
May 2021 Finance Committee Meeting Minutes

Call to order

A meeting of the Finance Committee of Rappahannock Area Community Services Board was held at 600 Jackson Street and virtually via Zoom on **May 11, 2021**. Attendees included Matt Zurasky, Karen Kallay, Melissa White, Junice Kulick, Jane Yaun, Jacque Kobuchi, Joe Wickens, Rhonda Pellicano, Brandie Williams, Andrea Merwin, Bill Loving, and Amy Umble. Lawrence Davies, Linda Ball, and Susan Gayle were not present.

601 Lafayette Boulevard

Jane Yaun reminded the Committee that RACSB acquired the property at 601 Lafayette Blvd on Sept. 6, 2019 and planned to use the space to expand services and move administrative offices, which would also provide space to expand the Fredericksburg Clinic.

Bill Loving told the Committee that the city's Planning Commission plans to change zoning requirements in the district that would impact the agency's plans for the property. He reviewed the proposed Creative Maker's District Ordinance and how the ordinance could affect RACSB plans.

Matt Zurasky said that the Committee would bring options to the Board, reporting that staff recommends finding a purchaser for 601 Lafayette Boulevard and exploring the sale of 600 Jackson Street. The Committee would also report that other options include getting a special exception permit for 601 Lafayette or using the property with the creative maker restrictions if they are approved by the City Council.

Capital Projects Plan 2022-2026

Rhonda Pellicano reviewed the Capital Projects Plan for FY 2022-2026, including \$9.5 million in projects over five years. She said that the plan was developed before the agency learned about the restrictions the city might put into place that would impact 601 Lafayette Boulevard. The plan does include a placeholder for development of 601 Lafayette Blvd. She also reviewed some larger projects, including HR/payroll consolidated system solution, parking lot resurfacing, and transportation vehicle replacement. She told the Committee that the vehicle replacement was covered by grants in FY 2022 and additional grants would be sought in the future.

ATTACHMENT I

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

Moved by: Nancy Beebe Seconded by: Melissa White

RACSB FY 2022 Budget Presentation

Rhonda Pellicano reviewed the Fiscal 2022 operating budget. The total budget is \$49.1 million. The FY 2022 budget included a health insurance premium increase, a salary increase, and new positions. Challenges include recruitment, retention, re-starting services, space needs, regional initiatives, and

changes to the performance contract.

ATTACHMENT II

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

Moved by: Nancy Beebe Seconded by: Melissa White

Federal Communications Commission’s Coronavirus Telehealth Program Grant

Brandie Williams told the Committee that RACSB applied for an FCC COVID-19 Telehealth Program Grant of approximately \$123,000 to support broadband access, 90 Zoom licenses, updates to the patient portal, and implementation of health information exchange capabilities.

ATTACHMENT III

FTA Section 5310 Grant

Joe Wickens reported that RACSB received a grant from the Federal Transit Administration for four replacement vehicles. The agency will receive \$260,000 for four replacement vehicles.

ATTACHMENT IV

SAMSHA Mental Health Center Grant Opportunity

Brandie Williams told the Committee that RACSB intends to apply for a SAMSGA Community Mental Health Centers Grant program. The agency hopes to use money from the grant to provide behavioral healthcare support to the school divisions in Planning District 16.

ATTACHMENT V

March 2021 Financial Report

Rhonda Pellicano told the Committee that Fiscal Year 2021 revenues of \$32,741,096 are \$702,598 or 2.10% less than Fiscal Year 2020 as of March 31, 2021. Expenses of \$30,308,013 are \$532,878 or 1.73% less than Fiscal Year 2020. The Net Revenue of \$2,433,083 is \$169,720 or -6.52% less than Fiscal Year 2020.

ATTACHMENT VI

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

Moved by: Nancy Beebe Seconded by: Junice Kulick

March 2021 Financial Trends Report

Rhonda Pellicano reviewed year-to-date comparable data for program trends as of March 31 for the years of 2019, 2020, and 2021. She suggested bringing the report quarterly instead of monthly, and Matt Zurasky agreed.

ATTACHMENT VII

March 2021 Investment Report

Rhonda Pellicano said that as of March 31, 2021, cash and cash equivalent investments totaled \$16,322,396 which is 3% lower than the prior month but 12% higher than the prior year. Of the investments, 99% is with Atlantic Union Bank and the remainder is invested in the Local Government Investment Pool.

ATTACHMENT VIII

March 2021 Reimbursement Report

Rhonda Pellicano told the Committee that total outstanding claims are \$5,113,319 as of the period end date. Year-to-date fee revenue of \$19,221,880 is 3% less than the prior year.

ATTACHMENT IX

March 2021 Health Insurance Account Report

Rhonda Pellicano reported that health insurance account balance was \$189,952 as of March 31, 2021. Year-to-date premiums deposited in the account, \$2,936,125 are less than year-to-date claims and fees by \$147,303.

ATTACHMENT X

March 2021 Other Post-Employment Benefits Review

Rhonda Pellicano said that the March 2021 OPEB cash basis value is \$1,731,538 which is \$776,918 or 81 % more than the initial investment of \$954,620. The market value of \$3,341,102 is or 250% higher than the initial investment. The market value increased 1.4% from the prior month.

ATTACHMENT XI

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. She said that the agency is closely watching fee revenue, health insurance claims, overtime costs, and leave hours per pay period.

ATTACHMENT XII

Adjournment

The meeting adjourned at 1:59 p.m.