



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

## NOTICE

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

**From:** Joseph Wickens  
Executive Director

**Subject:** Financial Committee Meeting  
June 13, 2023, 12:00 PM  
600 Jackson Street, Board Room 208, Fredericksburg, VA

**Date:** June 9, 2023

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A Finance Committee meeting has been scheduled for Tuesday, June 13, 2023 at 12:00PM  
The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg VA 22401.

Looking forward to seeing you on June 13<sup>th</sup> at 12:00 PM

Cc: Matt Zurasky, Chairperson

# Finance Committee Meeting

June 13, 2023 – 12:00 PM

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

## **Agenda**

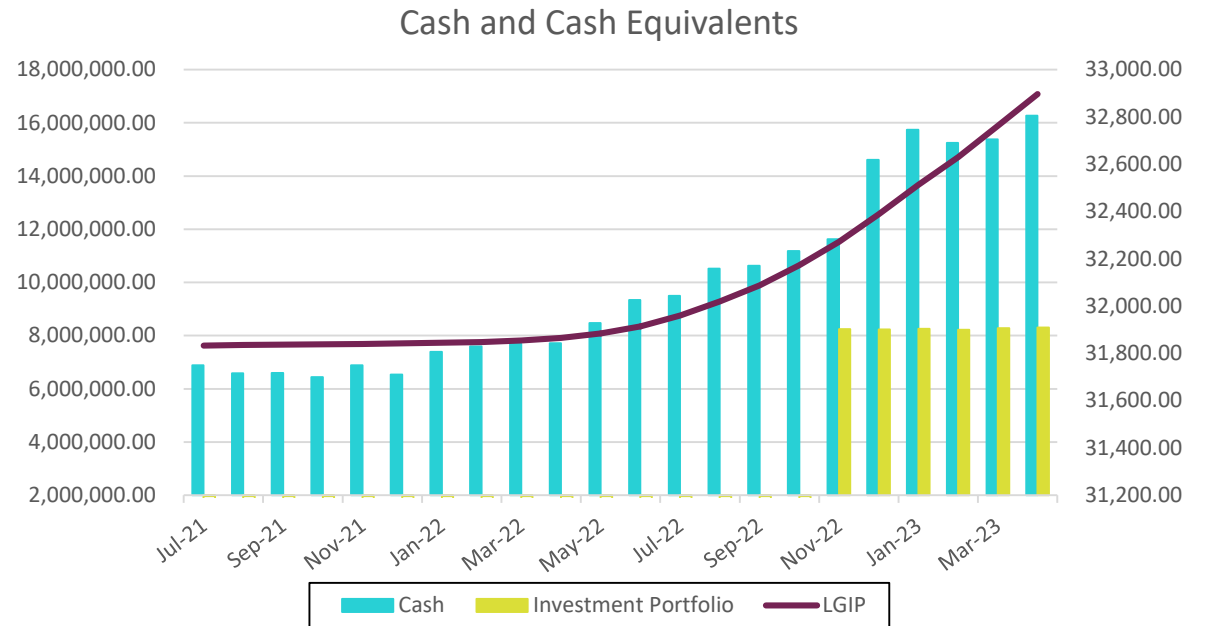
I.	Finance Committee Board Deck, <i>Cleveland</i> .....	3
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	b. Summary of Investment Portfolio	
	c. Fee Revenue Reimbursement	
	d. Fee Revenue Reimbursement-Without Credits	
	e. Fee Collection YTD and Quarterly	
	f. Write-Off Report	
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	i. Payroll Statistics	
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VI.	Other Business, Zurasky	

# Finance Committee

JUNE 13, 2023

# Summary of Cash Investments

Depository		Rate	Comments
<b>Atlantic Union Bank</b>			
Checking	\$ 16,265,107	2.00%	
<b>Investment Portfolio</b>			
Cash Equivalents	5,319,657.58	1.27%	
Fixed Income	2,987,920.00	3.69%	
Total Investment	8,307,577.58		
<b>Total Atlantic Union Bank</b>	<b>\$ 24,572,684</b>		
<b>Other</b>			
Local Gov. Investment Pool	\$ 32,897	4.95%	Avg. Monthly Yeild
<b>Total Investments</b>	<b>\$ 24,605,581</b>		



	\$ Change	% Change
Change from Prior Month	\$ 902,572	3.8%
Change from Prior Year	\$ 5,602,362	29%
<b>Average # Months Reserves on Hand: 5.95</b>		

# Summary of Investment Portfolio

Asset Description	Shares/Face Value	Market Value	Total Cost	Unrealized Gain/Loss	Est. Income	Current Yield
Balance at 12/31/2022	\$ 8,294,365.83	\$ 8,228,444.55	\$ 8,239,711.54	\$ (11,266.99)	\$ 261,728.00	3.18%
Balance at 1/31/2023	\$ 8,378,256.66	\$ 8,251,634.22	\$ 8,252,541.72	\$ (907.50)	\$ 209,252.00	2.54%
Balance at 2/28/2023	\$ 8,431,374.26	\$ 8,225,629.40	\$ 8,260,788.49	\$ (35,159.09)	\$ 172,780.00	2.09%
Balance at 3/31/2023	\$ 8,447,556.58	\$ 8,286,125.41	\$ 8,276,970.81	\$ 9,154.60	\$ 177,246.00	2.14%
Fidelity IMM Gov Class I Fund #57	\$ 463,288.38	463,288.38	\$ 463,288.38	\$ -	\$ 21,955.00	4.74%
US Treasury Bill (1/25/2024)	\$ 1,000,000.00	957,099.43	\$ 955,129.17	\$ 1,970.26		
US Treasury Bill (6/15/2023)	\$ 1,000,000.00	\$ 977,641.23	\$ 977,916.87	\$ (275.64)		
US Treasury Bill (8/01/2023)	\$ 1,000,000.00	\$ 983,918.38	\$ 984,380.31	\$ (461.93)		
US Treasury Bill (11/30/2023)	\$ 1,025,000.00	\$ 981,677.46	\$ 981,732.90	\$ (55.44)		
US Treasury Bill (12/28/2023)	\$ 1,000,000.00	\$ 956,032.70	\$ 955,364.35	\$ 668.35		
<b>Total Cash Equivalents</b>	<b>\$ 5,488,288.38</b>	<b>\$ 5,319,657.58</b>	<b>\$ 5,317,811.98</b>	<b>\$ 1,845.60</b>	<b>\$ 21,955.00</b>	<b>0.41%</b>
US Treasury Note (3/31/2024)	\$ 1,000,000.00	\$ 976,920.00	\$ 973,575.00	\$ 3,345.00	\$ 22,500.00	2.31%
US Treasury Note (10/15/2025)	\$ 1,000,000.00	\$ 1,008,460.00	\$ 1,005,781.25	\$ 2,678.75	\$ 42,500.00	4.23%
US Treasury Note (11/30/2024)	\$ 1,000,000.00	\$ 1,002,540.00	\$ 1,004,914.69	\$ (2,374.69)	\$ 45,000.00	4.48%
<b>Total Fixed income</b>	<b>\$ 3,000,000.00</b>	<b>\$ 2,987,920.00</b>	<b>\$ 2,984,270.94</b>	<b>\$ 3,649.06</b>	<b>\$ 110,000.00</b>	<b>3.69%</b>
<b>Balance at 4/30/2023</b>	<b>\$ 8,488,288.38</b>	<b>\$ 8,307,577.58</b>	<b>\$ 8,302,082.92</b>	<b>\$ 5,494.66</b>	<b>\$ 131,955.00</b>	<b>1.59%</b>



# Fee Revenue Reimbursement

AGED CLAIMS		Current Month		Prior Month		Prior Year	
		%	\$	%	\$	%	\$
<b>Total Claims Outstanding</b>	Total	100%	\$6,545,639	100%	\$6,374,394	100%	\$6,173,284
	Consumers	51%	\$3,320,685	48%	\$3,067,650	38%	\$2,339,821
	3rd Party	49%	\$3,224,953	52%	\$3,306,744	62%	\$3,833,464
<b>Claims Aged 0-29 Days</b>	Consumers	100%	\$633,046	92%	\$583,993	0%	\$777
	3rd Party	49%	\$3,148,326	521%	\$3,296,094	50%	\$3,068,400
<b>Claims Aged 30-59 Days</b>	Consumers	37%	\$236,088	14%	\$89,659	6%	\$351,639
	3rd Party	14%	\$91,672	6%	\$40,205	5%	\$335,441
<b>Claims Aged 60-89 Days</b>	Consumers	14%	\$87,868	5%	\$29,603	2%	\$93,392
	3rd Party	4%	\$24,106	6%	\$39,660	1%	\$87,711
<b>Claims Aged 90-119 Days</b>	Consumers	5%	\$28,817	2%	\$14,012	1%	\$62,141
	3rd Party	5%	\$34,489	1%	\$8,849	1%	\$37,514
<b>Claims Aged 120+ Days</b>	Consumers	369%	\$2,334,865	371%	\$2,350,383	30%	\$1,831,871
	3rd Party	-12%	-\$73,639	-12%	-\$78,066	5%	\$304,398

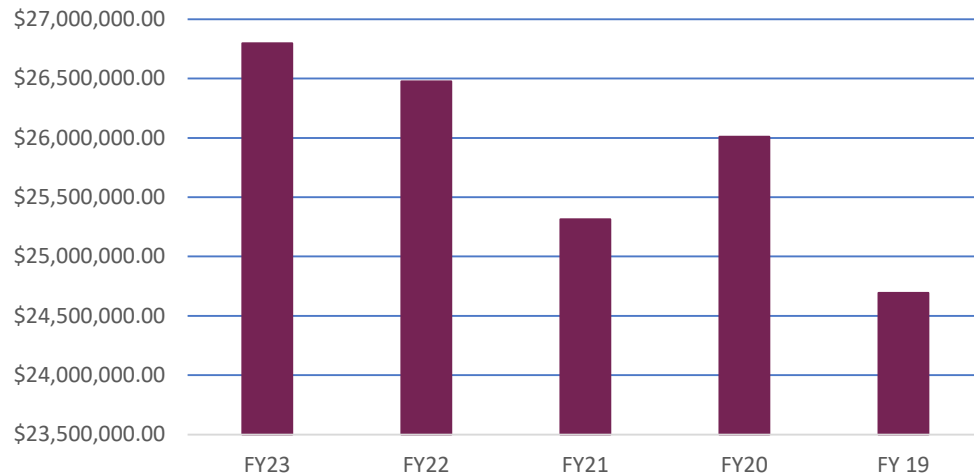
CLAIM COLLECTIONS	
Current Year To Date Collections	\$26,797,147
Prior Year To Date Collections	\$22,293,970
\$ Change from Prior Year	\$4,503,177
% Change from Prior Year	20%

# Fee Revenue Reimbursement – Without Credits

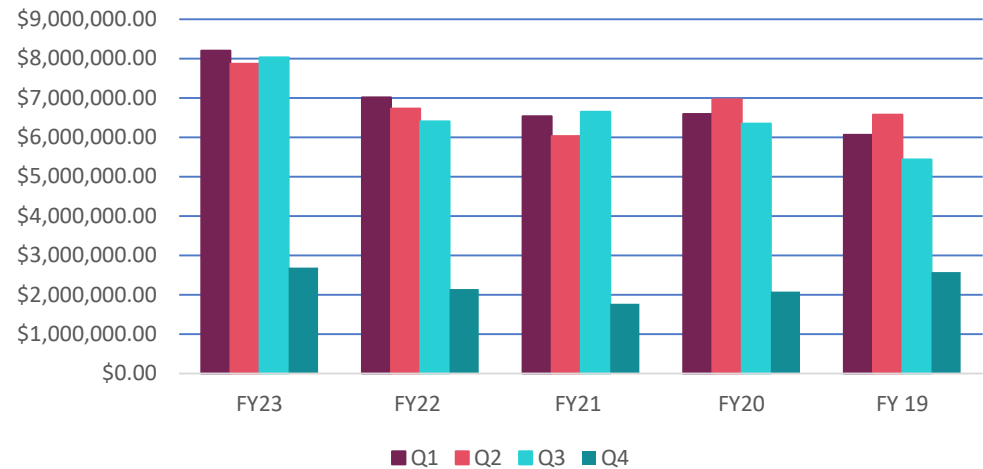
AGED CLAIMS		Current Month		Prior Month		Prior Year	
		%	\$	%	\$	%	\$
<b>Total Claims Outstanding</b>	Total	100%	\$6,545,639	100%	\$6,374,394	100%	\$6,173,284
	Consumers	51%	\$3,320,685	48%	\$3,067,650	38%	\$2,339,821
	3rd Party	49%	\$3,224,953	52%	\$3,306,744	62%	\$3,833,464
<b>Claims Aged 0-29 Days</b>	Consumers	10%	\$633,046	9%	\$583,993	0%	\$777
	3rd Party	48%	\$3,148,326	52%	\$3,296,094	50%	\$3,068,400
<b>Claims Aged 30-59 Days</b>	Consumers	4%	\$236,088	1%	\$89,659	6%	\$351,639
	3rd Party	1%	\$91,672	1%	\$40,205	5%	\$335,441
<b>Claims Aged 60-89 Days</b>	Consumers	1%	\$87,868	0%	\$29,603	2%	\$93,392
	3rd Party	0%	\$24,106	1%	\$39,660	1%	\$87,711
<b>Claims Aged 90-119 Days</b>	Consumers	0%	\$28,817	0%	\$14,012	1%	\$62,141
	3rd Party	1%	\$34,489	0%	\$8,849	1%	\$37,514
<b>Claims Aged 120+ Days</b>	Consumers	36%	\$2,334,865	37%	\$2,350,383	30%	\$1,831,871
	3rd Party	1%	\$61,387	1%	\$67,416	5%	\$304,398

# Fee Collection YTD and Quarterly

## Year to Date Fee Collections



## Quarterly Fee Collections





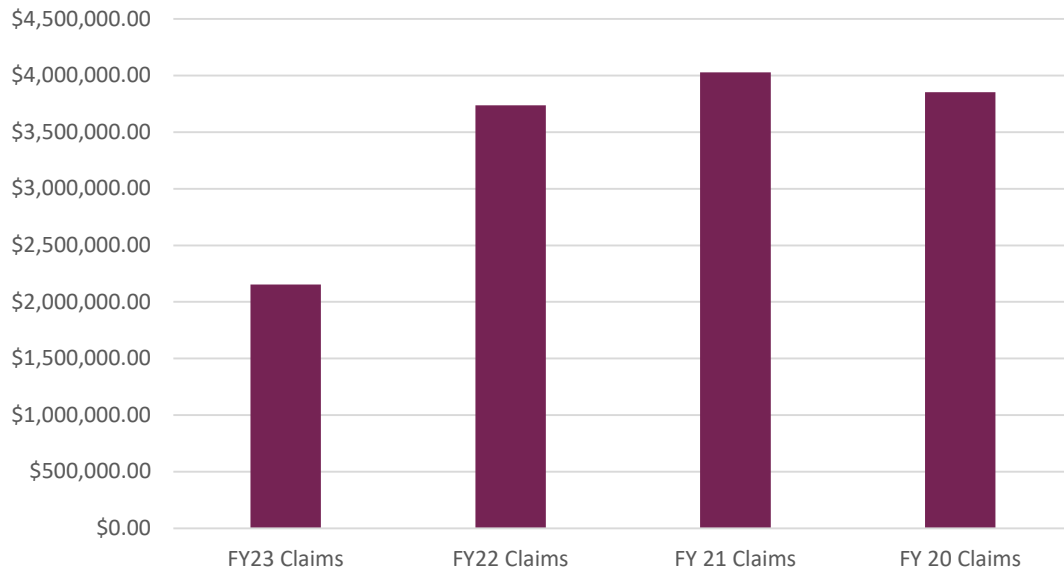
# Write Off's – Current Month & YTD

Month: April 2023		
Write Off Code	Current Year	Prior Year
BAD ADDRESS	\$422.88	\$ -
DECEASED	\$280.00	\$ -
NO FINANCIAL AGREEMENT	\$558.64	\$1,343.78
SMALL BALANCE	\$71.34	\$165.16
UNCOLLECTABLE	\$86.91	\$2,470.01
FINANCIAL ASSISTANCE	\$144,344.25	\$ -
NO SHOW	\$100.00	\$310.00
MAX UNITS/BENEFITS	\$9,987.86	\$4,950.00
PROVIDER NOT CREDENTIALLED	\$5,582.19	\$4,740.00
NON-COVERED SERVICE	\$1,295.20	\$9,205.00
SERVICES NOT AUTHORIZED	\$19,328.45	\$42,021.26
PAST BILLING DEADLINE	\$1,363.69	\$12,727.24
INCORRECT PAYER	\$7,063.28	\$860.00
INVALID MEMBER ID	\$ -	\$160.00
NO PRIMARY EOB	\$6,325.32	\$ -
<b>TOTAL</b>	<b>\$196,810.01</b>	<b>\$78,952.45</b>

Year to Date: July 2022 - April 2023			
Write Off Code	Current YTD	Jan 2023 Clean Up	Prior YTD
BAD ADDRESS	\$1,969.81		\$1,257.47
BANKRUPTCY	\$3,750.55		\$690.63
DECEASED	\$4,824.66		\$7,967.06
NO FINANCIAL AGREEMENT	\$69,181.09	\$13,171.93	\$36,780.62
SMALL BALANCE	\$1,495.37	\$0.74	\$969.15
UNCOLLECTABLE	\$158,681.38	\$152,852.75	\$21,180.29
FINANCIAL ASSISTANCE	\$2,030,782.77		\$1,657,608.29
NO SHOW	\$3,330.00		\$4,332.66
MAX UNITS/BENEFITS	\$115,048.67	\$13,440.00	\$42,953.23
PROVIDER NOT CREDENTIALLED	\$80,276.03	\$12,170.00	\$68,388.16
DIAGNOSIS NOT COVERED	\$2,660.00	\$100.00	\$3,918.00
NON COVERED SERVICE	\$134,352.76	\$76,117.09	\$119,157.52
SERVICES NOT AUTHORIZED	\$205,442.34	\$9,023.96	\$326,157.28
PAST BILLING DEADLINE	\$71,159.75	\$21,409.64	\$119,458.02
MCO DENIED AUTH	\$18,279.56		\$6,560.18
INCORRECT PAYER	\$101,053.16	\$13,530.79	\$23,407.51
INVALID MEMBER ID	\$5,095.00		\$520.00
INVALID POS/CPT/MODIFIER	\$2,139.00	\$2,009.00	0
NO PRIMARY EOB	\$15,754.28	\$3,792.32	0
<b>TOTAL</b>	<b>\$2,818,724.15</b>	<b>\$317,618.22</b>	<b>\$2,362,353.62</b>

# Health Insurance

**Year-to-Date Health Insurance Claims**

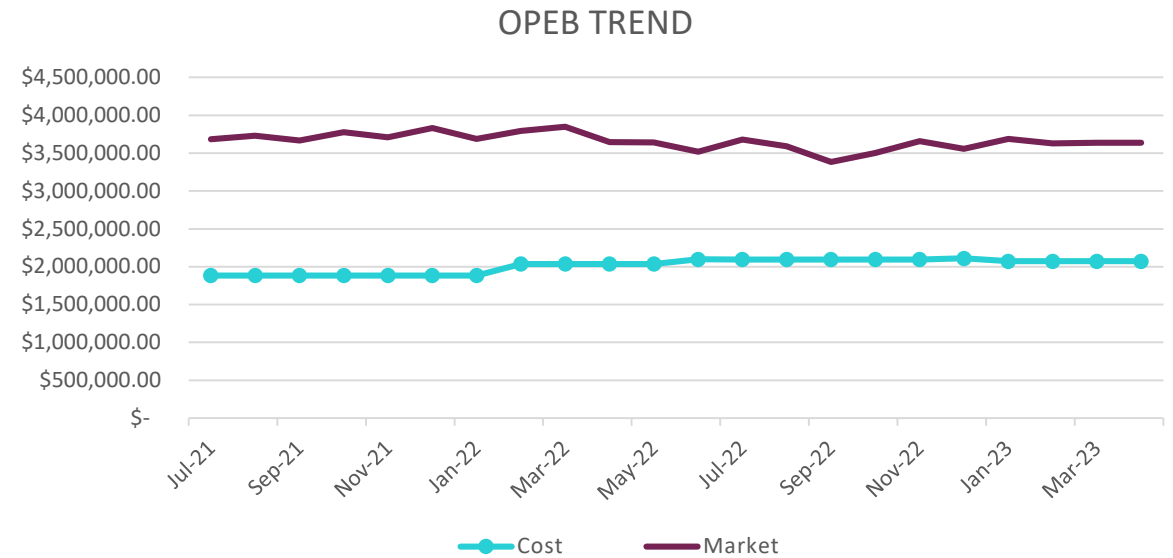


FY 2023	Monthly Premiums	Additional Premium Contributions	Monthly Claims & Fees	Interest	Balance
Beginning Balance					\$381,873.61
July	\$338,553.32		\$284,427.57	\$39.03	\$436,038.39
August	\$329,546.48		\$212,109.53	\$13.80	\$553,489.14
September	\$323,477.09		\$223,419.72	\$65.66	\$653,612.17
October	\$309,999.97		\$208,892.49	\$86.00	\$754,805.65
November	\$328,240.35		\$159,945.92	\$108.99	\$923,209.07
December	\$333,861.33		\$264,646.91	\$213.06	\$992,636.55
January	\$324,183.90		\$178,875.09	\$413.34	\$1,138,358.70
February	\$325,299.88		\$195,472.55	\$444.12	\$1,268,630.15
March	\$322,252.96		\$209,392.02	\$546.82	\$1,382,037.91
April	\$320,135.85		\$216,887.26	\$586.95	\$1,485,873.45
<b>YTD Total</b>	<b>\$3,255,551.13</b>	<b>\$0.00</b>	<b>\$2,154,069.06</b>	<b>\$2,517.77</b>	<b>\$1,485,873.45</b>

Historical Data	Average Monthly Claims	Monthly Average Difference from PY	Highest Month
FY 2023	\$215,407	(\$96,106)	\$284,428
FY 2022	\$311,513	(\$24,129)	\$431,613
FY 2021	\$335,642	\$14,641	\$588,906
FY 2020	\$321,002		\$378,560

# 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 2022 Year-End Balance</b>	\$ 2,097,261	\$ 1,142,641	\$ 3,520,345	\$ 2,565,725
Balance at 7/31/2022	\$ 2,096,641.74	\$ 1,142,021.74	\$ 3,680,816.76	\$ 2,726,196.76
Balance at 8/31/2022	\$ 2,096,641.74	\$ 1,142,021.74	\$ 3,590,000.78	\$ 2,635,380.78
Balance at 9/30/2022	\$ 2,096,641.74	\$ 1,142,021.74	\$ 3,382,530.44	\$ 2,427,910.44
Balance at 10/31/2022	\$ 2,096,030.84	\$ 1,141,410.84	\$ 3,500,553.56	\$ 2,545,933.56
Balance at 11/30/2022	\$ 2,096,030.84	\$ 1,141,410.84	\$ 3,659,065.82	\$ 2,704,445.82
Balance at 12/31/2022	\$ 2,111,456.33	\$ 1,156,836.33	\$ 3,556,967.87	\$ 2,602,347.87
Balance at 1/31/2023	\$ 2,073,354.11	\$ 1,118,734.11	\$ 3,689,164.71	\$ 2,734,544.71
Balance at 2/28/2023	\$ 2,073,354.11	\$ 1,118,734.11	\$ 3,627,418.92	\$ 2,672,798.92
Balance at 3/31/2023	\$ 2,073,354.11	\$ 1,118,734.11	\$ 3,637,066.89	\$ 2,682,446.89
Realized Gain/(Loss)				
Unrealized Gain/(Loss)				
Fees & Expenses	\$ (125.00)		\$ (125.00)	
Transfers/Contributions				
<b>Balance at 4/30/2023</b>	\$ 2,073,229.11	\$ 1,118,609.11	\$ 3,636,941.89	\$ 2,682,321.89



# Payroll Statistics

Employees / Leave\* / Overtime



Indicators	FY 2021 Average Per Pay Period	FY 2022 Average Per Pay Period	FY 2023 Average Per Pay Period
# Employees Paid	514	506	496
Leave Hours	3,850	4,196	3,557
Overtime Hours	102	279	472

**RACSB**  
**FY 2022 FINANCIAL REPORT**  
Fiscal Year: July 1, 2022 through June 30, 2023  
Report Period: July 1, 2022 through April 30, 2023

**MENTAL HEALTH**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%		
INPATIENT	20,000	13,800	69.00%	20,000	13,800	69.00%	-	0%
OUTPATIENT	2,078,691	2,484,025	119.50%	2,078,691	1,847,887	88.90%	636,138	26%
MEDICAL OUTPATIENT	3,849,822	3,308,694	85.94%	3,849,822	3,576,930	92.91%	(268,236)	-8%
ACT NORTH	880,238	811,479	92.19%	880,238	717,471	81.51%	94,008	12%
ACT SOUTH	843,563	681,415	80.78%	843,563	513,109	60.83%	168,306	25%
CASE MANAGEMENT ADULT	937,373	864,740	92.25%	937,373	773,035	82.47%	91,705	11%
CASE MANAGEMENT CHILD & ADOLESCENT	800,057	670,554	83.81%	800,057	604,501	75.56%	66,053	10%
PSY REHAB & KENMORE EMP SER	681,878	651,952	95.61%	681,878	528,124	77.45%	123,828	19%
PERMANENT SUPPORTIVE HOUSING	1,275,349	1,606,926	126.00%	1,275,349	981,160	76.93%	625,766	39%
CRISIS STABILIZATION	1,928,225	1,454,364	75.42%	1,928,225	1,112,380	57.69%	341,984	24%
SUPERVISED RESIDENTIAL	440,930	382,336	86.71%	440,930	414,838	94.08%	(32,502)	-9%
SUPPORTED RESIDENTIAL	893,956	684,110	76.53%	893,956	714,352	79.91%	(30,242)	-4%
JAIL DIVERSION GRANT	156,523	149,866	95.75%	156,523	128,022	81.79%	21,844	15%
<b>SUB-TOTAL</b>	<b>14,786,607</b>	<b>13,764,261</b>	<b>93%</b>	<b>14,786,607</b>	<b>11,925,609</b>	<b>81%</b>	<b>1,838,652</b>	<b>13%</b>

\* Budget excludes program subsidies

**DEVELOPMENTAL SERVICES**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%		
CASE MANAGEMENT	3,105,473	2,783,449	89.63%	3,105,473	2,615,274	84.21%	168,176	6%
DAY HEALTH & REHAB *	4,136,396	3,381,283	81.74%	4,136,396	3,614,333	87.38%	(233,050)	-7%
GROUP HOMES	5,580,946	5,801,127	103.95%	5,580,946	4,161,995	74.58%	1,639,132	28%
RESPIRE GROUP HOME	229,325	127,660	55.67%	229,325	442,871	193.12%	(315,211)	-247%
INTERMEDIATE CARE FACILITIES	4,091,920	2,976,544	72.74%	4,091,920	3,064,249	74.89%	(87,705)	-3%
SUPERVISED APARTMENTS	1,525,310	2,253,445	147.74%	1,525,310	1,240,207	81.31%	1,013,238	45%
SPONSORED PLACEMENTS	2,047,818	2,311,131	112.86%	2,047,818	1,640,115	80.09%	671,016	29%
<b>SUB-TOTAL</b>	<b>20,717,187</b>	<b>19,634,639</b>	<b>94.77%</b>	<b>20,717,187</b>	<b>16,779,044</b>	<b>80.99%</b>	<b>2,855,595</b>	<b>15%</b>

\* Budget excludes program subsidies



**RACSB**  
**FY 2022 FINANCIAL REPORT**  
Fiscal Year: July 1, 2022 through June 30, 2023  
Report Period: July 1, 2022 through April 30, 2023

**SUBSTANCE ABUSE**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%		
OUTPATIENT	1,818,448	1,228,424	67.55%	1,818,448	1,298,785	71.42%	(70,361)	-6%
MAT PROGRAM	987,709	527,326	53.39%	987,709	712,651	72.15%	(185,325)	-35%
CASE MANAGEMENT	154,511	141,752	91.74%	154,511	97,469	63.08%	44,283	31%
RESIDENTIAL	161,757	126,589	78.26%	161,757	47,247	29.21%	79,342	63%
PREVENTION	808,950	647,154	80.00%	808,950	450,434	55.68%	196,720	30%
LINK	400,397	423,165	105.69%	400,397	170,154	42.50%	253,011	60%
<b>SUB-TOTAL</b>	<b>4,331,772</b>	<b>3,094,410</b>	<b>71%</b>	<b>4,331,772</b>	<b>2,776,741</b>	<b>64%</b>	<b>317,670</b>	<b>10%</b>

\* Budget excludes program subsidies

**SERVICES OUTSIDE PROGRAM AREA**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL Variance	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%		
EMERGENCY SERVICES	1,371,467	1,950,956	142.25%	1,327,096	875,874	66.00%	1,075,082	55%
CHILD MOBILE CRISIS	311,007	225,295	72.44%	320,728	191,403	59.68%	33,893	15%
CIT ASSESSMENT SITE	294,556	269,878	91.62%	289,481	311,928	107.75%	(42,050)	-16%
CONSUMER MONITORING	130,859	125,884	96.20%	139,646	166,183	119.00%	(40,299)	-32%
HOSPITAL CONSUMER MONITORING	193,975	0	0.00%	193,975	154,498	79.65%	(154,498)	0%
ASSESSMENT AND EVALUATION	592,509	419,425	70.79%	739,048	319,003	43.16%	100,422	24%
<b>SUB-TOTAL</b>	<b>2,894,374</b>	<b>2,991,438</b>	<b>103.35%</b>	<b>3,009,974</b>	<b>2,018,888</b>	<b>67.07%</b>	<b>972,550</b>	<b>33%</b>

\* Budget excludes program subsidies

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**FY 2022 FINANCIAL REPORT**  
Fiscal Year: July 1, 2022 through June 30, 2023  
Report Period: July 1, 2022 through April 30, 2023

**ADMINISTRATION**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%	
ADMINISTRATION	130,574	241,215	184.73%	130,574	241,215	184.73%	0
PROGRAM SUPPORT	66,768	80,217	120.14%	66,768	80,217	120.14%	0
<b>SUB-TOTAL</b>	<b>197,342</b>	<b>321,431</b>	<b>162.88%</b>	<b>197,342</b>	<b>321,431</b>	<b>162.88%</b>	<b>0</b>
ALLOCATED TO PROGRAMS				4,268,473	3,781,881	88.60%	

\* Budget excludes program subsidies

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%		
TRANSPORTATION	0	0	0.00%	0	0	0.00%	0	0%
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0%</b>

\* Budget excludes program subsidies

**FISCAL AGENT PROGRAMS**  
**PART C AND HEALTHY FAMILY PROGRAMS**

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2023	ACTUAL YTD	%	BUDGET FY 2023	ACTUAL YTD	%		
INTERAGENCY COORDINATING COUNCIL	1,710,296	1,732,248	101.28%	1,710,296	1,050,515	61.42%	681,734	39%
INFANT CASE MANAGEMENT	725,520	707,995	97.58%	725,520	574,940	79.25%	133,055	19%
EARLY INTERVENTION	2,041,058	1,419,090	69.53%	2,041,058	1,642,514	80.47%	(223,425)	-16%
<b>TOTAL PART C</b>	<b>4,476,874</b>	<b>3,859,333</b>	<b>86.21%</b>	<b>4,476,874</b>	<b>3,267,969</b>	<b>73.00%</b>	<b>591,364</b>	<b>15%</b>
HEALTHY FAMILIES	178,886	344,842	192.77%	178,886	132,030	73.81%	212,812	62%
HEALTHY FAMILIES - MIECHV Grant	403,497	257,035	63.70%	403,497	282,174	69.93%	(25,139)	-10%
HEALTHY FAMILIES-TANF & CBCAP GRANT	531,457	281,967	53.06%	531,457	396,676	74.64%	(114,709)	-41%
<b>TOTAL HEALTHY FAMILY</b>	<b>1,113,840</b>	<b>883,844</b>	<b>79.35%</b>	<b>1,113,840</b>	<b>810,879</b>	<b>72.80%</b>	<b>72,965</b>	<b>8%</b>

**RACSB**  
**FY 2022 FINANCIAL REPORT**  
Fiscal Year: July 1, 2022 through June 30, 2023  
Report Period: July 1, 2022 through April 30, 2023

## RECAP FY 2023 BALANCES

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>NET</u>	<u>NET / REVENUE</u>
MENTAL HEALTH	13,764,261	11,925,609	1,838,652	13%
DEVELOPMENTAL SERVICES	19,634,639	16,779,044	2,855,595	15%
SUBSTANCE ABUSE	3,094,410	2,776,741	317,670	10%
SERVICES OUTSIDE PROGRAM AREA	2,991,438	2,018,888	972,550	33%
ADMINISTRATION	321,431	321,431	0	0%
OTHER	0	0	0	0%
FISCAL AGENT PROGRAMS	4,743,178	4,078,849	664,329	14%
<b>TOTAL</b>	<b>44,549,358</b>	<b>37,900,562</b>	<b>6,648,796</b>	<b>15%</b>

Restricted Funds	\$	2,125,649
Unrestricted Funds		4,523,009
Total	\$	<u>6,648,796</u>

## RECAP FY 2022 BALANCES

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>NET</u>	<u>NET / REVENUE</u>
MENTAL HEALTH	4,626,349	3,495,658	1,130,691	24%
DEVELOPMENTAL SERVICES	5,073,687	4,776,594	297,093	6%
SUBSTANCE ABUSE	2,007,967	1,031,817	976,150	49%
SERVICES OUTSIDE PROGRAM AREA	803,430	696,248	107,182	13%
ADMINISTRATION	34,201	34,200	2	0%
OTHER	2,000	20,016	(18,016)	-901%
FISCAL AGENT PROGRAMS	1,566,679	1,298,910	267,769	17%
<b>TOTAL</b>	<b>14,114,314</b>	<b>11,353,443</b>	<b>2,760,871</b>	<b>20%</b>

	<u>\$ Change</u>	<u>% Change</u>
Change in Revenue from Prior Year	\$ 30,435,044	215.63%
Change in Expense from Prior Year	\$ 26,547,120	233.82%
Change in Net Income from Prior Year	\$ 3,887,925	140.82%

\*Unaudited Report

**Rappahannock Area Kids on the Block  
City Arts Commission Grant – Award**

We are pleased to share that the Rappahannock Area Kids on the Block (RAKOB) application to the City of Fredericksburg for the Government Challenge Grant has been awarded in the amount of \$1,250 (Notification dated May 19, 2023).

This is a matching grant program that combines local monies with state monies to support 501c3 Arts Organizations with operating funds. (The Rappahannock Area Community Services Board is not responsible for providing any additional funding.)

FY 2014	\$1,400
FY 2015	\$1,250
FY 2017	\$480
FY 2018	\$1,430
FY 2019	\$1,500
FY 2021	\$1,050
FY 2022	\$2,000
FY 2023	\$1,100
FY 2024	\$1,250
Total of Awards:	\$11,460



# Creative Communities Partnership Grant Letter of Agreement

May 19, 2023

**Rappahannock Area Kids on the Block, Inc.**  
**Attn: Ms. Sherry Norton-Williams**  
**600 Jackson Street**  
**Fredericksburg, VA 22401**

**Dear Ms. Norton-Williams,**

Congratulations! I am delighted to inform you that your application for the Creative Communities Partnership Grant for the **Rappahannock Area Kids on the Block, Inc.** has been approved by the Fredericksburg Arts Commission (FAC) and Virginia Commission for the Arts for funding in the amount of **\$1250.00**.

This Letter of Agreement sets forth the terms of the support and the manner in which it will be administered. Please understand that future grant decisions will include a full review of your organization's eligibility for the *Creative Communities Partnership Grant* along with the Fredericksburg Arts Commission's goals.

Please read the terms of this letter carefully to ensure your complete understanding and return a signed copy to M.C. Morris at: [mcmorris@fredericksburgva.gov](mailto:mcmorris@fredericksburgva.gov) or to the Fredericksburg Visitor Center, 706 Caroline Street, Fredericksburg, VA 22401.

## Payment Process

In order to receive your support funds check, please return:

1. Your signed Letter of Agreement
2. Your W9 form if this will be your first check from the City of Fredericksburg \* **PLEASE NOTE – the letter address shown on this letter – must match the address on the W-9 – please advise if that is not the case and we will send another letter with the matching address.**

To M.C. Morris at: [mcmorris@fredericksburgva.gov](mailto:mcmorris@fredericksburgva.gov) or to the Fredericksburg Visitor Center, 706 Caroline Street, Fredericksburg, VA 22401.

## Use of Grant Funds

This is an operational grant; funds are not for specific projects or events.



If you have questions or concerns at any time, please do not hesitate to contact me at 804-467-2879 or by email at [monica.spradlin@dbhds.virginia.gov](mailto:monica.spradlin@dbhds.virginia.gov).

Sincerely yours,

**Virginia Department of Behavioral Health and Developmental Services**

By: \_\_\_\_\_  
Name: Kristin Yavorsky  
Title: Director, Office of Community Housing  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Cort Kirkley  
Title: Deputy Commissioner  
Date: \_\_\_\_\_

Acceptance: CSB agrees to the terms and conditions of this NOA upon receipt of the funding.

Rappahannock Area Community Services Board

By: \_\_\_\_\_  
Name: Joe Wickens  
Title: Executive Director  
Date: \_\_\_\_\_

## **Behavioral Health Equity Grant Notice of Award**

We are pleased to share that the Rappahannock Area Community Services Board (RACSB) application was selected for a Behavioral Health Equity Grant with DBHDS' Office of Behavioral Health Wellness (OBHW). The project will be funded in the amount of \$10,300.

This funding will build on the BarberShop talk held in September 2022 (funded by a previous Behavioral Health Equity Grant). This new funding will support partnering with Gray Taylor, LCSW to implement a training for Barbers on mental wellness and implementing the Goodfellaz Project through four after school sessions in August and September for adolescent boys attending James Monroe High School. The participating barbers will receive a stipend for their attendance. The participating adolescent boys will curate and receive a "youth tool kit" to help support their mental wellness.

The grant award includes fund for advertising and provision of snacks at each session.

### Additional information on the Goodfellaz Project:

The Goodfellaz Project is a reoccurring support group created to provide a safe space for Black and Brown Men to heal. Uphold 3:18 brought 25 men together to discuss topics related to life, stress, and mental health. Various topics and age demographics sparked discussions around how each man could support one another and learn ways to manage life stressors in a healthy manner.

This program has been used in a variety of settings along with young adult men, older men, college students and adolescents.

The goal is to foster healthy dialogue amongst each participant, healthy coping and life skills and an understanding that they are not alone in their mental well-being journey.

The grant funds must be expended by September 30, 2023.



# COMMONWEALTH of VIRGINIA

NELSON SMITH  
COMMISSIONER

DEPARTMENT OF  
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Post Office Box 1797  
Richmond, Virginia 23218-1797

Telephone (804) 786-3921  
Fax (804) 371-6638  
[www.dbhds.virginia.gov](http://www.dbhds.virginia.gov)

**TO:** Michelle Wagaman, Prevention Services Director, Rappahannock Area CSB

**FROM:** Glencora Gudger, Behavioral Health Equity Consultant, Office of Behavioral Health Wellness

**DATE:** May 26, 2023

**RE:** 2023 Behavioral Health Equity Grant

Congratulations! DBHDS' Office of Behavioral Health Wellness (OBHW) is Rappahannock Area Community Service Board a Behavioral Health Equity Grant in the amount of \$10,300. The grant funds will expire on September 30, 2023. Funding cannot be carried over and must be expended by September 30, 2023. Before accepting these funds, please ensure that you commit to:

- Completing approved objectives associated with your Behavioral Health Equity Grant.
- Maintaining an up-to-date budget of grant expenditures.
- Contacting the grant coordinator if you are unable to complete an approved objective, would like to make significant changes in your grant work, or alter the grant budget.
- Participating in a mid-grant site visit or phone call with the grant coordinator.
- Returning any unused grant funds to DBHDS.
- Completing a final grant report by October 20, 2023.

Please confirm acceptance of these funds by Wednesday, May 31, 2023.

OBHW looks forward to supporting your efforts in promoting equity in behavioral health wellness.

Glencora Gudger

# Memorandum

**To:** Joe Wickens, Executive Director  
**From:** Amy Jindra, CSS Director  
**Date:** June 7, 2023  
**Re:** Permanent Supportive Housing, Expansion Funds

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RACSB recently requested funds to support the expansion of Permanent Supportive Housing (PSH) services under Mental Health Residential. PSH provides housing resources/services for adults with serious mental illness who have experienced chronic homelessness. Service expansion includes funding for the addition of 15 units/apartments, another PSH Case Manager, Office Manager, and additional operating expenses. The expansion request also includes funding for housing related expenses to include utilities, motels/hotel rooms, property damage repairs, initial apartment furniture/housing needs, food, lawn service, medical needs not covered by insurance, and skill building supports for non-Medicaid clients.

In response to the expansion budget request, DBHDS awarded RACSB \$624,988 for one-time funding. Award letter and expansion budget are attached.

Virginia DBHDS Permanent Supportive Housing Budget

CSD Name: Populashack Area CVII  
 Total # New Units (static capacity): 15

REVENUE	Justification	One-time	FY23	FY24	Full Year Annualized
Source 1: DBHDS PSH Funds		\$ 173,200	\$ 32,099	\$ 673,246	\$ 111,877
Source 2 (i.e., Medicaid)	Targeted CM for 10 ind. After 3 year				\$ 40,077
<b>TOTAL REVENUE</b>		<b>\$ 173,200</b>	<b>\$ 32,099</b>	<b>\$ 673,246</b>	<b>\$ 151,954</b>
<b>EXPENSES</b>					
PSM Case Manager	1 FTE				
Salary				\$ 54,444	\$ 54,444
Payroll taxes & fringe				\$ 9,649	\$ 9,649
Office Associate	1 FTE				
Salary				\$ 37,440	\$ 37,440
Payroll taxes & fringe				\$ 8,186	\$ 8,186
Assistant Coordinator	50 FTE				
Salary		\$ 3,043	\$ 11,043	\$ 33,142	\$ 33,142
Payroll taxes & fringe		\$ 1,952	\$ 6,852	\$ 20,557	\$ 20,557
<b>Other Program Operating Expenses (Itemize)</b>					
Training	inboarding/PSH trainings/annual	\$ 70,000			
Mileage Reimbursement	54/mile, 200 miles/month, 2 new FTE			\$ 2,784	
Data Processing Equipment	computers, tablets software, printers, repairs	\$ 25,000			
Office Supplies			\$ 300	\$ 1,800	
Rent	rent off. at new building starting March 2023		\$ 4,800	\$ 20,000	
Medication	mobile medication devices	\$ 15,200			
<b>Administration &amp; Overhead (Itemize)</b>					
Admin Overhead	Includes HR, billing payroll, accounting, IT, purchasing, etc.		\$ 14,000	\$ 59,300	\$ 73,300
<b>Subtotal Program Operating Expenses</b>		<b>\$ 40,700</b>	<b>\$ 32,099</b>	<b>\$ 233,202</b>	<b>\$ 245,882</b>
<b>Ongoing Housing Expenses</b>					
Rental Assistance Payments (based on local FMR/payment standard)	\$1600/month for 10 ind; \$2100 for 5 ind			\$ 318,000	\$ 318,000
Utility vendor payments (based on actual)	\$180/month for 10 ind.			\$ 21,600	\$ 21,600
<b>Subtotal Ongoing Housing Expenses</b>				<b>\$ 339,600</b>	<b>\$ 339,600</b>
<b>Itemized Client Assistance</b>					
	7.5k units/23 units start-up	\$ 112,500			
Security deposits (up to 2 times the monthly rent)	\$2200/ind for 10; \$1600/ind for 5 at 12% turnover			\$ 40,000	\$ 6,000
Rental application fees	\$200/individual with 12% turnover			\$ 3,000	\$ 450
Hotel/motel assistance while awaiting housing (Not to exceed two weeks; longer stays require approval from DBHDS)	\$1000/individual for 5 individuals			\$ 5,000	\$ 5,000
Vacancy payments to landlords (no more than one month of full Fair Market Rent, whichever is higher)	3 units at \$1615/unit			\$ 4,845	\$ 4,845
Extinction costs not covered by landlord's lease obligations				\$ 5,000	\$ 5,000
Property damages	damages/cleaning services to prevent eviction			\$ 5,000	\$ 5,000
Fees for credit and criminal background checks	included in app fee				
Items to set up households (e.g., bedding, pots & pans, cleaning supplies, etc. up to \$1,000 household)	\$300/unit			\$ 11,500	\$ 7,025
Payment of old judgments for rent or utility arrears if necessary to secure housing	\$125/ind with 12% turnover			\$ 1,150	\$ 14
Moving fees, equipment, and supplies	\$400/individual with 12% turnover			\$ 6,000	\$ 900
Fees to obtain identification and birth certificates	\$75/individual for 8 individuals			\$ 600	\$ 60
Emergency fund (up to 12%)	\$300 start up fund/ind. at move in			\$ 3,000	\$ 450
Prescription medication if no other assistance is available	denture, c-pap, glasses, etc not covered by insurance - last resort when no other medications and/or services			\$ 1,500	\$ 1,500
Laundry items for single family homes	laundryers, washers - one service			\$ 1,200	\$ 1,200
Mental Health \$48 Billing for individuals with no insurance/Medicaid	\$270/ind per month for 2 individuals (10%)			\$ 6,480	\$ 6,480
<b>Subtotal Client Assistance</b>		<b>\$ 112,500</b>		<b>\$ 97,375</b>	<b>\$ 19,228</b>
<b>TOTAL EXPENSES</b>		<b>\$ 329,200</b>	<b>\$ 32,099</b>	<b>\$ 676,177</b>	<b>\$ 464,879</b>
<b>BALANCE</b>				<b>\$ 2,069</b>	<b>\$ (48,933)</b>

staff development \$18000  
 laptop \$12,000, tablets \$1,200, survey monkey \$1800

Items in pink - please review to account for turnover of units only as if all 15 units are leased and there is 15% turnover (we hope 10-12% if any budget left's budget for 15% or 4 units)

cleaning service to prevent eviction \$2000

increasing cost of food

medical needs not covered by insurance (dentures, c-pap, glasses) \$10,000

Notes: Budgets must adhere to the VA DBHDS PSH Program Operating Guidelines. All line items must include justification (i.e., local travel at \$45/mile, 200 miles/month, security deposits at \$900 each at 12% turnover, etc.). Additional lines may be added to any category to reflect all allowable project costs. The "One-time Costs" column should include expenses and revenue during program start up which are not expected to recur. The "Ongoing Costs" column should include expenses during the program start up phase which are not expected to recur. The "FY23" column should capture revenue and costs for March 1, 2023 - June 30, 2023, reflecting phased in staffing, location, and revenue generation. The "FY24" column should capture revenue and costs for July 1, 2023 - June 30, 2024, reflecting continued phased-in staffing, lease-up, and program generation. The "Full Year Annualized" column should capture a projection of a twelve month period during which the program is fully staffed and leased. Turnover is estimated at 10-15% per year. All staff positions must be listed separately and include Medicaid revenue, if applicable (i.e., targeted case management). Annualized rental assistance budget should assume a full year of occupancy for all proposed consumers at actual average rents less the consumer rental contribution. The utility payment line should reflect only utility payments made directly to the vendor, especially for those with no income.





# COMMONWEALTH of VIRGINIA

DEPARTMENT OF  
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Post Office Box 1797  
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NELSON SMITH  
COMMISSIONER

Telephone (804) 786-3921  
Fax (804) 371-6638  
www.dbhds.virginia.gov

**TO:** Joe Wickens, Executive Director, Rappahannock Area Community Services Board

**FROM:** Monica Spradlin, Behavioral Health Housing Manager

**SUBJECT:** PSH SMI Expansion Funding Award – Fiscal Year 2023 Funding

**NOTICE OF AWARD NOTICE NO: NOA1772.780**

## 1. Terms

The Office of Community Housing (OCH) is able to provide your CSB \$624,988.00 with one-time restricted state general funds to support the expansion of your Permanent Supportive Housing (PSH) for adults with serious mental illness (SMI) program. These one-time funds are intended to support the program operating costs approved as a part of your PSH expansion approved budget as well as unmet program needs, staffing recruitment and retention initiatives. Any other identified permissible purposes for this funding must be approved by the OCH.

This award is governed by the terms and conditions of most current version the Community Services Performance Contract to include but not limited to certain requirements of Exhibit G FY22-23 AMD 1- Community Services Boards Master Programs Services Requirements.

## 2. Payments Terms

Payment(s) will be disbursed on the warrant payment schedule prior to the end of this fiscal year.

FY23 Funding Source	Purpose	Funding Amount
PSH	One-time funding for the implementation of a Permanent Supportive Housing (PSH) for adults with serious mental illness (SMI) program	\$624,988.00

The Department may monitor and review use of the funds, performance of the program or service, and compliance with this award notice, which may include onsite visits to assess the CSB's governance, management and operations, and review relevant financial and other records and materials. In addition, the Department may conduct audits, including onsite audits, at any time during the term of this award notice.

To: Joe Wickens, Executive Director

From: Brandie Williams, Deputy Executive Director

Re: OBRA FY22 Reallocation Grants

Date: June 8, 2023

DBHDS has a balance of unspent OBRA funds that would normally go to serve individuals with ID/DD residing in nursing facilities. OBRA funding is traditionally used to purchase goods or services for individuals that would not otherwise be covered by Medicaid. The reallocated funds are not limited to the definition above as long as they assist the ID/DD population with priority placed on funding projects that better integrate individuals into the community. These funds cannot be used to directly pay CSB staff salaries or benefits. RACSB received \$430,505 from a similar opportunity last year to support RAAI Day Support. RAAI requested funds to offset just a portion of the deficit from this fiscal year. Being such an integrated part of the community involves a variety of costs. RACSB requested for \$299,990 to support community access for individuals in RAAI Day Support Programs. DBHDS awarded a total of \$170,000 in one-time funding for this request.

# COMMONWEALTH of VIRGINIA

NELSON SMITH  
COMMISSIONER

## DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Post Office Box 1797  
Richmond, Virginia 23218-1797

Telephone (804) 786-3921  
Fax (804) 371-6638

**TO: Brandy Williams  
Rappahannock Area CSB**

**DATE: May 18, 2023**

**SUBJECT: OBRA Reallocated Funds for FY23**

Your CSB/BHA has qualified for the following reallocation of FY 23 OBRA funds;

Activity Expenses/Community Engagement  
Horticulture Sales

Total Award \$170,000

We were unable to award funds for:  
Fuel Vehicle, Maintenance Repairs, Etc  
Staff Training and support expenses

**Please note that this is a one time grant, and will not be available in future budget years.**