

Rappahannock Rapidan Community Services
Finance & Administrative Services Committee Meeting
March 23, 2021 at 2:30 PM

MINUTES

Members Present: Gary Aichele, Norman Reid

Members Excused: Chuck Stein, Amber Foster

Staff Present: Jim LaGraffe, Susann Graham, Ryan Banks, Taisha Chavez, Henry Eggleston,
Sheri Sobkowiak, Deanne Cockerill, Dawn Miller

Others present: Robert Weigel

1. Call to order

Gary Aichele called the meeting to order at 2:32 p.m.

2. Review of Agenda – Additions/Deletions

Without objection, the committee consented to the agenda.

3. Finance & Administration Services Division Report

- February 2021 Financial Statements

Susann Graham, Director of Finance & Administrative Services, reported on the February actuals vs. budgets financial statements. The year to date actuals reflect a net surplus of \$1.1 million. The February actuals reflect a small deficit of almost \$40,000. The March financial results are expected to be lower as there will be three payrolls vs. two posted which increases the monthly expense. The budget revision has been completed and it is expected we will end the year with a net loss of \$568,000. Revenue is down for services billed and a decrease in personnel. The one-time bonus for staff was included in the revision. There is the potential for a Medicaid payment for ID programs which could have a positive impact on our deficit.

- Financial Highlights – February 2021

Susann reviewed the February highlights as presented. In response to a question on the website payment, we have a contract for the project of which this payment was an installment. Gary Aichele requested the design company information, of which Barbara will forward.

- Update on FY2022 Budget Process

Susann reported budget worksheets have been given to supervisors and the timeline has been established. Budget updates will be provided at the April meeting and first-round budget numbers will be reviewed in May. Final budgets will be forwarded to Board members on June 3rd. The Board budget presentation will be on June 8th.

Jim LaGraffe, Executive Director, noted the biggest questions will be the revenue assumptions. They are completely driven by the best guess on where we will be with opening based on COVID. He noted the two main programs that drive fee revenue impacted by closures are Visions Psychosocial Program and Bridges. In-person capacities will be reflective of a conservative approach with increased ratios for in-person attendance each quarter with a goal of 100% in person attendance in January 2022.

There was discussion on proactive yet conservative budget planning due to any unanticipated future COVID concerns due to an increase in cases. Jim noted he felt if there was some sort of catastrophic setback we would hopefully anticipate some sort of state and federal financial support. He noted he has not heard of any new funds available to the agency from the current stimulus bill. The major hurdle for the upcoming year is we have numerous new initiatives with fairly flat revenue sources, combined with a desire to take care of staff and address health care issues.

4. IT Division Report on Phishing Campaign

- *Barbara Cason, Director of Information Technology, reported on a phishing campaign for employees which resulted in the establishment of monthly trainings that are emailed to all staff. End results from the two trainings was a score of 12.1% which was an acceptable score. She noted our number one defense attack is our own human resources, and educating them is a priority for the agency. The department is currently working on an upcoming report for the Board on security. There was discussion on the systems and back-up measures in place. The committee thanked Barbara and her staff for their proactive efforts.*

5. New Service Initiated – Rapitran

Ray Parks, Director of Aging & Transportation Services, reported we were awarded a senior transportation grant of \$24,000 from VDRPT. This is to meet unmet needs from the care-a-van transportation program. We are creating a small pool of drivers supplemental to the volunteer drivers. They would receive a stipend; in addition, we would charge a modest fare for services. The grant funds the maintenance, driver's stipend, and marketing for the program. It replaces the previous grant funding that allowed us to get mileage reimbursement for volunteer drivers and maintain the service. The service will be coordinate and dispatched by the FAMS call center. We have through December 31st to expend the money and establish the program.

6. HR Division Report

- New Positions for I/DD – Approval

Henry Eggleston, Director of Human Resources, proposed the approval of a new position, Direct Support Professional III. He reviewed the position description noting the primary role will be a team leader who can aid in administrative tasks to support supervisors. In addition, this can be beneficial in the creation of career ladders, as there are currently DSP I, DSP II, proposed DSP III, Group Home Supervisor and Group Home Program Manager. This provides for a linear progression. It will also allow supervisors more work/life balance if they have coverage in place. For each of the eight group homes a current DSP II would be converted to a DSP III. Henry reviewed the cost variance with the scenario which creates a difference of \$54,983.36. We have staff currently performing these duties, so it is a recognition of their duties in creating this structural change.

The second proposal is to add an LPN to the ID division at this time. We currently have a registered nurse providing services to individuals in group home settings. With DMAS there have been many changes which have prompted us to take an in depth look at adding nursing support to make sure we are meeting all of our regulatory compliances and reduce agency liability. In order to do that, we have to have appropriate personnel in place, specifically someone licensed. We want to add an LPN to support the current RN who is providing billable activities at this time. This position will not only allow us to provide more in-depth medical services, but to mitigate our liabilities in serving client needs. This addition will allow us to bill services for clients separate from group day rates; therefore, the billing will come relatively close to the cost of the position.

Although there was not a quorum present for a vote, the members were in full agreement to support the proposal at the full Board meeting.

- RRCS' Benefits Provider

Henry provided an updated on the current status of the employee benefits program noting he is working closely with our benefits broker to minimize increases.

- Diversity, Equity and Inclusion

The next stage of this process for the agency is to conduct focus groups with our existing staff. We are setting up the focus groups for staff participation during the first week in April. There will be 10 focus groups with ten in each group, committing to a 60-minute meeting. Senior management is not included in these groups. They are made up with varied individuals within the agency.

In response to committee questions regarding what the agency hopes will be the outcome of this process, Henry noted the following: (1) for staff to feel heard/included (2) to determine if there are other existing concerns that leadership is not aware of at this time. We want the employees to be open with a platform to speak freely. It is hopeful it will increase morale, loyalty and retention. He noted he anticipates the results from Digital One within two weeks of the final group meeting which will then be

forwarded to senior managers for review. Jim noted this is a follow-up to trainings and policy reviews the last several years on implicit bias.

There being no further business, the meeting adjourned at 3:55 p.m.