

Rappahannock Rapidan Community Services  
Finance/Administrative Services Committee Meeting  
May 28, 2019 at 2:30 pm

**MINUTES**

Members Present: Pat Balasco-Barr, Amber Foster, David Francis

Members Excused: Chris Jenkins, Demaris Miller

Staff Present: Jim LaGraffe, Anna McFalls, Henry Eggleston, Ryan Banks, Paula Stone, Ray Parks, Jeanette Nord

1. Call to order: Pat Balasco-Barr, Chair

*Pat Balasco-Barr called the meeting to order at 2:31 pm.*

2. Review of Agenda for additions/deletions

**ACTION:** *A motion was made by Amber Foster and seconded by David Francis to approve the agenda as presented. There being no further discussion, the Board voted unanimously to approve the motion.*

3. Financial Review

- a. Agency Financial Statements

*Anna reviewed the March highlights and financial statements, reporting that RRCS' cash flow is good. She noted that April was uneventful, adding that revenues are above budgeted estimates while expenses have been below estimates. She also noted that personnel budget estimates are good. She cautioned committee members that May will have three pay periods, but noted that our cash balance remains good. Jim added that we received the letter of notification from the state and that the current budget estimates for 2020 are rather close to our approved funding.*

4. Division Leadership reports

- a. Aging & Transportation

*Ray Parks, Director, Aging & Transportation, updated committee members on the services in his division. He noted that any "excess" or unused funds left over from one program are used to support other programs within the division.*

- b. Clinical Services

*Ryan Banks, Director, Clinical Services, updated committee members on the services in her division. She noted that she trends at our Boxwood facility are improving, adding that work with staff to address program changes and challenges is ongoing. She added that while services are meeting state requirements, the addition of more staff will alleviate challenges to provide more timely services to individuals.*

c. Community Support

*Paula Stone, Director, Community Support Services, updated committee members on the services provided by her division, noting that efforts to streamline our intake process at Visions has helped provide services to individuals much more quickly, resulting in our no longer having a waiting list for those services.*

5. Human Resources (HR) Updates

*Henry Eggleston, Director, Human Resources, discussed current recruitment processes and briefed participants on strategies for future recruitment efforts. He noted that while we lost five employees, we have hired ten new employees, with three individuals starting in June.*

6. Other

*Anna reported that Dawn Miller, Accountant, attended a conference by the Virginia Association of Area Agencies on Aging (V4A) and pointed out that the Virginia Department for Aging and Rehabilitative Services (DARS) has rescinded a previous requirement that CSBs change audit firms every five years. She noted that this requirement was very difficult to meet and expressed delight at being able to remain with our current provider.*

*There being no further business, the meeting was adjourned at 3:12 pm.*