



Voice/TDD (540)373-3223 / Fax (540) 371-3733

## NOTICE

**To:** Finance Committee:  
Matt Zurasky (Chair), Susan Gayle, Jacob Parcell, Carol Walker, Melissa White

**From:** Joseph Wickens  
Executive Director

**Subject:** Financial Committee Meeting  
September 12, 2023, 12:00 PM  
600 Jackson Street, Board Room 208, Fredericksburg, VA

**Date:** September 6, 2023

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A Finance Committee meeting has been scheduled for Tuesday, September 12, 2023 at 12:00PM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg VA 22401.

We are looking forward to seeing you on Tuesday at 12:00 PM.

# Finance Committee Meeting


September 12, 2023 – 12:00 PM

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

## Agenda

I.	End of Year State FY23 Part C Fiscal Report, <i>Standring</i> .....	3
II.	Finance Committee Board Deck, <i>Cleveland</i> .....	6
	a. Summary of Cash Investments	
	b. Summary of Investment Portfolio	
	c. Fee Revenue Reimbursement	
	d. Fee Revenue Reimbursement-Without Credits	
	e. Fee Collection YTD and Quarterly	
	f. Write-Off Report	
	g. Health Insurance Account	
	h. OPEB	
	i. Payroll Statistics	
III.	DBDHS Block Grant Increase FY2024, <i>Williams</i> .....	16
IV.	Anthem BHH Incentive, <i>Williams</i> .....	17
V.	Other Business, <i>Zurasky</i>	

## MEMORANDUM

To: Joe Wickens, Executive Director  
From: Alison Standring, Part C Coordinator   
Subject: End of Year State FY23 Part C Fiscal Report July 1, 2022-June 30, 2023  
Date: August 31, 2023

The end of year Part C fiscal report shows that we received \$3,488,902.44 in combined revenue for the three program areas of RACSB that make up the Part C system: ICC, Parent Education Infant Development Program, and Infant Case Management. Expenses through June were \$2,908,224.57 leaving a balance of \$580,677.87.

During fiscal year 2023 we provided ongoing services to 1,117 infants and toddlers (up from 1,031 last year), processed 879 referrals (up from 870 last year) and provided assessment to determine eligibility to 90 infants and toddlers who did not enroll in services (up from 56 last year). Some of those who did not enroll were not eligible for services, some were eligible but declined services, and some moved out of our area.

PC: Amy Jindra, Community Support Services Director  
Tina Cleveland, Finance/Administration Director  
Suzanne Haskell, PE-ID Coordinator

# Part C LEIS Lead Agency Budget

Infant & Toddler Connection of  
 Contract Number 720-4955-30  
 DUNS Number  
 FFY/SFY

the Rappahannock Area  
 720-4955-30  
 789728649  
 FFY22/SFY23

Revision Date → 02/15/23

## Section A: Budget, Service Information & Expenditures

	Budgeted Federal Part C Revenues	Budgeted State Part C Revenues	Budgeted Additional Revenues	Budgeted TOTAL Revenues	Actual Expenditures 07/01 - 12/31	Actual Expenditures 01/01 - 06/30	TOTAL Expenditures	Comments
<b>DIRECT SERVICES</b>								
<i>Billed by 15-minute increments/units</i>								
Assessment for Service Planning	\$0.00	\$396,200.00	\$289,068.21	\$685,268.21	\$249,599.38	\$262,750.20	\$512,349.58	
Counseling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Nursing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Occupational Therapy	\$0.00	\$154,200.00	\$160,000.00	\$314,200.00	\$113,817.31	\$126,120.09	\$239,937.40	
Occupational Therapy - AT Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Physical Therapy	\$0.00	\$164,531.56	\$166,421.00	\$330,952.56	\$113,817.31	\$126,120.09	\$239,937.40	
Physical Therapy - AT Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Psychology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Social Work	\$0.00	\$82,252.00	\$0.00	\$82,252.00	\$0.00	\$0.00	\$0.00	
Developmental Services	\$0.00	\$133,188.34	\$280,000.00	\$413,188.34	\$149,759.62	\$163,956.13	\$313,715.75	
Speech Language Pathology	\$0.00	\$363,200.00	\$250,000.00	\$613,200.00	\$221,644.25	\$214,404.16	\$436,048.41	
Speech-Language Pathology - AT Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Vision	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other (specify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other (specify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other (specify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$1,293,571.90</b>	<b>\$1,145,489.21</b>	<b>\$2,439,061.11</b>	<b>\$848,637.87</b>	<b>\$893,350.67</b>	<b>\$1,741,988.54</b>	
<b>DIRECT SERVICES</b>								
<i>Individual Activities</i>								
Assistive Technology Devices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Audiology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Eligibility Determination (EI Providers)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Nutrition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Service Coordination	\$198,793.56	\$316,305.44	\$346,421.00	\$861,520.00	\$513,040.40	\$512,801.55	\$1,025,841.95	
Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other (specify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other (specify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other (specify)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Subtotal</b>	<b>\$198,793.56</b>	<b>\$316,305.44</b>	<b>\$346,421.00</b>	<b>\$861,520.00</b>	<b>\$513,040.40</b>	<b>\$512,801.55</b>	<b>\$1,025,841.95</b>	
<b>SYSTEM OPERATIONS</b>								
Administration	\$82,515.00		\$0.00	\$82,515.00	\$26,953.00	\$20,888.69	\$47,841.69	
System Management	\$85,898.44		\$0.00	\$85,898.44	\$39,244.61	\$42,699.74	\$81,944.35	
Data Collection	\$3,200.00		\$0.00	\$3,200.00	\$0.00	\$0.00	\$0.00	
Training	\$22,000.00		\$0.00	\$22,000.00	\$1,175.84	\$36.20	\$1,212.04	
Public Awareness/Child Find	\$5,000.00		\$0.00	\$5,000.00	\$3,204.50	\$6,191.50	\$9,396.00	
Other System Cost	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Subtotal</b>	<b>\$198,613.44</b>		<b>\$0.00</b>	<b>\$198,613.44</b>	<b>\$70,577.95</b>	<b>\$69,816.13</b>	<b>\$140,394.08</b>	
<b>TOTAL REVENUES &amp; EXPENDITURES</b>	<b>\$397,407.00</b>	<b>\$1,609,877.34</b>	<b>\$1,491,910.21</b>	<b>\$3,499,194.55</b>	<b>\$1,432,256.22</b>	<b>\$1,475,968.35</b>	<b>\$2,908,224.57</b>	

## Section B: Revenues by Source

SOURCE	Annual Budget	Actual Revenues 07/01 - 12/31	Actual Expenditures 07/01 - 12/31	Mid-Year Balance	Actual Revenues 01/01 - 06/30	Actual Expenditures 01/01 - 06/30	Final Balance	Comments
Federal Part C Funds	\$397,407.00	\$198,708.00	\$198,708.00	\$0.00	\$198,699.00	\$198,699.00	\$0.00	
Federal Part C Retained Earnings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
State Part C Funds	\$1,252,889.00	\$626,448.00	\$207,808.54	\$418,639.46	\$626,441.00	\$590,290.80	\$454,789.66	
State Part C Retained Earnings	\$356,988.34	\$356,988.34	\$356,988.34	\$0.00	\$0.00	\$0.00	\$0.00	
State Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Local Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Medicaid	\$863,635.71	\$356,859.29	\$356,859.29	\$0.00	\$406,052.98	\$406,052.98	\$0.00	
Medicaid EI TCM	\$346,421.00	\$192,536.33	\$107,580.42	\$84,955.91	\$200,363.73	\$169,079.43	\$116,240.21	
Insurance	\$91,553.64	\$53,527.29	\$53,527.29	\$0.00	\$56,375.42	\$56,375.42	\$0.00	
TRICARE	\$42,684.61	\$25,429.42	\$25,429.42	\$0.00	\$25,257.86	\$25,257.86	\$0.00	

Family Cost Share	\$41,184.45	\$28,656.22	\$28,656.22	\$0.00	\$29,888.86	\$29,888.86	\$0.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
In Kind	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (specify) Retained earnings - fees	\$96,782.80	\$96,698.70	\$96,698.70	\$0.00	\$0.00	\$0.00	\$0.00
Other (specify) Retained donation	\$9,648.00	\$9,648.00	\$0.00	\$9,648.00	\$0.00	\$0.00	\$9,648.00
Other (specify)	\$0.00	\$0.00	\$0.00	\$0.00	\$324.00	\$324.00	\$0.00
<b>TOTAL REVENUES &amp; EXPENDITURES</b>	<b>\$3,499,194.55</b>	<b>\$1,945,499.59</b>	<b>\$1,432,256.22</b>	<b>\$513,243.37</b>	<b>\$1,543,402.85</b>	<b>\$1,475,968.35</b>	<b>\$580,677.87</b>
<b>SURPLUS</b>	<b>\$0.00</b>	<b>\$513,243.37</b>			<b>\$67,434.50</b>		<b>\$580,677.87</b>

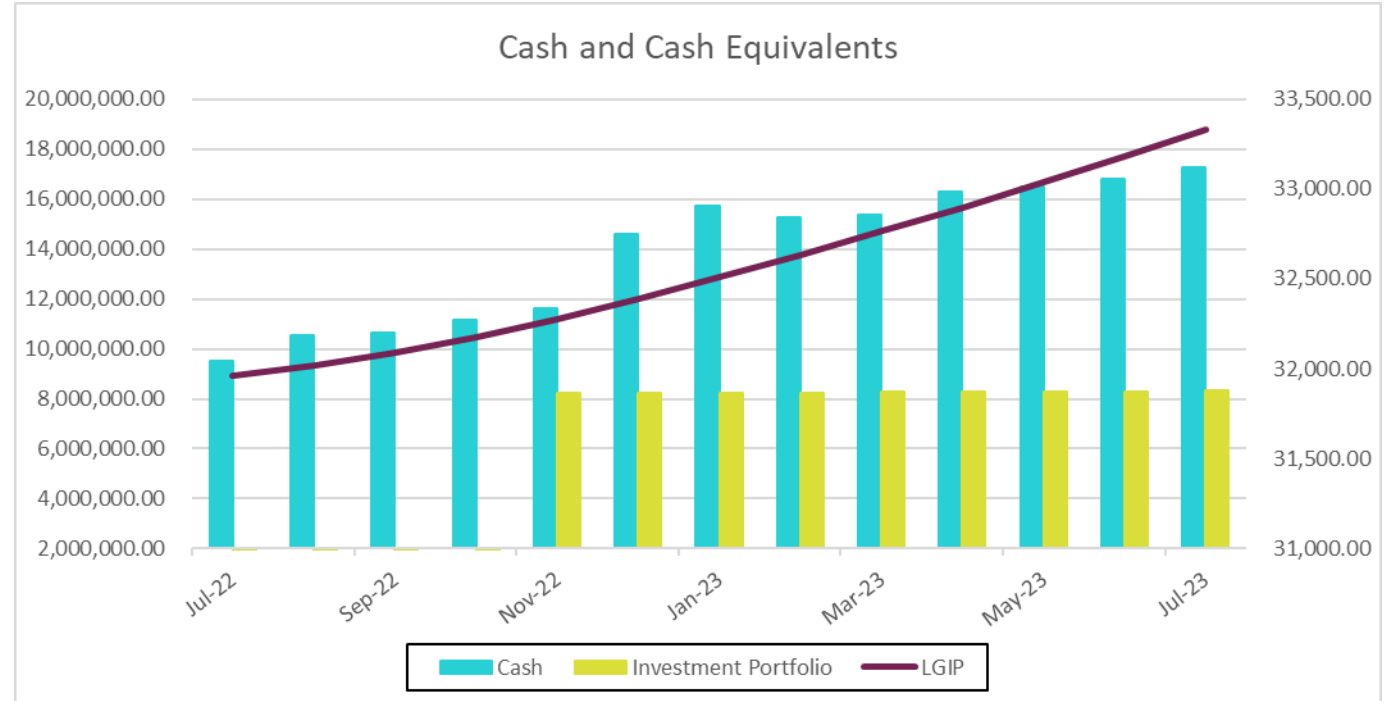
# Finance Committee

SEPTEMBER 12, 2023

# Summary of Cash Investments

Depository		Rate	Comments
<b>Atlantic Union Bank</b>			
Checking	\$ 17,245,899	3.50%	
<b>Investment Portfolio</b>			
Cash Equivalents	5,357,092	1.27%	
Fixed Income	2,958,460	3.69%	
Total Investment	8,315,552		
<b>Total Atlantic Union Bank</b>	\$ 25,561,452		
<b>Other</b>			
Local Gov. Investment Pool	\$ 33,333	5.32%	Avg. Monthly Yield
<b>Total Investments</b>	<b>\$ 25,594,784</b>		

	\$ Change	% Change
Change from Prior Month	\$ 492,700	2%
Change from Prior Year	\$ 4,818,670	23%
<b>Average # Months Reserves on Hand:</b>	<b>6</b>	



# Summary of Investment Portfolio

Asset Description	Shares/Face Value	Market Value	Total Cost	Unrealized Gain/Loss	Est. Income	Current Yield
<b>Balance at 6/30/2023</b>	<b>\$ 8,511,825</b>	<b>\$ 8,310,338</b>	<b>\$ 8,347,703</b>	<b>\$ (37,365)</b>	<b>\$ 184,366</b>	<b>2%</b>
Fidelity IMM Gov Class I Fund #57	\$ 1,489,417	\$ 1,489,417	\$ 1,489,417	\$ -	\$ 77,825	5%
US Treasury Bill (1/25/2024)	\$ 1,000,000	\$ 952,464	\$ 955,129	\$ (2,665)		
US Treasury Bill (8/01/2023)	\$ 1,000,000	\$ 984,380	\$ 984,380	\$ -		
US Treasury Bill (11/30/2023)	\$ 1,025,000	\$ 978,803	\$ 981,733	\$ (2,929)		
US Treasury Bill (12/28/2023)	\$ 1,000,000	\$ 952,027	\$ 955,364	\$ (3,337)		
<b>Total Cash Equivalents</b>	<b>\$ 5,514,417</b>	<b>\$ 5,357,092</b>	<b>\$ 5,366,024</b>	<b>\$ (8,932)</b>	<b>\$ 77,825</b>	<b>1%</b>
US Treasury Note (3/31/2024)	\$ 1,000,000	\$ 979,680	\$ 973,575	\$ 6,105	\$ 22,500	2%
US Treasury Note (10/15/2025)	\$ 1,000,000	\$ 988,700	\$ 1,005,781	\$ (17,081)	\$ 42,500	4%
US Treasury Note (11/30/2024)	\$ 1,000,000	\$ 990,080	\$ 1,004,915	\$ (14,835)	\$ 45,000	4%
<b>Total Fixed income</b>	<b>\$ 3,000,000</b>	<b>\$ 2,958,460</b>	<b>\$ 2,984,271</b>	<b>\$ (25,811)</b>	<b>\$ 110,000</b>	<b>4%</b>
<b>Balance at 7/31/2023</b>	<b>\$ 8,514,417</b>	<b>\$ 8,315,552</b>	<b>\$ 8,350,295</b>	<b>\$ (34,742)</b>	<b>\$ 187,825</b>	<b>2%</b>



# Fee Revenue Reimbursement

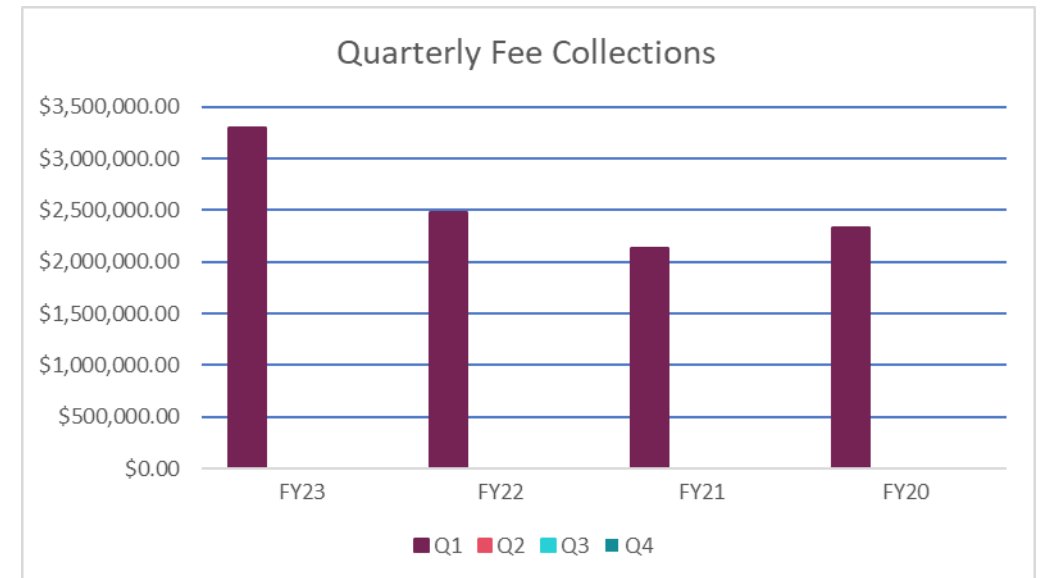
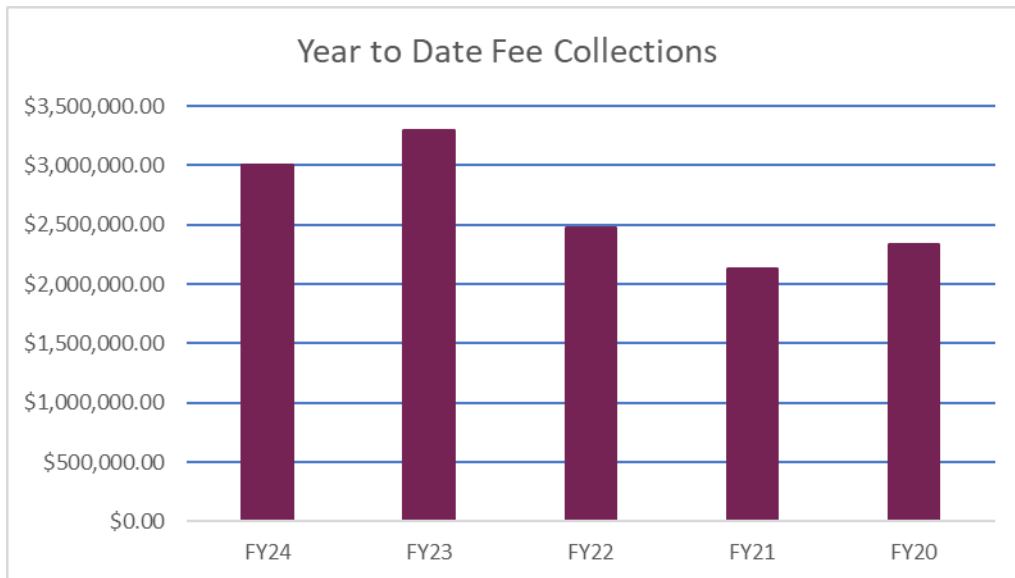
AGED CLAIMS		Current Month		Prior Month		Prior Year	
		%	\$	%	\$	%	\$
<b>Total Claims Outstanding</b>	Total	100%	\$6,163,828	100%	\$6,657,142	100%	\$5,749,793
	Consumers	57%	\$3,516,865	54%	\$3,594,246	43%	\$2,499,149
	3rd Party	43%	\$2,646,964	46%	\$3,062,897	57%	\$3,250,644
<b>Claims Aged 0-29 Days</b>	Consumers	1%	\$86,669	6%	\$386,356	3%	\$160,745
	3rd Party	43%	\$2,625,688	46%	\$3,046,534	48%	\$2,750,998
<b>Claims Aged 30-59 Days</b>	Consumers	4%	\$274,513	3%	\$225,233	0%	\$3,571
	3rd Party	1%	\$41,891	0%	\$31,325	2%	\$120,154
<b>Claims Aged 60-89 Days</b>	Consumers	3%	\$215,299	5%	\$344,471	4%	\$203,298
	3rd Party	0%	\$22,152	0%	\$20,901	1%	\$54,097
<b>Claims Aged 90-119 Days</b>	Consumers	5%	\$333,974	3%	\$223,000	0%	\$8,587
	3rd Party	0%	\$14,789	0%	\$12,624	2%	\$89,557
<b>Claims Aged 120+ Days</b>	Consumers	42%	\$2,606,411	36%	\$2,415,185	37%	\$2,122,948
	3rd Party	-1%	-\$57,556	-1%	-\$48,488	4%	\$235,837

CLAIM COLLECTIONS	
Current Year To Date Collections	\$3,001,114
Prior Year To Date Collections	\$3,298,827
\$ Change from Prior Year	-\$297,713
% Change from Prior Year	-9%

# Fee Revenue Reimbursement – Without Credits

AGED CLAIMS		Current Month		Prior Month		Prior Year	
		%	\$	%	\$	%	\$
<b>Total Claims Outstanding</b>	Total	100%	\$6,163,828	100%	\$6,657,142	100%	\$5,749,793
	Consumers	57%	\$3,516,865	54%	\$3,594,246	43%	\$2,499,149
	3rd Party	43%	\$2,646,964	46%	\$3,062,897	57%	\$3,250,644
<b>Claims Aged 0-29 Days</b>	Consumers	1%	\$86,669	6%	\$386,356	3%	\$160,745
	3rd Party	43%	\$2,625,688	46%	\$3,046,534	48%	\$2,750,998
<b>Claims Aged 30-59 Days</b>	Consumers	4%	\$274,513	3%	\$225,233	0%	\$3,571
	3rd Party	1%	\$41,891	0%	\$31,325	2%	\$120,154
<b>Claims Aged 60-89 Days</b>	Consumers	3%	\$215,299	5%	\$344,471	4%	\$203,298
	3rd Party	0%	\$22,152	0%	\$20,901	1%	\$54,097
<b>Claims Aged 90-119 Days</b>	Consumers	5%	\$333,974	3%	\$223,000	0%	\$8,587
	3rd Party	0%	\$14,789	0%	\$12,624	2%	\$89,557
<b>Claims Aged 120+ Days</b>	Consumers	42%	\$2,606,411	36%	\$2,415,185	37%	\$2,122,948
	3rd Party	1%	\$42,180	1%	\$57,210	4%	\$235,837

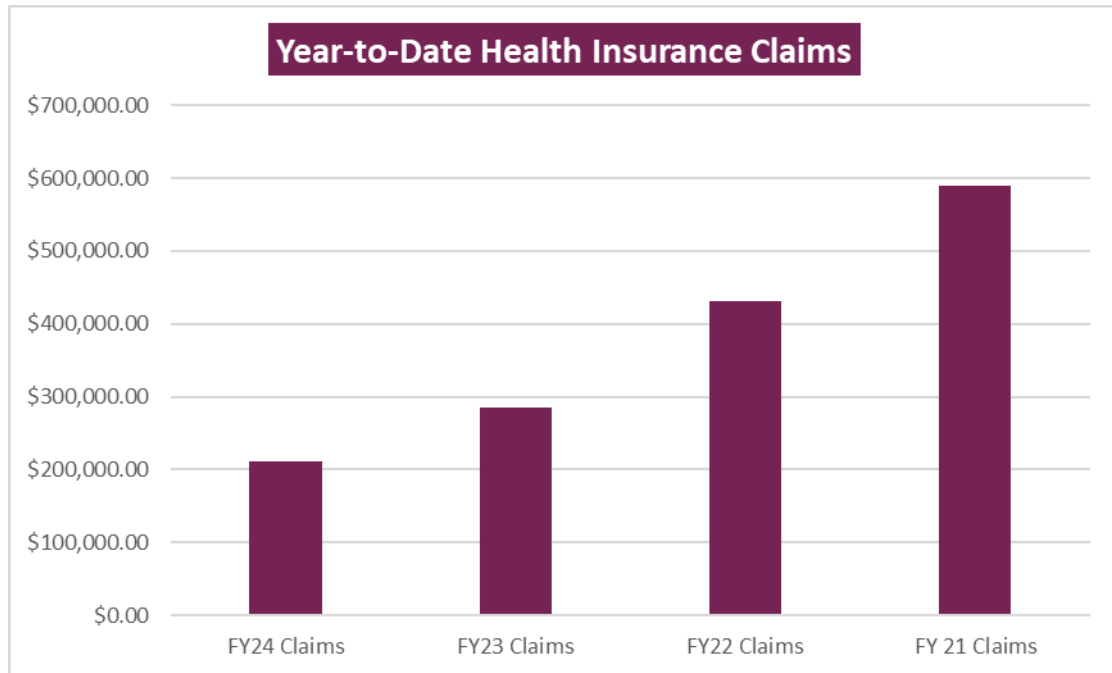
# Fee Collection YTD and Quarterly



# Write Off's – Current Month & YTD

Month: July 2023		
Write Off Code	Current Year	Prior Year
BANKRUPTCY	\$ -	\$ 435.00
DECEASED	-	1,847
NO FINANCIAL AGREEMENT	1,495	32,517
SMALL BALANCE	40	135
UNCOLLECTABLE	105	1,203
FINANCIAL ASSISTANCE	150,455	223,490
NO SHOW	420	300
MAX UNITS/BENEFITS	2,868	3,650
PROVIDER NOT CREDENTIALLED	5,952	3,385
DIAGNOSIS NOT COVERED	160	-
NON- COVERED SERVICE	1,965	1,647
SERVICES NOT AUTHORIZED	24,798	31,755
PAST BILLING DEADLINE	2,992	4,385
INCORRECT PAYER	1,232	3,167
<b>TOTAL</b>	<b>\$ 192,480.23</b>	<b>\$ 307,916.70</b>

# Health Insurance

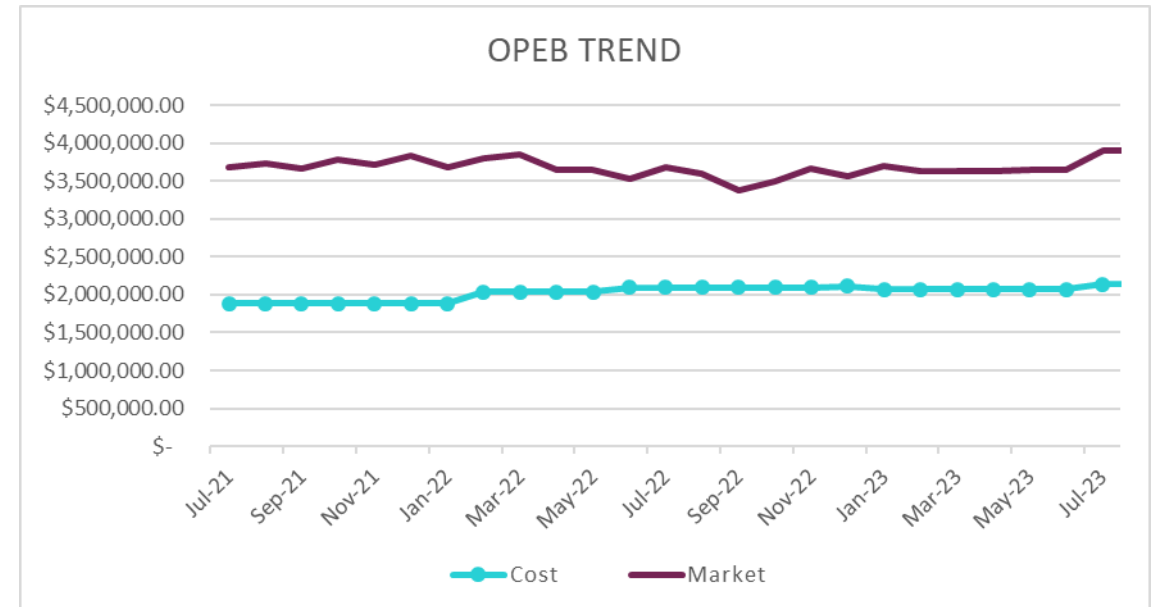


FY 2024	Monthly Premiums	Additional Premium Contributions	Monthly Claims & Fees	Interest	Balance
Beginning Balance					\$1,745,071
July	\$355,798		\$211,426	\$743	\$1,890,186
<b>YTD Total</b>	<b>\$355,798</b>	<b>\$0</b>	<b>\$211,426</b>	<b>\$743</b>	<b>\$1,890,186</b>

Historical Data	Average Monthly Claims	Monthly Average Difference from PY	Highest Month
FY 2024	\$211,426	(\$2,950)	\$211,426
FY 2023	\$214,376	(\$97,137)	\$284,428
FY 2022	\$311,513	(\$24,129)	\$431,613
FY 2021	\$335,642	\$14,641	\$588,906

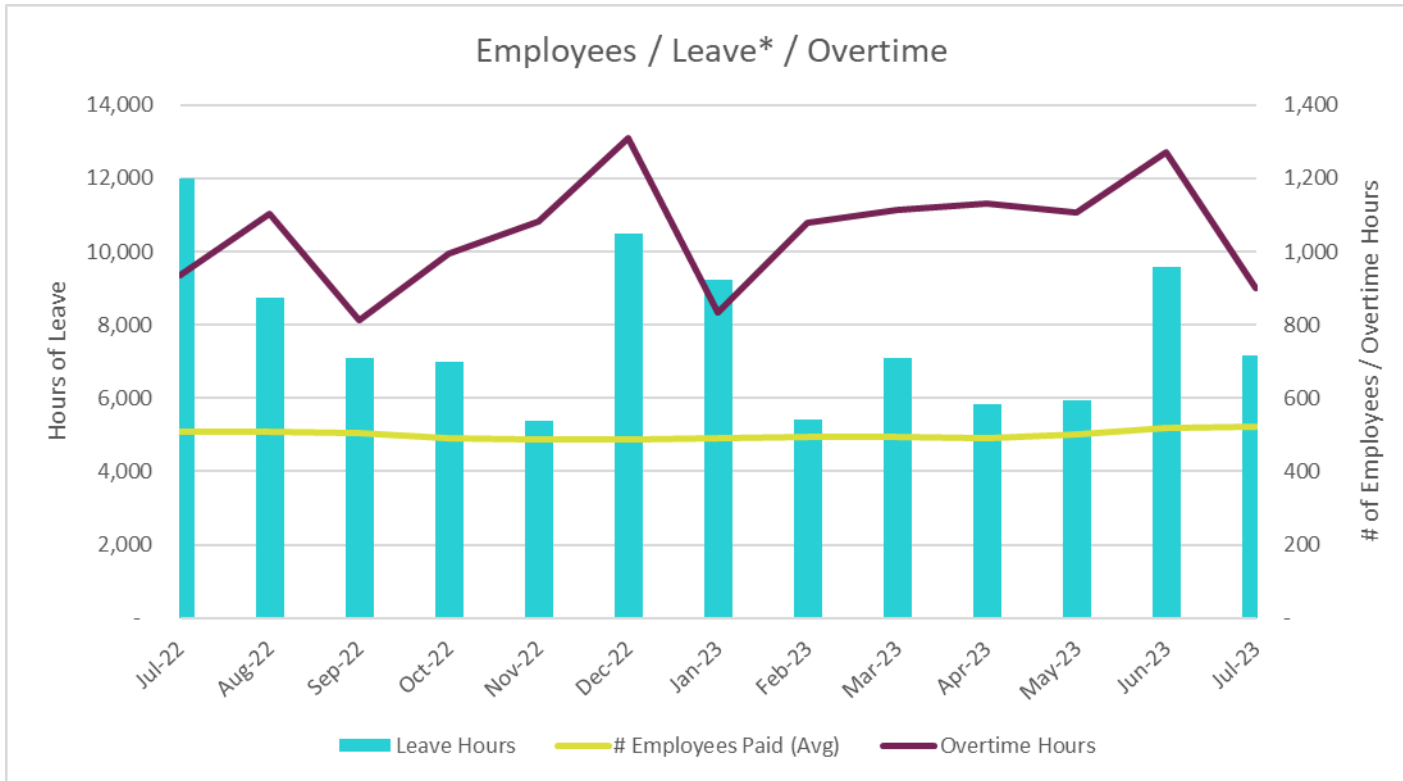
# Other Post Employment Benefit (OPEB)

	Cost Basis	Cost Variance From Inception	Market Basis	Market Variance From Inception
<b>Initial Contribution</b>	\$ 954,620		\$ 954,620	
<b>FY 2023 Year-End Balance</b>	\$ 2,135,292	\$ 1,119,005	\$ 3,807,041	\$ 2,685,538
Realized Gain/(Loss)				
Unrealized Gain/(Loss)			\$ 85,755	
Fees & Expenses	\$ (84)		\$ (84)	
Income Received	\$ 17		\$ 17	
Accrued Income			\$ 215	
Transfers/Contributions				
<b>Balance at 7/31/2023</b>	\$ 2,135,226	\$ 1,180,606	\$ 3,892,944	\$ 2,938,324





# Payroll Statistics



Indicators	FY 2022 Average Per Pay Period	FY 2023 Average Per Pay Period	FY 2024 Average Per Pay Period
# Employees Paid	506	499	522
Leave Hours	4,196	3,473	3,588
Overtime Hours	279	473	449

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

To: Joe Wickens, Executive Director

From: Brandie Williams, Deputy Executive Director

Re: Mental Health and Substance Use Block Grant Increase

Date: September 5, 2023

On Friday, August 25, 2023, the Department of Behavioral Health and Developmental Services announced that the base federal Mental Health and Substance Use Block Grants are expected to increase for FY2024. DBHDS is planning to pass the majority of this increase to community services boards as a Cost of Living Adjustment for each base block grant programs. There will be a 10% increase to all programs and personnel supported by base block grants with no change to programmatic requirements to assist in countering the rise in costs of providing these services. This increase will be ongoing, contingent on availability of federal funding. This increase is only for base block grant funding and does not impact programs funded with various supplemental block grant fund sources. The Rappahannock Area Community Services Board received a notice of award for \$1,272,775 in base block grant funding for FY2024. The additional increase will amount to approximately \$127,278. This funding will follow the federal reimbursement process for payment.



To: Joe Wickens, Executive Director

From: Brandie Williams, Deputy Executive Director

Re: Incentive Payment from Anthem

Date: September 5, 2023

The Rappahannock Area Community Services Board has received an incentive award in the amount of \$4,590 from Anthem Blue Cross and Blue Shield for meeting quality incentive measures through the Behavioral Health Home partnership. In order to qualify for an incentive payment, RACSB has to meet metrics in the following areas: Acute behavioral health inpatient 30-day readmissions, emergency room utilization, PCP visits, 7-day follow-up visit after mental health inpatient discharge, follow-up after ED visit for MH, follow-up after ED visit for alcohol and other drug abuse, and engagement of alcohol and other drug dependence treatment. This incentive is in addition to the \$60 per member per month we receive on top of any service billing to provide care coordination for eligible individuals as part of the Behavioral Health Home.