



Voice/TDD (540) 373-3223 | Fax (540) 371-3753

NOTICE

To: Finance Committee
Matt Zurasky, Susan Gayle, Kheia Hilton, Melissa White

From: Joseph Wickens
Executive Director

Subject: Program Planning and Evaluation Meeting
September 13, 2022, 11:30 AM
600 Jackson Street, Board Room 208, Fredericksburg, VA

Date: September 8, 2022

A Finance Committee Meeting has been scheduled for Tuesday, September 13, 2022 at 11:30 AM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg VA 22401.

Looking forward to seeing you on September 13, 2022 at 11:30 AM.

Cc: Matt Zurasky, Chairperson

Finance Committee Meeting

September 13, 2022 – 11:30 AM

In-Person | 600 Jackson Street, Room 208 | Fredericksburg, VA 22401

Agenda

| | | |
|-------|---|---------|
| I. | June 2022 Investment Report, <i>Cleveland</i> | 3 |
| II. | June 2022 Reimbursement Report, <i>Toler</i> | 5 |
| III. | June 2022 Health Insurance Account Report, <i>Cleveland</i> | 7 |
| IV. | June 2022 Other Post-Employment Benefits, <i>Cleveland</i> | 9 |
| V. | Payroll Statistics, <i>Cleveland</i> | 11 |
| VI. | Write Off Report, <i>Toler</i> | 12 |
| VII. | Additional Funding, <i>Cleveland</i> | 13 |
| VIII. | Financial Report, <i>Cleveland</i> | Handout |
| IX. | Other Business, <i>Zurasky</i> | |

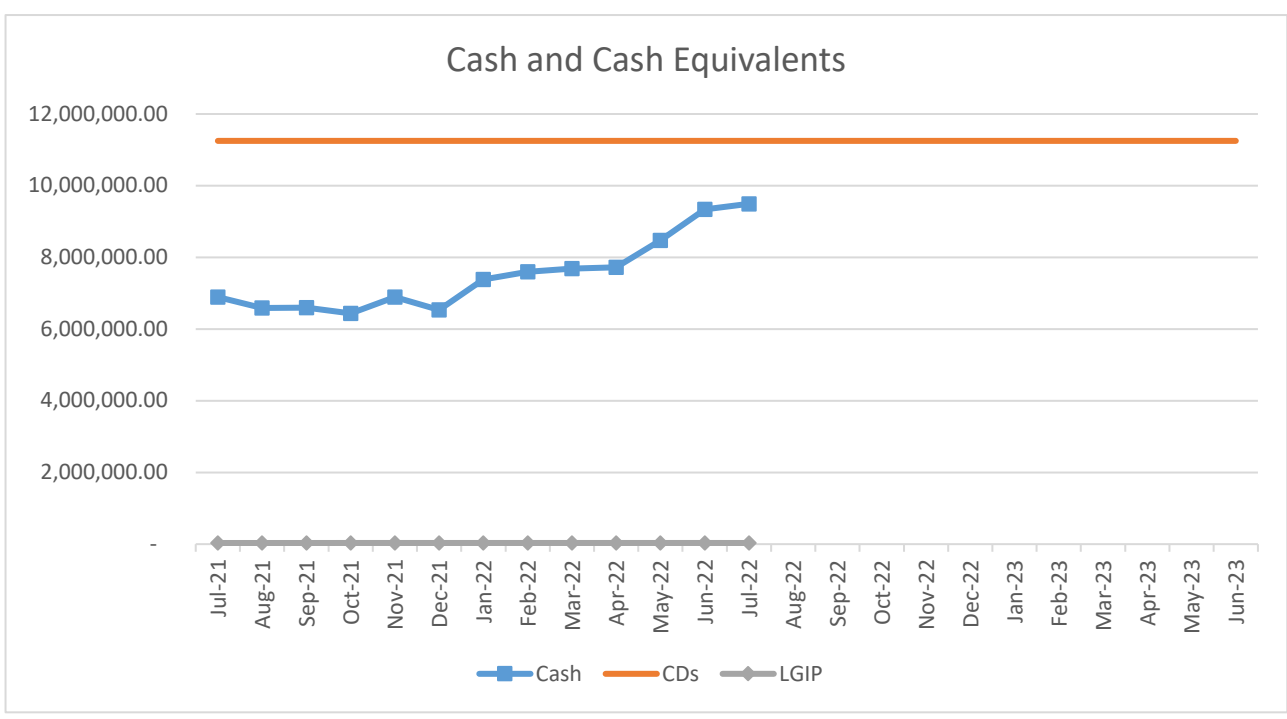
Re: July 2022 Investment Report

At July 30, 2022, cash and cash equivalent investments totaled \$20,776,114 and 14% 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.

Currently five months of reserve on hand.

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

| Depository | July 2022 | Rate | Maturity Date |
|----------------------------------|----------------------|-------------|----------------------|
| Atlantic Union Bank | | | |
| Checking | \$ 9,494,155 | 0.15% | N/A |
| Certificates of Deposit | \$ 11,250,000 | 0.01% | 6/21/2024 |
| Total Atlantic Union Bank | \$ 20,744,155 | | |
| Other | | | |
| Local Gov. Investment Pool | \$ 31,960 | 0.09% | N/A |
| Total Investments | \$ 20,776,114 | | |



| | \$ Change | % Change |
|-------------------------|------------------|-----------------|
| Change from Prior Month | \$ 154,333 | 0.7% |
| Change from Prior Year | \$ 2,604,268 | 14% |

Average # Months Reserves on Hand: 5.02

Re: Reimbursement Report

Claims aging figures are provided as of July 31, 2022. Aging is calculated from the date the service was billed. Total outstanding claims are \$5,749,793 as of the period end date.

Year-to-date fee revenue of \$3,298,827 is 33% higher than the prior year.

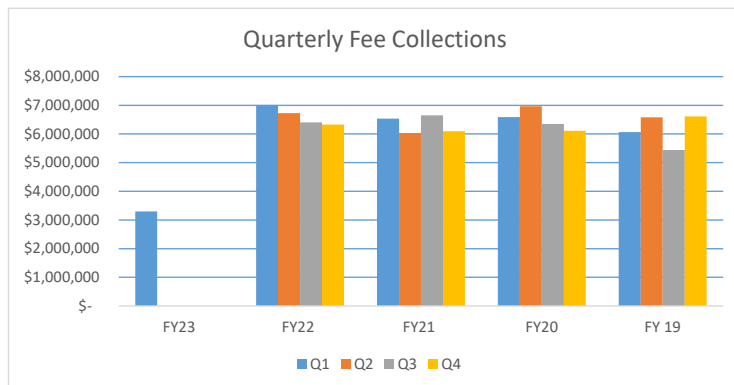
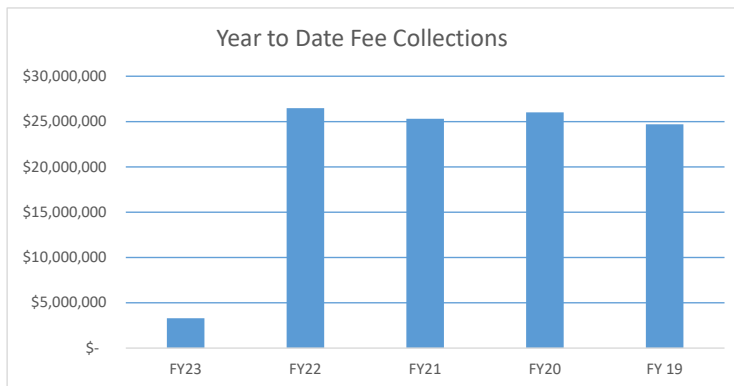
**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
FEE REVENUE REIMBURSEMENT REPORT AS OF JULY, 2022**

AGED CLAIMS

| | | Current Month | | Prior Month | | Prior Year | |
|---------------------------------|--------------|---------------|-------------|-------------|-------------|------------|-------------|
| | | % | \$ | % | \$ | % | \$ |
| Total Claims Outstanding | Total | 100% | \$5,749,793 | 100% | \$6,327,036 | 100% | \$5,838,839 |
| | Consumers | 43% | \$2,499,149 | 38% | \$2,422,430 | 28% | \$1,654,209 |
| | 3rd Party | 57% | \$3,250,644 | 62% | \$3,904,606 | 72% | \$4,184,630 |
| Claims Aged 0-29 Days | Consumers | 3% | \$160,745 | 4% | \$231,660 | 3% | \$198,713 |
| | 3rd Party | 48% | \$2,750,998 | 53% | \$3,021,423 | 55% | \$3,207,862 |
| Claims Aged 30-59 Days | Consumers | 0% | \$3,571 | 0% | \$8,093 | 1% | \$30,743 |
| | 3rd Party | 2% | \$120,154 | 6% | \$342,410 | 2% | \$96,250 |
| Claims Aged 60-89 Days | Consumers | 4% | \$203,298 | 0% | \$9,495 | 1% | \$78,312 |
| | 3rd Party | 1% | \$54,097 | 1% | \$66,660 | 1% | \$74,791 |
| Claims Aged 90-119 Days | Consumers | 0% | \$8,587 | 4% | \$255,448 | 1% | \$33,498 |
| | 3rd Party | 2% | \$89,557 | 5% | \$289,363 | 1% | \$39,829 |
| Claims Aged 120+ Days | Consumers | 37% | \$2,122,948 | 33% | \$1,917,734 | 22% | \$1,312,943 |
| | 3rd Party | 4% | \$235,837 | 3% | \$184,750 | 13% | \$765,898 |

CLAIM COLLECTIONS

| | |
|----------------------------------|-------------|
| Current Year To Date Collections | \$3,298,827 |
| Prior Year To Date Collections | \$2,473,425 |
| \$ Change from Prior Year | \$825,402 |
| % Change from Prior Year | 33% |

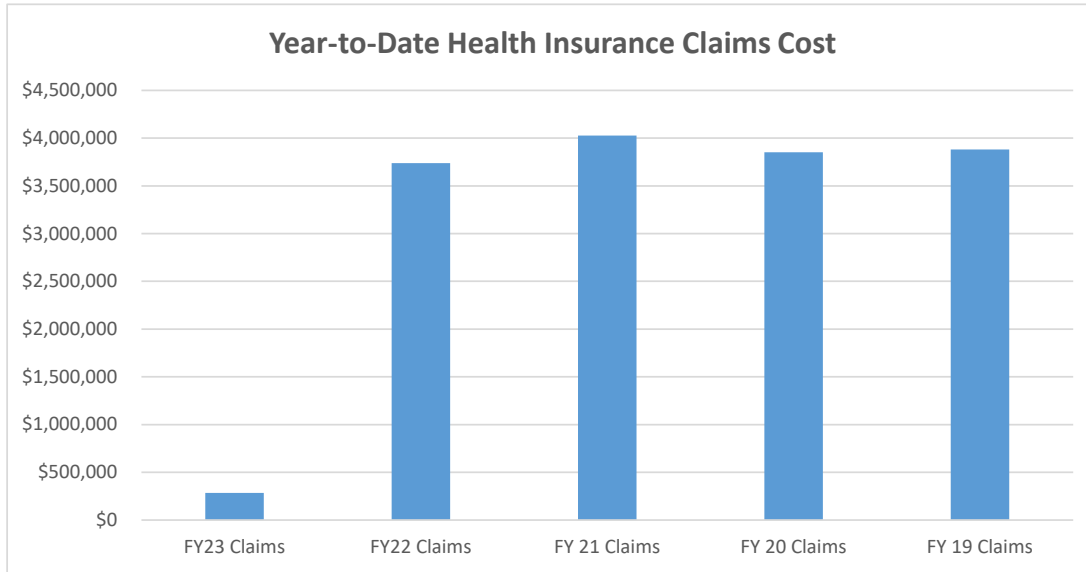


Re: July 2022 Health Insurance Account Report

The health insurance account balance is \$436,038.39 as of July 30, 2022.

Year-to-date premiums deposited in the account, \$338,553.32 are more than year-to-date claims and fees by \$54,125.75.

**RAPPAHANNOCK AREA CSB
FY 2021 HEALTH INSURANCE ACCOUNT REPORT
July 2022**



| FY 2023 | Monthly Premiums | Additional Premium Contributions | Monthly Claims & Fees | Interest | Balance |
|-------------------|-------------------------|---|----------------------------------|-----------------|---------------------|
| Beginning Balance | | | | | \$381,873.61 |
| July | \$338,553.32 | | \$284,427.57 | \$39.03 | \$436,038.39 |
| August | | | | | \$436,038.39 |
| September | | | | | \$436,038.39 |
| October | | | | | \$436,038.39 |
| November | | | | | \$436,038.39 |
| December | | | | | \$436,038.39 |
| January | | | | | \$436,038.39 |
| February | | | | | \$436,038.39 |
| March | | | | | \$436,038.39 |
| Apr | | | | | \$436,038.39 |
| May | | | | | \$436,038.39 |
| June | | | | | \$436,038.39 |
| YTD Total | \$338,553.32 | \$0.00 | \$284,427.57 | \$39.03 | \$436,038.39 |

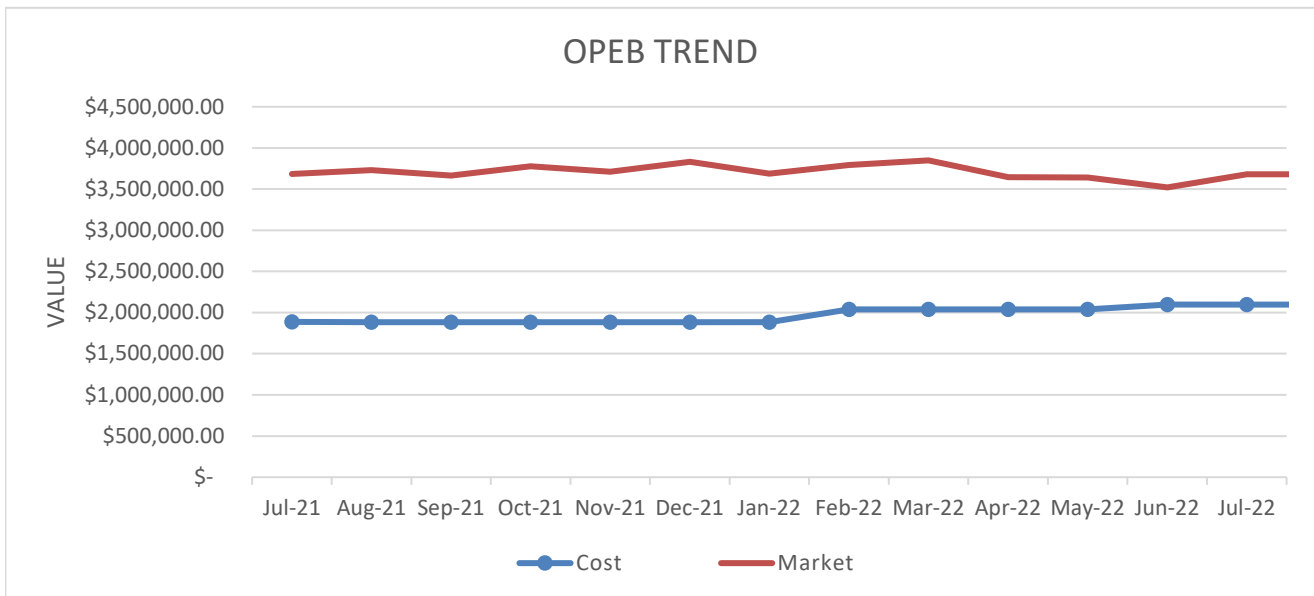
| Historical Data | Average Monthly Claims | Monthly Average Difference from PY | Highest Month |
|------------------------|-------------------------------|---|----------------------|
| FY 2023 | \$284,428 | (\$27,086) | \$284,428 |
| FY 2022 | \$311,513 | (\$24,129) | \$431,613 |
| FY 2021 | \$335,642 | \$14,641 | \$588,906 |
| FY 2020 | \$321,002 | (\$1,163) | \$378,562 |
| FY 2019 | \$322,165 | \$46,681 | \$396,619 |
| FY 2018 | \$275,483 | \$38,450 | \$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: Other Post-Employment Benefits (OPEB) Review

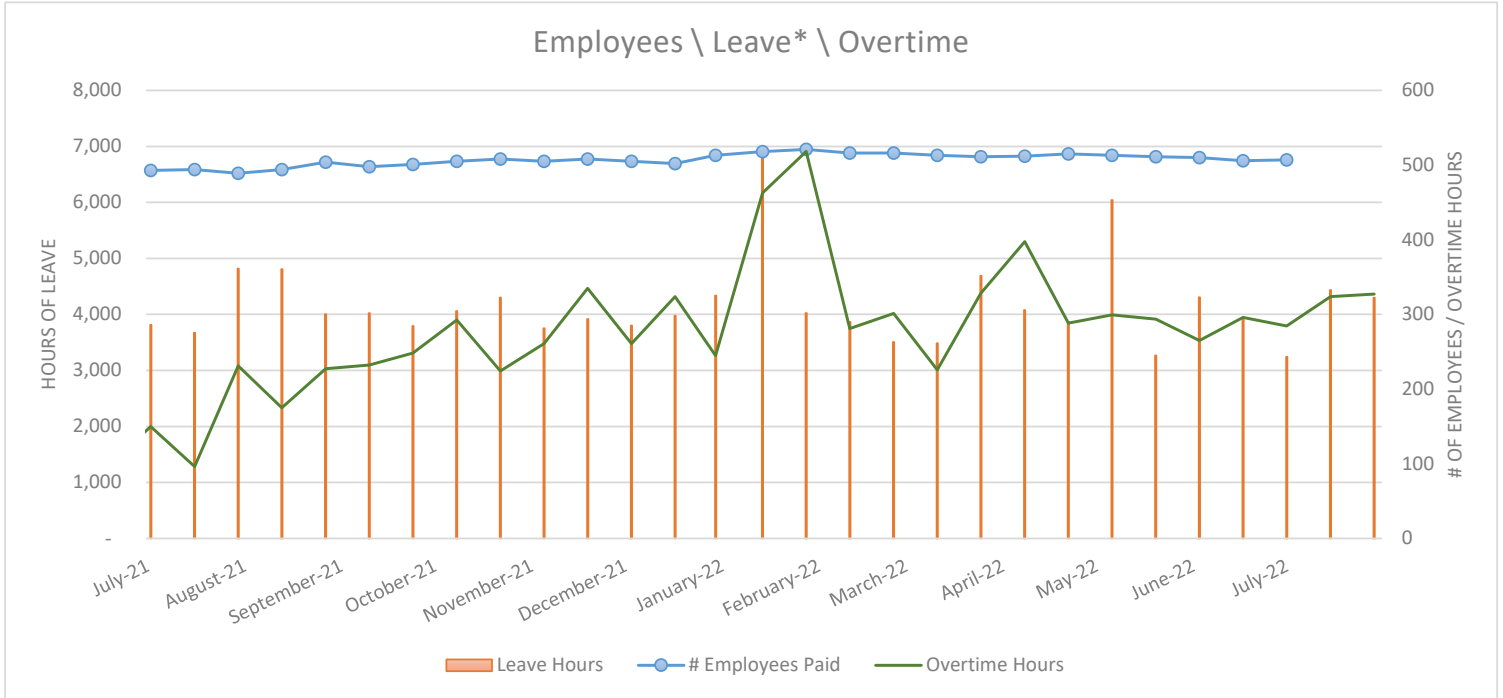
The July 2022 OPEB cash basis value is \$2,096,641 which is 120% more than the initial investment of \$954,620. The market value of \$3,680,816 is 286% higher than the initial investment. The market value increased 4.6% from the prior month.

**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
OTHER POST EMPLOYMENT BENEFIT ACCOUNT
July 2023**

| | Cost Basis | Cost Variance From Inception | Market Basis | Market Variance From Inception |
|---------------------------------|------------------------|---|------------------------|---|
| Initial Contribution | \$ 954,620 | | \$ 954,620 | |
| FY 2022 Year-End Balance | \$ 2,097,261 | \$ 1,142,641 | \$ 3,520,345 | \$ 2,565,725 |
| Realized Gain/(Loss) | \$ 467.91 | | \$ 467.91 | |
| Unrealized Gain/(Loss) | | | \$ 161,091.28 | |
| Fees & Expenses | \$ (125.00) | | \$ (125.00) | |
| Transfers/Contributions | \$ (962.19) | | \$ (962.19) | |
| Balance at 7/31/2022 | \$ 2,096,641.74 | \$ 1,142,021.74 | \$ 3,680,816.76 | \$ 2,726,196.76 |



**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
PAYROLL STATISTICS**



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

| Indicators | FY 2021 Average Per Pay Period | FY 2022 Average Per Pay Period | FY 2023 Average Per Pay Period |
|------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| # Employees Paid | 514 | 506 | 508 |
| Leave Hours | 3,850 | 4,196 | 3,992 |
| Overtime Hours | 102 | 279 | 312 |

Re: Write Off Report

Write off totals below include total write offs for the month of July 2022.

The detail of the write offs show the breakdown of write offs by reason and by program.

| Month: July 2022 | | |
|--|---------------------|---------------------|
| Write Off Code | Current Year | Prior Year |
| 601-WRITE OFF - BAD ADDRESS | \$ - | \$ 184.74 |
| 602-WRITE OFF - BANKRUPTCY | \$ 435.00 | \$ 270.00 |
| 603-WRITE OFF - DECEASED | \$ 1,846.87 | \$ 80.00 |
| 604-WRITE OFF - NO FINANCIAL AGREEMENT | \$ 32,517.02 | \$ 5,987.40 |
| 605-WRITE OFF - SMALL BALANCE | \$ 135.00 | \$ 314.58 |
| 606-WRITE OFF - UNCOLLECTABLE | \$ 1,203.05 | \$ 1,228.03 |
| 607-WRITE OFF - FINANCIAL ASSISTANCE | \$223,489.92 | \$274,097.14 |
| 608-WRITE OFF - NO SHOW | \$ 300.00 | \$ 872.66 |
| 609-WRITE OFF- MAX UNITS/BENEFITS | \$ 2,975.00 | \$ 1,733.00 |
| 610-WRITE OFF-PROVIDER NOT CREDENTIALLED | \$ 3,385.00 | \$ 8,727.13 |
| 613-WRITE OFF-NON-COVERED SERVICE | \$ 1,329.25 | \$ 1,857.89 |
| 614-WRITE OFF-SERVICES NOT AUTHORIZED | \$ 31,755.43 | \$ 23,420.05 |
| 615-WRITE OFF-PAST BILLING DEADLINE | \$ 3,669.53 | \$ 12,179.17 |
| 616 - INSUFFICIENT DOCUMENTATION | \$ 195.00 | \$ - |
| 617-WRITE OFF - MCO DENIED AUTH | \$ - | \$ 250.00 |
| 618-WRITE OFF-INCORRECT PAYER | \$ 3,167.37 | \$ 243.00 |
| TOTAL | \$306,403.44 | \$331,444.79 |

To: Joe Wickens, Executive Director

From: Brandie Williams, Deputy Executive Director

Re: Additional Funding Summary

Date: September 2, 2022

The Rappahannock Area Community Services Board is committed to accessing funding opportunities to support and expand our operations. This report provides a summary of additional funding received outside those which occur in the normal course of business operations. This report reviews additional funding received during the month of August 2022.

Summary of Additional Funding Received During August

American Rescue Plan Act-VSGP Restoration Funding:

Amount: \$37,874 to be spent by June 30, 2023.

Description: This funding will be provided in a lump sum payment and is an extension of funding to support services provided for Department of Criminal Justice Services to include Safe Harbor staff and expense.

PATH One-Time Payment-Program Year 2021 Funding:

Amount: \$4,673 to be spent by August 31, 2023.

Description: This is a one-time increase to be used to support PATH program staff training and travel as well as outreach services.

Workforce Development Substance Use Block Grant Consolidated Appropriations Act:

Amount: \$9,580 to be spent by March 14, 2023

Description: This is one-time funding to support A-CRA and EMDR trainings for staff working with substance-using adolescents.

Workforce Development Initiative:

Amount: \$24,750 to be spent by March 14, 2023

Description: This is one-time funding to support provision of 330 hours of clinical supervision for licensure to a minimum of 15 staff.

Problem Gambling Prevention Services:

Amount: \$10,000 to be spent by September 29, 2023

Description: This funding supports agreement to govern certain activities and responsibilities required for the Problem Gambling Prevention Program.

Mental Health Block Additional Funding Initiative:

Amount: \$19,275 to be spent by September 30, 2022

Description: This funding one-time funding supports expenses for state hospital discharge planning. DBHDS offered this opportunity to spend left over funds from last fiscal year.