

600 Jackson Street / Fredericksburg, Virginia 22401 / [www.rappahannockareacs**b**.org](http://www.rappahannockareacsb.org)

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NOTICE

TO: Finance Committee
Matt Zursaky, chair, Lawrence Davies, Linda Ball, Susan Gayle, Melissa White,
Junice Kulick

FROM: Jane Yaun
Executive Director

SUBJECT: Finance Committee Meeting
Tuesday, August 10, 12:00 p.m.
600 Jackson Street, Board Room 208, Fredericksburg, VA

DATE: August 5, 2021

A Finance Committee meeting has been scheduled for Tuesday, August 10, 12:00 p.m.,
600 Jackson Street, Board Room 208, Fredericksburg, VA.

Looking forward to seeing you on August 10 at 12:00pm

cc: Kheia Hilton, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

FINANCE COMMITTEE MEETING

August 10, 2021 12:00 p.m.

In person

600 Jackson Street

Room 208

a g e n d a

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Re: June 2021 Financial Report

Fiscal Year 2021 revenues of \$44,006,579 are (\$907,387) or (2.02%) less than Fiscal Year 2020 as of June 30, 2021. Expenses of \$40,425,117 are (\$425,181) or (1.04%) less than Fiscal Year 2020. The Net Revenue of \$3,581,162 is (\$482,205) or (11.87%) less than Fiscal Year 2020.

RACSB
FY 2020 FINANCIAL REPORT
Fiscal Year: July 1, 2020 through June 30, 2021
Report Period: July 1, 2020 through June 30, 2021

MENTAL HEALTH

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2021	ACTUAL 06/30/21	%	BUDGET FY 2021	ACTUAL 06/30/21	%		
INPATIENT	165,000	116,500	70.61%	165,000	108,918	66.01%	7,582	7%
OUTPATIENT	1,722,920	2,284,584	132.60%	1,722,920	1,811,503	105.14%	473,081	21%
MEDICAL OUTPATIENT	3,145,750	3,282,316	104.34%	3,145,750	3,557,116	113.08%	(274,800)	-8%
PACT	1,308,294	1,367,038	104.49%	1,308,294	1,143,667	87.42%	223,371	16%
CASE MANAGEMENT ADULT	1,082,993	1,040,374	96.06%	1,082,993	913,702	84.37%	126,672	12%
CASE MANAGEMENT CHILD & ADOLESCENT	804,330	784,558	97.54%	804,330	714,087	88.78%	70,490	9%
PSYCHOSOCIAL REHAB	811,614	613,000	75.53%	811,614	489,734	57.88%	143,267	23%
KENMORE EMPLOYMENT SERVICES	127,798	127,798	100.00%	127,798	109,981	86.07%	17,808	14%
PERMANENT SUPPORTIVE HOUSING	1,216,786	1,220,704	100.32%	1,216,786	579,486	47.62%	641,218	53%
CRISIS STABILIZATION	1,943,966	1,839,494	94.63%	1,943,966	1,644,803	84.61%	194,691	11%
SUPERVISED RESIDENTIAL	529,425	492,249	92.98%	529,425	501,956	94.81%	(9,707)	-2%
SUPPORTED RESIDENTIAL	789,628	881,344	111.62%	789,628	760,397	96.30%	120,947	14%
JAIL DIVERSION GRANT	145,695	145,695	100.00%	145,695	93,309	64.04%	52,386	36%
SUB-TOTAL	13,794,199	14,195,655	102.91%	13,794,199	12,408,648	89.96%	1,787,007	13%
* Budget excludes program subsidies								

DEVELOPMENTAL SERVICES

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2021	ACTUAL 06/30/21	%	BUDGET FY 2021	ACTUAL 06/30/21	%		
CASE MANAGEMENT	2,663,521	2,409,476	90.46%	2,656,491	2,516,443	94.73%	(106,966)	-4%
DAY HEALTH & REHAB *	4,622,848	3,314,974	71.71%	4,708,884	3,642,622	77.36%	(327,648)	-10%
GROUP HOMES	5,364,161	5,055,370	94.24%	5,118,664	4,724,122	92.29%	331,247	7%
RESPIRE GROUP HOME	156,546	25,348	16.19%	536,109	221,355	41.29%	(196,007)	-773%
INTERMEDIATE CARE FACILITIES	3,981,899	3,615,849	90.81%	3,981,899	3,476,968	87.32%	138,881	4%
SUPERVISED APARTMENTS	1,511,598	1,424,511	94.24%	1,447,255	1,248,107	86.24%	176,404	12%
SPONSORED PLACEMENTS	1,885,495	2,143,002	113.66%	1,692,829	1,903,292	112.43%	239,710	11%
SUPPORTED LIVING ARRANGEMENT	8,164	18,273	223.83%	45,073	9,798	21.74%	8,475	46%
SUB-TOTAL	20,194,232	18,006,803	89.17%	20,187,204	17,742,707	87.89%	264,086	1%
* Budget excludes program subsidies								

RACSB
FY 2020 FINANCIAL REPORT
 Fiscal Year: July 1, 2020 through June 30, 2021
 Report Period: July 1, 2020 through June 30, 2021

SUBSTANCE ABUSE

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2021	ACTUAL 06/30/21	%	BUDGET FY 2021	ACTUAL 06/30/21	%		
OUTPATIENT	2,019,548	1,981,006	98.09%	2,019,548	1,761,873	87.24%	219,133	11%
MAT PROGRAM	879,778	916,888	104.22%	879,778	693,014	78.77%	223,874	24%
CASE MANAGEMENT	119,300	147,474	123.62%	119,300	86,818	72.77%	60,656	41%
RESIDENTIAL	161,757	231,302	142.99%	161,757	4,278	2.64%	227,024	98%
PREVENTION	431,979	519,961	120.37%	431,979	318,717	73.78%	201,244	39%
LINK	154,144	169,983	110.28%	154,144	164,873	106.96%	5,110	3%
LINK PPW GRANT	51,598	70,516	136.66%	51,598	50,736	98.33%	19,780	28%
SUB-TOTAL	3,818,104	4,037,130	105.74%	3,818,104	3,080,309	80.68%	956,821	24%

* Budget excludes program subsidies

SERVICES OUTSIDE PROGRAM AREA

PROGRAM	REVENUE			EXPENDITURES			ACTUAL Variance	VARIANCE / REVENUE
	BUDGET * FY 2021	ACTUAL 06/30/21	%	BUDGET FY 2021	ACTUAL 06/30/21	%		
EMERGENCY SERVICES	1,275,010	1,207,572	94.71%	1,275,010	1,110,729	87.12%	96,842	8%
CHILD MOBILE CRISIS	269,765	237,513	88.04%	269,765	219,255	81.28%	18,259	8%
CIT ASSESSMENT SITE	481,340	454,083	94.34%	481,340	374,920	77.89%	79,162	17%
CONSUMER MONITORING	149,346	139,522	93.42%	149,346	131,374	87.97%	8,148	6%
ASSESSMENT AND EVALUATION	463,228	527,820	113.94%	463,228	411,739	88.88%	116,081	22%
SUB-TOTAL	2,638,689	2,566,509	97.26%	2,638,689	2,248,017	85.19%	318,492	12%

* Budget excludes program subsidies

RACSB
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ADMINISTRATION

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE
	BUDGET * FY 2021	ACTUAL 06/30/21	%	BUDGET FY 2021	ACTUAL 06/30/21	%	
ADMINISTRATION	497,135	207,425	41.72%	497,135	207,423	41.72%	2
PROGRAM SUPPORT	52,250	57,471	109.99%	52,250	57,471	109.99%	0
SUB-TOTAL	549,385	264,896	48.22%	549,385	264,894	48.22%	2
ALLOCATED TO PROGRAMS				3,931,454	4,235,175	107.73%	

* Budget excludes program subsidies

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2021	ACTUAL 06/30/21	%	BUDGET FY 2021	ACTUAL 06/30/21	%		
TRANSPORTATION	449,844	0	0.00%	449,844	35,454	7.88%	(35,454)	#DIV/0!
KIDS ON THE BLOCK	1,895	2,216	116.96%	8,923	5,525	61.92%	(3,308)	-149%
TOTAL	451,739	2,216	0.49%	458,767	40,979	8.93%	(38,763)	-1749%

* Budget excludes program subsidies

FISCAL AGENT PROGRAMS
PART C AND HEALTHY FAMILY PROGRAMS

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET FY 2021	ACTUAL 06/30/21	%	BUDGET FY 2021	ACTUAL 06/30/21	%		
INTERAGENCY COORDINATING COUNCIL	1,517,910	1,517,210	99.95%	1,517,910	1,123,499	74.02%	393,711	26%
INFANT CASE MANAGEMENT	851,344	756,464	88.86%	851,344	682,590	80.18%	73,873	10%
EARLY INTERVENTION	2,057,032	1,589,664	77.28%	2,057,032	1,899,099	92.32%	(309,435)	-19%
TOTAL PART C	4,426,286	3,863,338	87.28%	4,426,286	3,705,189	83.71%	168,149	4%
HEALTHY FAMILIES	248,198	359,813	144.97%	248,198	153,712	61.93%	206,101	57%
HEALTHY FAMILIES - MIECHV Grant	355,209	307,977	86.70%	355,209	322,596	90.82%	(14,619)	-5%
HEALTHY FAMILIES-TANF GRANT	494,925	402,242	81.27%	494,925	458,366	92.61%	(56,124)	-14%
TOTAL HEALTHY FAMILY	1,098,332	1,070,032	97.42%	1,098,332	934,674	85.10%	135,358	13%

RACSB
FY 2020 FINANCIAL REPORT
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RECAP FY 2021 BALANCES

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>NET</u>	<u>NET / REVENUE</u>
MENTAL HEALTH	14,195,655	12,408,648	1,787,007	13%
DEVELOPMENTAL SERVICES	18,006,803	17,742,707	264,096	1%
SUBSTANCE ABUSE	4,037,130	3,080,309	956,821	24%
SERVICES OUTSIDE PROGRAM AREA	2,566,509	2,248,017	318,492	12%
ADMINISTRATION	264,896	264,894	2	0%
OTHER	2,216	40,979	(38,763)	-1749%
FISCAL AGENT PROGRAMS	4,933,370	4,639,863	293,507	6%
TOTAL	44,006,579	40,425,417	3,581,162	8%

RECAP FY 2020 BALANCES

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>NET</u>	<u>NET / REVENUE</u>
MENTAL HEALTH	12,846,754	11,804,791	1,041,963	8%
DEVELOPMENTAL SERVICES	19,825,198	18,402,953	1,422,245	7%
SUBSTANCE ABUSE	3,597,328	2,792,365	804,963	22%
SERVICES OUTSIDE PROGRAM AREA	2,585,818	2,230,037	355,781	14%
ADMINISTRATION	497,644	497,644	0	0%
OTHER	419,063	392,938	26,125	6%
FISCAL AGENT PROGRAMS	5,142,161	4,729,871	412,290	8%
TOTAL	44,913,967	40,850,599	4,063,367	9%

	\$ Change	% Change
Change in Revenue from Prior Year	\$ (907,387)	-2.02%
Change in Expense from Prior Year	\$ (425,181)	-1.04%
Change in Net Income from Prior Year	\$ (482,205)	-11.87%

RAPPAHANNOCK AREA CSB

FY 2021 Infrastructure Funding Feedback - Salary Scenarios

	Current	Increase to \$15/HR Min	\$15/HR Min & 5% Inc	One-Time Salary Supplement	
				<u>Option 1</u>	<u>Option 2</u>
Current Bi Weekly PR	\$ 1,045,836	\$ 1,046,926	\$ 1,099,273	\$ 246,519	\$ 357,129
Additional Cost Per Pay Period		\$ 1,091	\$ 53,437		
Additional Cost For FY 22		\$ 28,355	\$ 1,389,359		

Assumptions:

- PT & PRN Employees Average 38 hours/pay period
- Pay Increase Assumed to begin first Payroll July 21
- Cost includes payroll tax and VRS expense

-Salary Supplement Based on Years of Service:

	<u>Option 1</u>	<u>Option 2</u>
< 5 years	\$ 250	\$ 500
5-10 years	\$ 500	\$ 750
10+ years	\$ 1,000	\$ 1,000

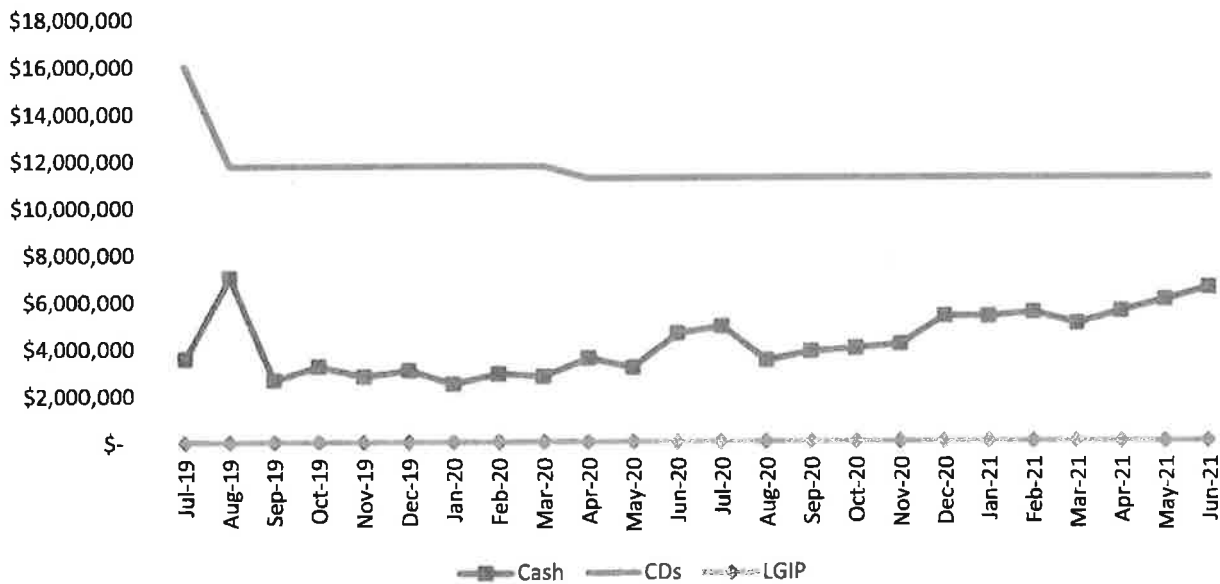
Re: June 2021 Investment Report

At June 30, 2021, cash and cash equivalent investments totaled \$17,852,279 which is 3% higher than the prior month and 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.

**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
SUMMARY OF CASH AND INVESTMENTS BY DEPOSITORY**

Depository	Balance at 6/30/2021	Rate	Maturity Date
Atlantic Union Bank			
Checking	\$ 6,570,447	0.15%	N/A
Certificates of Deposit	\$ 11,250,000	0.01%	5/29/2022
Total Atlantic Union Bank	\$ 17,820,447		
Other			
Local Gov. Investment Pool	\$ 31,832	0.09%	N/A
Total Investments	\$ 17,852,279		

Cash and Cash Equivalents



	\$ Change	% Change
Change from Prior Month	\$ 514,576	3.0%
Change from Prior Year	\$ 1,918,963	12%

Average # Months Reserves on Hand: 5.22

Re: June 2021 Reimbursement Report

Claims aging figures are provided as of June 30, 2021. Aging is calculated from the date the service was billed. Total outstanding claims are \$5,514,020 as of the period end date.

Year-to-date fee revenue of \$25,313,563 is 3% less than the prior year.

**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
FEE REVENUE REIMBURSEMENT REPORT AS OF JUNE, 2021**

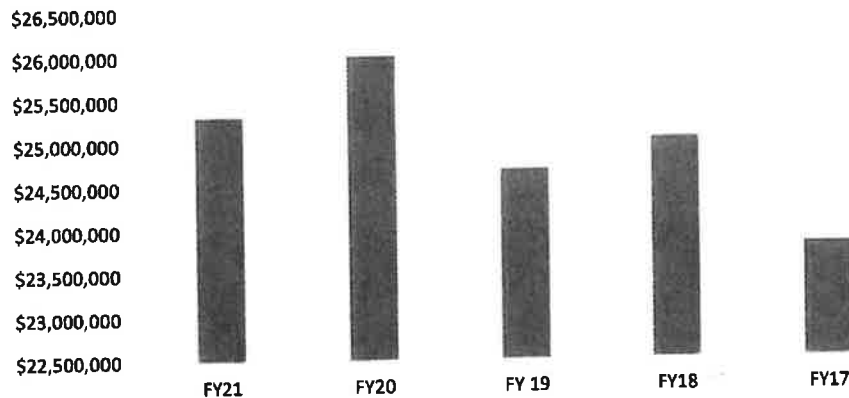
AGED CLAIMS

		Current Month		Prior Month		Prior Year	
Total Claims Outstanding	Total	100%	\$5,514,020	100%	\$5,408,236	100%	\$6,252,189
	Consumers	30%	\$1,643,536	29%	\$1,604,922	33%	\$1,468,220
	3rd Party	70%	\$3,870,485	69%	\$3,803,314	67%	\$4,783,969
Claims Aged 0-29 Days	Consumers	3%	\$140,561	2%	\$122,284	2%	\$129,732
	3rd Party	53%	\$2,945,864	51%	\$2,785,239	61%	\$3,785,129
Claims Aged 30-59 Days	Consumers	1%	\$45,588	1%	\$35,437	0%	\$20,228
	3rd Party	1%	\$73,509	2%	\$106,786	1%	\$91,230
Claims Aged 60-89 Days	Consumers	1%	\$32,424	1%	\$50,736	1%	\$32,430
	3rd Party	1%	\$45,411	1%	\$72,246	3%	\$216,797
Claims Aged 90-119 Days	Consumers	1%	\$48,592	1%	\$36,732	0%	-\$17,202
	3rd Party	1%	\$39,829	3%	\$155,543	2%	\$96,223
Claims Aged 120+ Days	Consumers	25%	\$1,376,370	25%	\$1,359,732	21%	\$1,303,032
	3rd Party	14%	\$765,872	12%	\$683,500	10%	\$594,590

CLAIM COLLECTIONS

Current Year To Date Collections	\$25,313,563
Prior Year To Date Collections	\$26,010,992
\$ Change from Prior Year	-\$697,429
% Change from Prior Year	-3%

Year to Date Fee Collections



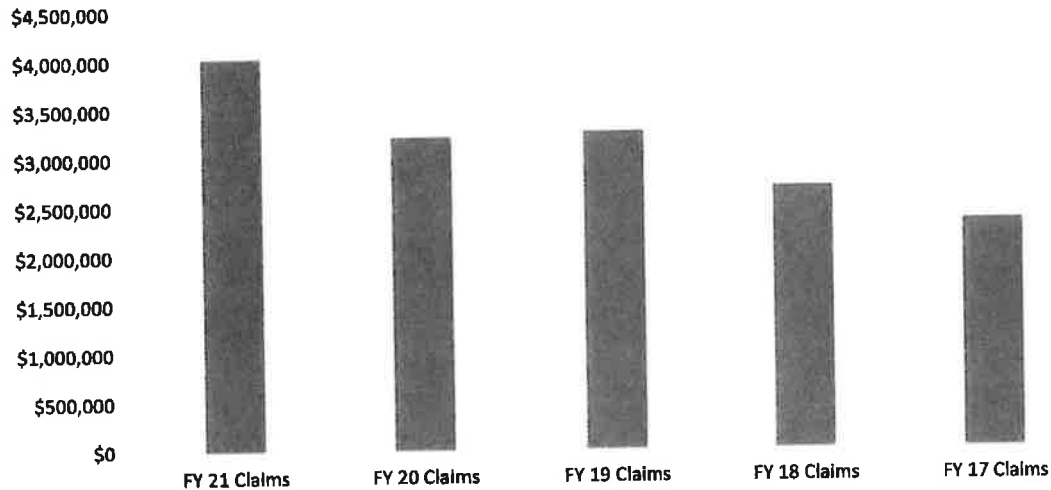
Re: June 2021 Health Insurance Account Report

The health insurance account balance is \$48,255.77 as of June 30, 2021.

Year-to-date premiums deposited in the account, \$3,738,699.76 are less than year-to-date claims and fees by \$289,009.

**RAPPAHANNOCK AREA CSB
FY 2021 HEALTH INSURANCE ACCOUNT REPORT
AS OF JUNE 2021**

Year-to-Date Health Insurance Claims Cost



FY 2021	Monthly Premiums	Additional Premium Contributions	Monthly Claims & Fees	Interest	Balance
Beginning Balance					\$195,882.23
July	\$314,561.52	\$98,475.40	\$588,905.80	\$4.96	\$20,018.31
August	\$430,288.27	\$22,450.29	\$243,153.39	\$4.61	\$229,608.09
September	\$310,513.76		\$345,273.29	\$10.20	\$194,858.76
October	\$310,300.87	\$1,870.55	\$390,989.70	\$6.30	\$116,046.78
November	\$307,321.58		\$266,243.14	\$6.58	\$157,131.80
December	\$310,080.51		\$382,541.87	\$5.46	\$84,675.90
January	\$323,882.16	\$18,532.18	\$306,496.74	\$0.69	\$120,594.19
February	\$318,111.97		\$264,578.56	\$1.82	\$174,129.42
March	\$311,063.92		\$295,244.64	\$3.46	\$189,952.16
Apr	\$312,794.40		\$371,824.34	\$4.09	\$130,926.31
May	\$319,097.06		\$332,271.92	\$4.49	\$117,755.94
June	\$170,683.74		\$240,186.21	\$2.30	\$48,255.77
YTD Total	\$3,738,699.76	\$141,328.42	\$4,027,709.60	\$54.96	\$48,255.77

Historical Data	Average Monthly Claims	Monthly Average Difference from PY	Highest Month
FY 2021	\$335,642	\$14,641	\$588,906
FY 2020	\$321,002	(\$1,163)	\$378,562
FY 2019	\$322,165	\$53,273	\$396,619
FY 2018	\$268,891	\$31,858	\$320,214
FY 2017	\$237,033	\$15,995	\$293,706
FY 2016	\$221,038	(\$5,388)	\$291,378
FY 2015	\$226,426		\$253,164

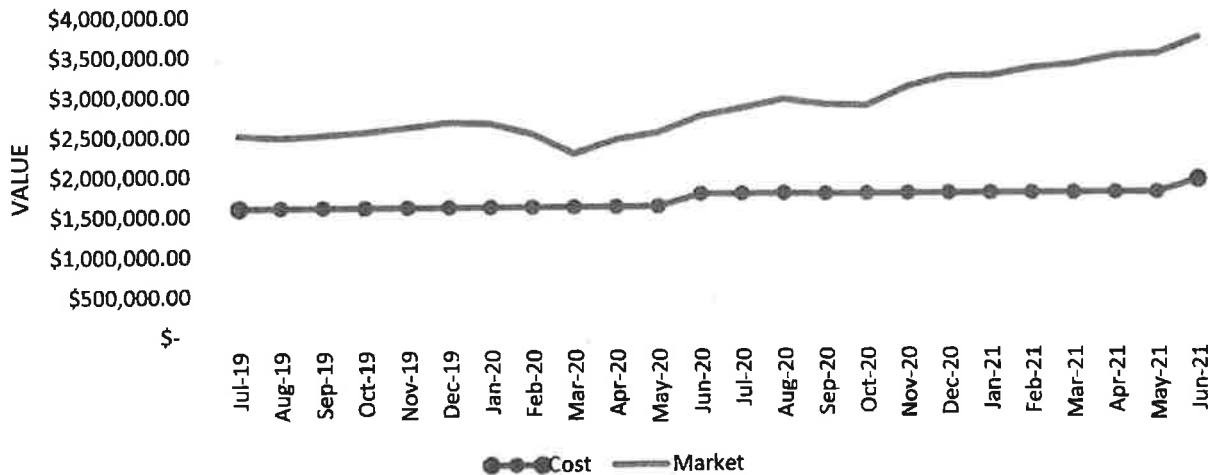
Re: June 2021 Other Post-Employment Benefits (OPEB) Review

The June 2021 OPEB cash basis value is \$1,884,943 which is \$930,323 or 97% more than the initial investment of \$954,620. The market value of \$3,661,364 is or 284% higher than the initial investment. The market value increased 6% from the prior month.

**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
OTHER POST EMPLOYMENT BENEFIT ACCOUNT
AS OF JUNE 2021**

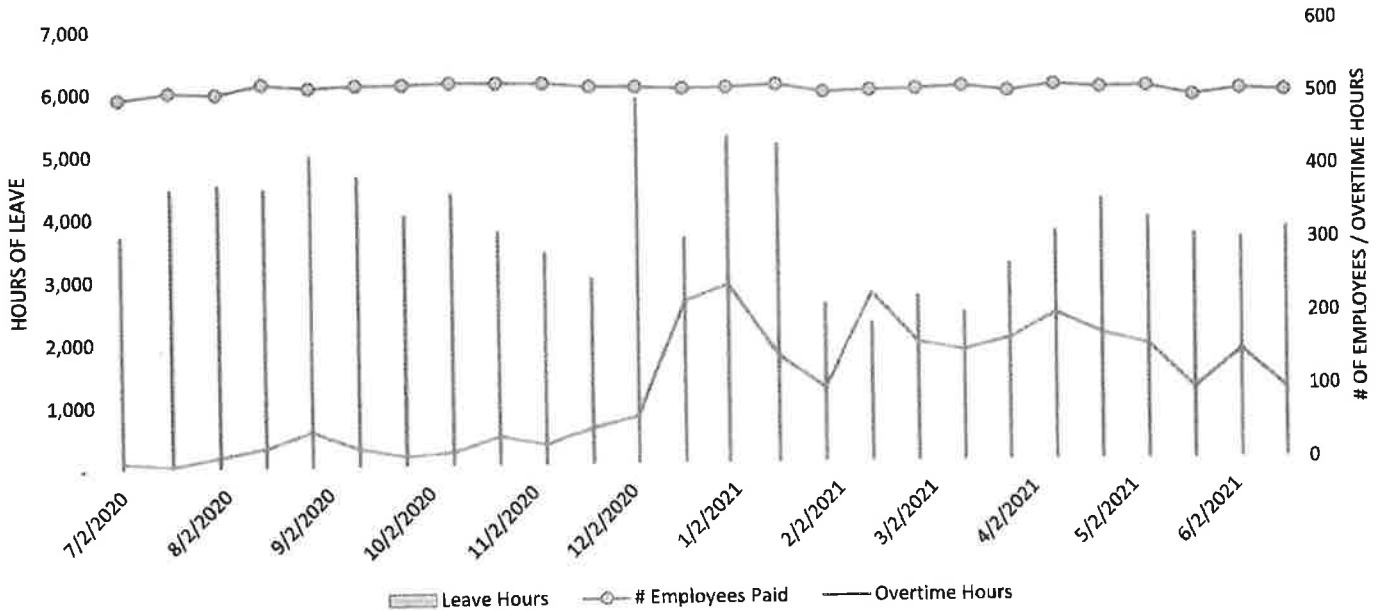
	Cost Basis	Cost Variance From Inception	Market Basis	Market Variance From Inception
Initial Contribution	\$ 954,620		\$ 954,620	
FY 2020 Year-End Balance	\$ 1,743,051		\$ 2,715,212	
Balance at 9/30/20	\$ 1,732,564.67	\$ 777,944.67	\$ 2,849,979.74	\$ 1,895,359.74
Balance at 12/31/2020	\$ 1,732,030.59	\$ 777,410.59	\$ 3,194,851.08	\$ 2,240,231.08
Balance at 3/31/2021	\$ 1,731,538.17	\$ 776,918.17	\$ 3,341,102.35	\$ 2,386,482.35
Balance at 4/30/2020	\$ 1,731,033.55	\$ 776,413.55	\$ 3,442,668.46	\$ 2,488,048.46
Balance at 5/31/2021	\$ 1,731,033.55	\$ 776,413.55	\$ 3,464,117.16	\$ 2,509,497.16
Current Accrued Income	\$ 0.81		\$ 0.81	
Realized Gain/(Loss)				
Unrealized Gain/(Loss)			\$ 43,337.97	
Fees & Expenses				
Transfers/Contributions	\$ 153,909.00		\$ 153,909.00	
Disbursements				
Balance at 6/30/2021	\$ 1,884,943.36	\$ 930,323.36	\$ 3,661,364.94	\$ 2,706,744.94

OPEB TREND



**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
PAYROLL STATISTICS**

Employees \ Leave* \ Overtime



*Leave includes Annual Leave, Administrative Leave With Pay, Bereavement Leave, Disability Leave, Family Personal Leave, Leave Without Pay, and Sick Leave.

Indicators	FY 2020 Pre-SOE* Average Per Pay Period	FY 2020 Post-SOE* Average Per Pay Period	FY 2021 Average Per Pay Period
# Employees Paid	541	527	514
Leave Hours	3,507	3,595	3,850
Overtime Hours	69	24	102

*SOE = State of Emergency

To: Finance Committee
Matt Zurasky, Chair

From: Jane Yaun, Executive Director

Date: August 5, 2021

Re: One-time bonuses and wage increase

In the past eighteen months, Rappahannock Area Community Services Board employees have persevered to provide the best services possible during a worldwide health crisis with unimaginable overall impact. I am recommending a one-time bonus, based on years of service, for all RACSB HopeStarters who, while managing their own stress and anxiety, have continued to provide services to the citizens of Planning District 16. Attached please see "Option 2". I would recommend this one-time bonus from reserves and be paid in the second pay period of September.

In addition, in light of the on-going workforce recruitment challenges, I would like to recommend that any position currently not at a minimum of \$15.00 per hours be upgraded to \$15.00 an hour, effective immediately. As also noted in the attachment, the on-going additional cost for this adjustment will be \$28,355 for the remainder of FY 2022.

Finally, as discussed in previous Finance Committee meeting, I will be recommending an additional salary increase to be in effect January 1, 2022. The percentage increase recommended will be based on our financial forecast as of end of November 2021.

RAPPAHANNOCK AREA CSB

FY 2021 Infrastructure Funding Feedback - Salary Scenarios

	Current	Increase to \$15/HR Min	\$15/HR Min & 5% Inc	One-Time Salary Supplement	
				Option 1	Option 2
Current Bi Weekly PR	\$ 1,045,836	\$ 1,046,926	\$ 1,099,273	\$ 246,519	\$ 357,129
Additional Cost Per Pay Period		\$ 1,091	\$ 53,437		
Additional Cost For FY 22		\$ 28,355	\$ 1,389,359		

Assumptions:

- PT & PRN Employees Average 38 hours/pay period
- Pay Increase Assumed to begin first Payroll July 21
- Cost includes payroll tax and VRS expense

-Salary Supplement Based on Years of Service:

		<u>Option 1</u>	<u>Option 2</u>
< 5 years	\$	250	\$ <u>500</u>
5-10 years	\$	500	\$ <u>750</u>
10+ years	\$	1,000	\$ <u>1,000</u>