and 2021.

ATTACHMENT II

September 2020 Investment Report

Rhonda Pellicano said that as of September, 2020, cash and cash equivalent investments totaled \$15,153,536 which is 3% less than the prior month and 5% more than the prior year. Of the investments, \$15,121,732 or 99% is with Atlantic Union Bank and \$31,805 is invested in the Local Government Investment Pool.

ATTACHMENT III

September 2020 Reimbursement Report

Rhonda Pellicano said that as of June 30, cash and cash equivalent investments totaled \$16,230,709 which is 2% more than the prior month and 17% less than the same month of the prior year.

ATTACHMENT IV

September 2020 Health Insurance Account Report

Rhonda Pellicano told the Committee that the health insurance account balance was \$194,882.23 as of September 30, 2020.

Year-to-date premiums deposited in the account, \$1,055,364, are less than year-to-date claims and fees by \$121,968. Jane Yaun told the committee that she and Michelle Runyon recently met with the Rappahannock YMCA to discuss opening wellness programs in January. These had been postponed because of the pandemic.

ATTACHMENT V

September 2020 Other Post-Employment Benefits Review

Rhonda Pellicano reported that the The health insurance account balance is \$194,882.23 as of September 30, 2020. Year-to-date premiums deposited in the account, \$1,055,364, are less than year-to-date claims and fees by \$121,968.

ATTACHMENT VI

COVID-19 Impact Indicators

Rhonda Pellicano said that the Finance Department monitors billable units, fee revenue, cash on hand, health insurance claims, and employee leave and overtime to determine the financial impact of COVID-19 on the agency. Billable units have decreased by 15% in the current quarter, and fee revenue and cash on hand have increased. Health insurance claims also increased.

ATTACHMENT VII

DBHDS FY 2018 Per Capita Summary

Rhonda Pellicano reviewed the per capita funding by localities for each community service board in Virginia in FY 2018, the most recent report available. She told the Committee that the numbers showed that the agency's request for local funding in the upcoming fiscal year was in line with funding other localities received, and would still be lower per capita than many.

ATTACHMENT VIII

FY22 Intergovernmental Funding Application

Jane Yaun told the Committee that the Executive Committee met to discuss three scenarios for local budget requests for FY 22. They landed on requesting an increase in funding to cover the unreimbursed costs of three full-time therapists. Rhonda Pellicano explained that the agency received about \$1.4 million in local funding in FY21 and is requesting \$1.5 million. Specifically, this would constitute an increase of \$136,220 or 10% from localities. The actual increase would range from 7% to 13% depending on how each locality's use of outpatient therapy services. She said that about 33% of individuals who come to clinics for Same Day Access were turned away and that individuals served waited an average of 29.6 days between appointments. Three full-time therapists would help the agency meet this need. Jacque Kobuchi reported that rising mental health needs made it challenging to know if this request would completely meet the needs of the community but said it would go a long way in helping individuals receive mental health treatment in a timely and consistent fashion.

ATTACHMENT IX

ACTION TAKEN: The Committee unanimously approved a motion recommending the Board of Directors accept the funding request as presented.

Moved by Susan Gayle Seconded: Melissa White

Employee Salary Increase

Jane Yaun told the Committee that employees did not receive raises at the start of the fiscal year, because the financial impacts of the coronavirus were too uncertain. She said that staff reviewed scenarios for employee salary increases and recommended a 2% raise starting in January. She said that she felt better recommending the increase because the governor just announced that there would be coronavirus relief funds for day support programs. Matt Zurasky asked if the agency could consider something more than 2% in light of the news from the governor's office. The Committee discussed the merits of a 2% increase in January with bonuses in December versus a 3% increase in January. The Committee settled on a 3% salary increase, saying that employees would get a greater financial benefit from that action.

ATTACHMENT IX

ACTION TAKEN: The Committee unanimously approved a motion recommending the Board of Directors approve a 3% salary increase for employees beginning in January 2021.

Moved by Melissa White Seconded: Linda Ball

Adjournment

The meeting adjourned at 1:48 p.m.