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# November 2021 Finance Committee Meeting Minutes

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## Call to order

A meeting of the Finance Committee of Rappahannock Area Community Services Board was held at 600 Jackson Street on **November 9, 2021**. Attendees included Matt Zurasky, Nancy Beebe, Lawrence Davies, Linda Ball, Debbie Draper, Jacque Kobuchi, Joe Wickens, Stephanie Terrell, Tina Cleveland, Jane Yaun, Brandie Williams, Topher Gibbs, Megan Toler, Amy Umble, Michelle Runyon, and Teresa McDonnell. Suzan Gayle, Melissa White, and Junice Kulick were not present.

## September 2021 Financial Report

Topher Gibbs reviewed the Finance Report with the Committee.

Jane Yaun stated she would like to bring the board together in January to discuss recommendations for moving forward with Respite.

### **ATTACHMENT I**

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

Moved by: Linda Ball Seconded by: Lawrence Davies

## End of State FY21 Part C Fiscal Report

Alison reported that we received \$2,858,642.60 in combined revenue for the three program areas of RACSB that make up Part C. Expenses through June were \$2,700,493.80 leaving a balance of \$158,148.80 for 2022. This was an increase from last year, and a decrease from previous years.

Part C provided ongoing services to 954 infants and toddlers, processed 779 referrals, and provided assessment to determine eligibility to 60 infants and toddlers who did not enroll in services.

Alison stated they will receive an ARPA payment for 2022 although not sure of the amount at this time. The funds will need to be assigned by September 2023 and used by January 2024.

### **ATTACHMENT II**

## September 2021 Financial Trends Report

Topher explained RACSB program trends year to date comparison as of September 2021 for Mental Health, Substance Abuse, Part C, and other programs.

### **ATTACHMENT III**

## September 2021 Investment Report

Tina Cleveland said that as of September 30, 2021, cash and cash equivalent investments totaled \$17,878,753 which is consistent with the prior month and 18% 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 IV**

## September 2021 Reimbursement Report

Megan Toler told the Committee that claims aging figures are provided as of September 30, 2021. Aging is calculated from the date the service was billed. Total outstanding claims are \$5,209,196 as of the period end date. Year-to-date fee revenue of \$7,015,565 is 7% higher than the prior year.

Tina stated RACSB is working with Netsmart on initiating a Debt Pay-off in Avatar to take away the manual process.

### **ATTACHMENT V**

## September 2021 Health Insurance Account Report

Tina Cleveland reported the health insurance account balance is \$129,177.36 as of September 30, 2021. Year-to-date premiums deposited in the account, \$818,577.90 are less than year-to-date claims and fees by \$302,394.05.

Matt was happy to see it trending down.

### **ATTACHMENT VI**

## September 2021 Other Post-Employment Benefits Review

Tina Cleveland said that the September 2021 OPEB cash basis value is \$1,884,412 which is \$929,792 or 97% more than the initial investment of \$954,620. The market value of \$3,664,969 is 284% higher than the initial investment. The market value increased 1.8% from the prior month.

### **ATTACHMENT VII**

## Covid Indicator - Payroll Statistics

Tina Cleveland said there were 495 paid employees. Overtime hours are increasing and leave hours have also been increasing.

Jane stated that Kathy Dyson from the FreeLance Star was requesting information for a Staffing Shortage article she is planning. Wanted to know the Committee's opinion on whether RACSB should give detail on specifics. Matt stated that all information is public, so he thought being able to explain would be a good opportunity for RACSB.

### **ATTACHMENT VIII**

## Support Coordination Supplement

Joe Wickens stated that Intellectual Disability and Developmental Disability Support Coordination has seen a continued influx of state mandated responsibilities and documentation requirements over the last few years. While RACSB continues our efforts to reduce caseloads to a more manageable level to better balance staff workloads, all are still working beyond their assigned caseloads due to the staffing shortage. The caseload goal for support coordinators is 26 cases. Joe proposed a 1.5% salary supplement for each individual a support coordinator supports over 28 individuals. This supplement cost will add an approximate \$128,000 to this fiscal year budget. Joe stated that we are currently down 4 positions, and as support coordinators are hired cases would be spread to others so supplements will eventually go down. The amount paid to the coordinator will be determined by the billing done for that month.

### **ATTACHMENT IX**

**ACTION TAKEN:** The Committee unanimously approved a motion to bring before the Board of Directors as presented.

Moved by: Lawrence Davies Seconded by: Linda Ball

## Other Business

Jane presented to the Committee an option to have RACSB pay for single person YMCA memberships for persons served and employees. The amount, up to \$50,000, would be paid to the YMCA by RACSB on behalf of the individuals and employees. There would be limited number of slots for the employees and would check to see if they are being used.

### **ATTACHMENT X**

## Adjournment

The meeting adjourned at 1:12 p.m.