



600 Jackson Street / Fredericksburg, Virginia 22401 / www.racsb.state.va.us

VOICE/ TDD (540) 373-3223

FAX (540) 371-3753

NOTICE

TO: PERSONNEL COMMITTEE
Jack Rowley, Chair, Lawrence Davies, Kenneth Lapin, Beth Elkins, Linda Carter,
Kheia Hilton

FROM: Ronald W. Branscome, Executive Director

SUBJECT: Personnel Committee Meeting
Thursday, May 11, 2017, **11:00 a.m.**
Board Room 208, Fredericksburg, VA

DATE: May 2, 2017

A Personnel Committee Meeting has been scheduled for Thursday, May 11, 2017,
11:00 a.m., Board Room 208, Fredericksburg, VA.

Looking forward to seeing you on the 11th.

Enclosure (Agenda Packet)

cc: Linda Ball, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

*Thursday, May 11, 2017, 11:00 a.m.
Ronald W. Branscome Building
Board Room 208
600 Jackson Street, Fredericksburg, VA 22401*

a g e n d a

- | | | |
|------|---|-------------|
| I. | CLOSED MEETING, VA CODE §2.2-3711 A(4), A(7) & A(15) | Jack Rowley |
| II. | APRIL 2017 EEO REPORT
Pink pp. | Terry Moore |
| III. | APRIL 2017 RETENTION REPORT
Gray pp. | Terry Moore |
| IV. | APRIL 2017 DISABILITY CLAIMS REPORT
Yellow p. | Terry Moore |
| V. | LEADERSHIP TRAINING UPDATE
White p. | Terry Moore |
| VI. | OTHER BUSINESS | Jack Rowley |
| VII. | ADJOURNMENT | |



MEMORANDUM

To: Ron Branscome, Executive Director

From: Terry Moore, Human Resources Manager

Date: April 30, 2017

Re: Summary – EEO Report – April, 2017 and Recruitment Update

RACSB received 124 applications through April 30, 2017. This is a decrease of 62.9% compared to the month of April, 2016, and a decrease of 34.5% when compared to the month of March, 2017. The difference in prior year applicants is attributed to the Spring Job Fair held in March, 2016.

Of the applications received, 88 applicants listed the RACSB applicant website as their recruitment source. Thirty applicants indicated they were referred by RACSB employees. Fifteen applicants listed Indeed.com as their recruitment source.

According to the attached list, there are currently 63 open positions which is a total of 9 positions less than the prior month. New positions account for 14 of the open positions.

A summary is attached indicating external applicants hired, internal applicants moved, and actual number of applicants applying for positions in the month of April.

APPLICANT DATA	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
Female	235	152	174	230	242	150	119	92	154	116	98	128	68
Male	27	30	23	27	25	51	39	44	33	17	15	28	22
Not Supplied	73	68	71	91	114	59	52	39	47	43	33	33	34
Total	335	250	268	348	381	260	210	175	234	176	146	189	124
ETHNICITY													
Caucasian	112	95	96	144	144	88	70	35	85	65	46	86	30
African American	116	70	81	94	110	97	69	86	94	54	60	60	45
Hispanic	16	11	12	12	13	16	4	7	9	4	2	7	4
Asian	5	3	2	4	4	1	21	0	4	1	1	1	1
American Indian	22	5	4	8	5	0	0	4	1	2	2	1	2
Native Hawaiian	0	0	1	0	0	1	0	0	0	0	0	1	0
Two or More Races	2	4	4	7	4	8	2	3	3	7	3	3	2
RECRUITMENT SOURCE													
Newspaper Ads	5	8	8	11	39	25	7	3	8	12	2	10	1
RACSB Website	204	102	132	191	209	166	135	100	171	112	79	97	88
RACSB Intranet	11	4	10	17	22	10	11	9	10	11	2	3	0
Employee Referrals	27	48	25	57	78	63	47	36	61	57	54	68	30
Radio Ads	0	1	0	0	0	0	0	0	0	0	0	0	0
Indeed.com	50	51	61	72	36	4	3	0	0	0	5	8	15
VA Employment Commission	3	5	3	7	11	6	12	18	1	1	0	3	2
Other -	8	7	15	15	28	9	13	11	6	13	7	19	6
Facebook	0	0	0	0	0	0	0	0	0	0	0	0	1
Multi Site Search	7	0	0	0	3	2	10	2	2	5	0	5	0
NHSC	0	0	0	0	0	0	0	0	0	0	0	0	0
Goodwill referral	0	0	3	0	0	0	1	0	0	0	0	0	0
Job Fair	5	1	0	0	12	1	9	4	1	1	0	1	0
Total # of Applicants											90	113	72

Open Position Report - April 30, 2017

Date Posted	Position No.		Position Title	Location	RU	Full-time/ Part-time	Notes
9/29/2016	240-2016	CLINICAL	ES Therapist	Fredericksburg	2000/4000	FT	
3/23/2016	065-2016	CLINICAL	MH Nurse LPN/RN	Fredericksburg	2200	PT	2 (1 filled)
7/22/2016	172-2016	CLINICAL	Psychiatrist	F'burg, Caroline, King George	2200	FT	
11/17/2016	267-2016	CLINICAL	Psychologist II	Stafford	2200	FT	
3/28/2017	046-2017	CLINICAL	Clinic Coordinator II	Spotsylvania	2200/4200	FT	
3/10/2017	034-2017	CLINICAL	SA Therapist - Probation & Parole	Fredericksburg	4200	FT	
3/10/2017	035-2017	CLINICAL	SA Therapist - Probation & Parole	Fredericksburg	4200	FT	
3/27/2017	153-2016	CLINICAL	SA Therapist	Stafford	4200	FT	Republished
3/29/2016	067-2016	CLINICAL	JDTC Mentor	Fredericksburg	4295	PT	
7/20/2016	171-2016	CSS	PACT MH Nurse - RN	401 Bridgewater St.	2370	FT	NEW
1/24/2017	012-2017	CSS	PACT MH Nurse Manager	401 Bridgewater St.	2370	FT	
9/15/2016	221-2016	CSS	Psychosocial Advocate	Kenmore Club	2680	FT	
2/15/2017	021-2017	CSS	MH Nurse - LPN/RN	Crisis Stabilization	2770	PT	
4/3/2017	048-2017	CSS	MH Res. Counselor I	Home Road	2778	FT	
12/22/2016	294-2016	CSS	MH Res. Counselor II	Home Road	2778	FT	
10/26/2016	256-2016	CSS	MH Res. Counselor II	Bridgewater	2784	FT	
2/24/2017	028-2017	CSS	MH Res. Counselor I	Bridgewater	2784	PT	
4/11/2017	051-2017	CSS	MH Res. Counselor I	Lafayette Boarding House	2786	PT	
3/23/2017	040-2017	CSS	MH Res. Counselor II	Lafayette Boarding House	2786	FT	
3/23/2017	037-2017	CSS	Day Support Counselor	RAAI/King George	3650	PT	
9/28/2016	234-2016	CSS	Day Support Counselor	RAAI/Stafford	3650	PT	
4/11/2017	053-2017	CSS	Day Support Counselor	RAAI/Kings Highway	3650	PT	
2/16/2017	020-2017	CSS	Day Support Counselor	RAAI - Various Locations	3650	PRN	NEW - 11 positions (12/1 filled)
1/20/2017	006-2017	CSS	ICF Nurse - LPN	Wolfe Stree ICF	3771	PT	NEW
7/19/2016	165-2016	CSS	ID Res. Counselor I	Wolfe Stree ICF	3771	PT	
8/11/2016	198-2016	CSS	ID Res. Counselor I	Wolfe Stree ICF	3771	PT	NEW
12/19/2016	292-2016	CSS	ID Res. Counselor I	Wolfe Stree ICF	3771	PT	
3/8/2017	031-2017	CSS	ID Res. Counselor I	Wolfe Stree ICF	3771	PT	
10/19/2016	249-2016	CSS	ID Res. Counselor I	Leeland Road	3772	FT	
9/13/2016	225-2016	CSS	ID Res. Counselor I	Stonewall Estates	3773	PT	
4/14/2017	055-2017	CSS	ID Res. Counselor I	Stonewall Estates	3773	PT	
3/23/2017	041-2017	CSS	ID Res. Counselor I	Devon Drive	3774	FT	
4/11/2017	050-2017	CSS	ID Res. Counselor I	Ruffin's Pond	3775	PT	
1/20/2017	009-2017	CSS	ID Res. Counselor I	Piedmont Drive	3776	PT	
3/1/2017	030-2017	CSS	ID Res. Counselor I	Igo Road	3777	FT	
4/11/2017	052-2017	CSS	ID Res. Counselor I	New Hope Estates	3778	PT	
11/28/2016	270-2016	CSS	ID Res. Counselor I	Galveston Road	3790	PT	
2/24/2017	026-2017	CSS	ID Res. Counselor I	Galveston Road	3790	PT	
11/30/2016	273-2016	CSS	ID Res. Counselor I	Churchill Drive	3791	PT	
11/30/2016	274-2016	CSS	ID Res. Counselor I	Churchill Drive	3791	PT	
4/28/2016	097-2016	CSS	ICF Nurse - LPN	ICF Ross	3792	FT/PT	
6/1/2016	127-2016	CSS	ID Res. Counselor I	ICF Ross	3792	PT	
2/7/2017	019-2017	CSS	ID Res. Counselor I	ICF Ross	3792	FT	
3/21/2017	036-2017	CSS	ID Res. Counselor I	ICF Ross	3792	FT	
4/3/2017	049-2017	CSS	ID Res. Counselor I	ICF Ross	3792	FT	
6/1/2016	126-2016	CSS	ID Res. Counselor I	ICF-Lucas	3793	PT	
11/14/2016	262-2016	CSS	ID Res. Counselor I	ICF-Lucas	3793	PT	
3/29/2017	044-2017	CSS	ID Res. Counselor I	Myers Dr Respite	3794	PT	
3/29/2017	045-2017	CSS	ID Res. Counselor I	Myers Dr Respite	3794	PT	
7/6/2016	144-2016	CSS	Speech-Language Pathologist	PE-ID	3910	FT	
8/3/2015	055-2015	CSS	Physical Therapist	PE-ID	3910	FT or PT	
11/1/2016	258-2016	CSS	Special Educator	PE-ID	3910	PT	
12/1/2016	276-2016	CSS	Occupational Therapist	PE-ID	3910	FT or PT	



MEMORANDUM

To: Ron Branscome, Executive Director
From: Terry Moore, Human Resources Manager
Date: April 30, 2017
Re: Summary – Retention Report – April, 2017

RACSB processed a total of eleven employee separations for the month of April, 2017. All of the separations were voluntary. Seven of the employees were full-time and four were part-time.

Resignations were submitted due to relocation, difficulty in working a rotating schedule, child care, and other career opportunities.

According to the attached report, the Retention Rate for April, 2017 was 97.99% and the turnover rate was 2.01%. Annualized turnover information is also included.

RACSB RETENTION & TURNOVER REPORT
 APRIL, 2017

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER OF TERMS</u>	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>	<u>EXPLANATION</u>
Administrative	1	1	0	Career Change
	0	0	0	
Unit Totals	1	1	0	
Clinical Services	1	1	0	Accept Another Job Opportunity
	1	1	0	Accept State Job Offer
	1	1	0	Stay Home With Newborn
Unit Totals	3	3	0	
Community Support Services	2	2	0	Relocation
	2	2	0	Unable to Work Rotating Schedule
	1	1	0	Career Change
	2	2	0	Pursue other job opportunities
Unit Totals	7	7	0	
Grand Totals for the Month	11	11	0	
Retirements	1	1	0	Retirements Do Not Count in Turnover Percentage

Total Employees for the Month	548
Retention Rate	97.99%
Turnover Rate	2.01%

Total Separations	11
Part-time Separations	40.00%
Full-time Separations	70.00%

RACSB Turnover 2014

Employees	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	2014 Year End
Average Total Positions	554	554	554	554	554	554	554	554	554	554	554	554	554
Monthly Terminations*	9	7	8	5	14	11	17	18	9	10	6	15	129
Turnover by Month YTD	1.62%	1.26%	1.44%	0.90%	2.53%	1.99%	3.07%	3.25%	1.62%	1.81%	1.08%	2.71%	23.29%
Cumulative Turnover YTD	1.62%	2.89%	4.33%	5.23%	7.76%	9.75%	12.82%	16.06%	17.69%	19.49%	20.58%	23.29%	23.29%
Average % Turnover per Month YTD	1.62%	1.44%	1.44%	1.31%	1.55%	1.62%	1.83%	2.01%	1.97%	1.95%	1.87%	1.94%	1.94%

*Monthly Terminations Does Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2015

Employees	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	2015 Year End
Average Total Positions	586	586	586	586	586	586	586	586	586	586	586	586	586
Monthly Terminations*	10	8	13	2	10	17	10	17	10	12	8	10	127
Turnover by Month YTD	1.71%	1.37%	2.22%	0.34%	1.71%	2.90%	1.71%	2.90%	1.71%	2.05%	1.37%	1.71%	21.67%
Cumulative Turnover YTD	1.71%	3.07%	5.29%	5.63%	7.34%	10.24%	11.95%	14.85%	16.55%	18.60%	19.97%	21.67%	21.67%
Average % Turnover per Month YTD	1.71%	1.54%	1.76%	1.41%	1.47%	1.71%	1.71%	1.86%	1.84%	1.86%	1.82%	1.81%	1.81%

*Monthly Terminations Does Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2016

Employees	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	2016 Year End
Average Total Positions	586	586	586	586	586	586	586	586	586	586	586	586	586
Monthly Terminations*	4	12	7	9	8	13	11	11	7	9	5	5	101
Turnover by Month YTD	0.68%	2.05%	1.19%	1.54%	1.37%	2.22%	1.88%	1.88%	1.19%	1.54%	0.85%	0.85%	17.24%
Cumulative Turnover YTD	0.17%	2.73%	3.92%	5.46%	6.83%	9.04%	10.92%	12.80%	13.99%	15.53%	16.38%	17.24%	17.24%
Average % Turnover per Month YTD	0.17%	1.37%	1.31%	1.37%	1.37%	1.51%	1.56%	1.60%	1.55%	1.55%	1.49%	1.44%	1.44%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2017

Employees	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	2017 Year End
Average Total Positions	614	614	614	614	614	614	614	614	614	614	614	614	614
Monthly Terminations*	10	10	7	11									
Turnover by Month YTD	1.63%	1.63%	1.14%	1.79%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	6.19%
Cumulative Turnover YTD	0.16%	3.26%	4.40%	6.19%	6.19%	6.19%	6.19%	6.19%	6.19%	6.19%	6.19%	6.19%	6.19%
Average % Turnover per Month YTD	0.16%	1.63%	1.47%	1.55%	1.24%	1.03%	0.88%	0.77%	0.69%	0.62%	0.56%	0.52%	0.52%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers



MEMORANDUM

To: Ron Branscome, Executive Director

From: Terry Moore, Human Resources Manager

Date: April 30, 2017

Re: Summary – Disability Claims January 1 through April 30, 2017

The total premiums paid to The Standard through April 30, 2017 were \$35,746.24. The Short-Term Disability Loss Ratio was 69.44% and the Long-Term Loss Ratio was 49.85%.

For the reporting period there were a total of 5 short term claims and no long term claims filed with The Standard. No short term claims are pending. Only one claim remains active at this time.

There are three short term claims reported for our former carrier, CIGNA. All three claims are closed. One long term claim remains active through CIGNA.

Full-time employees hired January 1, 2014 and after are covered under the Virginia Local Disability Program (VLDP), administered by The Reed Group. This plan is self-funded by RACSB. One claim is pending and one claim is still active at this time.

DISABILITY CLAIMS 01/01/17 - 04/30/17

STANDARD SHORT TERM

<u>Claim #</u>	<u>Type</u>	<u>Employee Status</u>	<u>Disability Date</u>	<u>Date Last Worked</u>	<u>Approved Claim Period*</u>	<u>Last Payment Date</u>	<u>Amount Paid to Date</u>	<u>Claim Status</u>
OOEY8090	ST	Medical Leave	42734	42732	none yet	N/A	0	Denied
OOEY5881	ST	RTW-2/13/17	42755	42754	1/20/17-2/12/17	2/13/2017	953.49	Closed
OOEY5903	ST	RTW-4/3/17	42762	42761	1/27/17-4/2/17	4/4/2017	3244.63	Closed
OOEZ0985	ST	Maternity Leave	42786	42783	2/20/17-4/1/17	4/4/2017	3799.62	Closed
OOFB6161	ST	Medical/Surgical Leave	42824	42823	3/30/17-7/4/17	4/25/2017	1583.93	Active

5 Total Claims
0 Claims Pending

Paid in 2017 on above-listed claims 9,581.67
Total Short Term Premiums Paid YTD 22,820.63

* For purposes of this report, "approved claim period" includes the elimination period on ST claims, usually 40 hours.

STANDARD LONG TERM

<u>Claim #</u>	<u>Type</u>	<u>Employee Status</u>	<u>Disability Date</u>	<u>Date Last Worked</u>	<u>Approved Claim Period</u>	<u>Last Payment Date</u>	<u>Amount Paid to Date</u>	<u>Claim Status</u>
Paid in 2017 on above-listed claims							0	
Total Long Term Premiums Paid YTD							12,925.61	

CIGNA SHORT TERM

<u>Claim #</u>	<u>Type</u>	<u>Employee Status</u>	<u>Disability Date</u>	<u>Date Last Worked</u>	<u>Approved Claim Period*</u>	<u>Last Payment Date</u>	<u>Amount Paid to Date</u>	<u>Claim Status</u>
4178297	ST	RTW-2/21/17	12/8/16	12/7/16	12/8/16-1/17/17	1/11/17	2,932.80	Closed
4204017	ST	RTW-1/23/17	12/17/16	12/16/16	12/17/16-1/20/17	1/17/17	3,200.00	Closed
4249873	ST	RTW-3/1/17	12/30/16	12/28/16	12/30/16-2/28/17	3/1/17	1,966.20	Closed

3 Total Claims
0 Claims Pending

Paid in 2016 for claims carried forward from prior year (1,833.00)
Paid in 2017 on above-listed claims 6,266.00
CIGNA is the Former Carrier

* For purposes of this report, "approved claim period" includes the elimination period on ST claims, usually 40 hours.

CIGNA LONG TERM

<u>Claim #</u>	<u>Type</u>	<u>Employee Status</u>	<u>Disability Date</u>	<u>Date Last Worked</u>	<u>Approved Claim Period</u>	<u>Last Payment Date</u>	<u>Amount Paid to Date</u>	<u>Claim Status</u>
3960793	LT	Term. 5/27/16	3/2/16	3/1/16	5/31/16-	4/24/17	17,667.27	Active

1 Total Claim
0 Claims Pending

Paid in 2016 and prior for claims carrying over to 2017 (11,223.27)
Paid in 2017 on above-listed claims 6,444.00
CIGNA is the Former Carrier

VLDP SHORT TERM

<u>Claim #</u>	<u>Type</u>	<u>Employee Status</u>	<u>Disability Date</u>	<u>Date Last Worked</u>	<u>Approved Claim Period*</u>	<u>**Last Payment Date</u>	<u>Amount Paid to Date</u>	<u>Claim Status</u>
108520437195	ST	Maternity Leave	2/21/2017	2/16/2017	2/21/17-4/3/17	3/31/2017	1,796.40	Active
N/A	ST	Medical Leave	4/4/2017	4/4/2017	none yet	N/A	0	Pending

2 Total Claims
0 Claims Pending

Paid in 2017 on above-listed claims 0.00
VLDP is Self-Funded



MEMORANDUM

To: Ron Branscome, Executive Director
From: Terry Moore, Human Resources Manager
Date: April 30, 2017
Re: Leadership Training – May 9, 2017

A Leadership Training was developed for presentation on May 9, 2017 to all RACSB supervisors. The covers the basics in employment laws to include:

- Equal Employment Opportunity Act
- Americans with Disabilities Act
- Family and Medical Leave Act
- Sexual Harassment
- Fair Labor Standards Act
- Workplace Violence Avoidance

The training is presented in two sessions. The morning session encompasses 50 employees and the afternoon session encompasses 48 employees. Four staff from RUW are included in the training session, as well.