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NOTICE

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

FROM: Ronald W. Branscome, Executive Director

SUBJECT: Personnel Committee Meeting
Wednesday, November 9, 2016, 10:00 a.m.
Board Room 208, Fredericksburg, VA

DATE: November 2, 2016

A Personnel Committee Meeting has been scheduled for Wednesday, November 9, 2016, 10:00 a.m., Board Room 208, Fredericksburg, VA.

Looking forward to seeing you on the 9th.

Enclosure (Agenda Packet)

cc: Linda Ball, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

*Wednesday, November 9, 2016, 10:00 a.m.
Ronald W. Branscome Building
Board Room 208
600 Jackson Street, Fredericksburg, VA 22401*

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|------|--|-----------|-------------|
| I. | CLOSED MEETING, VA CODE §2.2-3711 A(4), A(7) & A(15) | | Jack Rowley |
| II. | FINAL OVERTIME RULE | White p. | Terry Moore |
| III. | OCTOBER 2016 EEO REPORT | Ivory pp. | Terry Moore |
| IV. | OCTOBER 2016 RETENTION REPORT | Gray pp. | Terry Moore |
| V. | OCTOBER 2016 DISABILITY CLAIMS REPORT | Yellow p. | Terry Moore |
| VI. | OTHER BUSINESS | | Jack Rowley |
| VII. | ADJOURNMENT | | |



UNITED STATES DEPARTMENT OF LABOR

WAGE AND HOUR DIVISION FINAL OVERTIME RULE

The effective date of the Department of Labor's Final Overtime Rule updates the salary level required for the executive, administrative and professional ("white collar") exemption to ensure that the Fair Labor Standards Act's (FLSA) intended overtime protections are fully implemented, and it provides greater clarity for workers and employers.

The final rule updates the salary threshold under which most white collar workers are entitled to overtime compensation to equal the 40th percentile of weekly earnings of full-time salaried workers in the lowest wage Census region, currently the South.

The final rule will raise the salary threshold from \$455 per week (\$23,660 for a full year) to \$913 per week (\$47,476 for a full year). The new threshold is effective December 1, 2016.

The Department announced a Time-Limited Non-Enforcement Policy for providers of Medicaid-funded services for individuals with intellectual or developmental disabilities in residential homes and facilities with 15 or fewer beds. This non-enforcement period will last from December 1, 2016 until March 17, 2019.

Rappahannock Area Community Services Board has identified 26 employees who will receive an increase 1.44% increase in salary to meet the new FLSA threshold for exempt employees on December 1, 2016.

In addition, due to the new rule the following RACSB positions will no longer be classified as exempt and will be eligible for overtime compensation:

Accounting Specialist

IT Specialist – PC & Network Support

Lead Day Support Specialist

Prevention Specialist

Staffing Specialist

VVFS Resource Specialist



MEMORANDUM

To: Ron Branscome, Executive Director

From: Terry Moore, Human Resources Manager

Date: October 31, 2016

Re: Summary – EEO Report – October, 2016 and Recruitment Update

RACSB received 210 applications through October, 2016. This is a decrease of 15.1% compared to the month of October, 2015, and a decrease of 23.7% when compared to the month of September, 2016.

Of those applications received, 135 applicants listed the RACSB applicant website as their recruitment source. Forty seven applicants indicated they were referred by RACSB employees. Twelve applicants applied after seeing RACSB jobs on Indeed.com and thirteen applicants were referred by the Virginia Employment Commission.

RACSB participated in the Regional Job Fair held in October in conjunction with The Free Lance Star, as well as the UMW Career Fair.

According to the attached list, there are currently 64 open positions. Eleven of the positions are new positions for RACSB. Eleven Day Support positions are tentatively on hold.

APPLICANT DATA	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
Female	259	190	175	190	239	112	290	235	152	174	230	242	150	119
Male	34	52	44	27	42	23	54	27	30	23	27	25	51	39
Not Supplied	0	0	0	1	0	54	119	73	68	71	91	114	59	52
Total	293	242	219	218	281	189	463	335	250	268	348	381	260	210
ETHNICITY														
Caucasian	119	102	106	82	103	86	201	112	95	96	144	144	88	70
African American	144	105	89	58	82	39	110	116	70	81	94	110	97	69
Hispanic	14	15	11	5	0	0	21	16	11	12	12	13	16	4
Asian	1	5	1	3	16	1	11	5	3	2	4	4	1	21
American Indian	0	1	0	2	2	4	11	22	5	4	8	5	0	0
Native Hawaiian	0	0	0	0	0	0	1	0	0	1	0	0	1	0
Two or More Races	10	7	8	6	1	0	9	2	4	4	7	4	8	2
RECRUITMENT SOURCE														
Newspaper Ads	21	15	20	10	32	7	35	5	8	8	11	39	25	7
RACSB Website	187	155	135	111	154	96	233	204	102	132	191	209	166	135
RACSB Intranet	1	12	6	3	12	9	22	11	4	10	17	22	10	11
Employee Referrals	39	22	23	26	34	17	42	27	48	25	57	78	63	47
Radio Ads					3	3	1	0	1	0	0	0	0	0
Indeed.com	16	11	30	7	29	32	62	50	51	61	72	36	4	3
VA Employment Commission	12	9	1		2	4	15	3	5	3	7	11	6	12
Other -						12	12	8	7	15	15	28	9	13
Multi Site Search	21	12	4	9	7	6		7	0	0	0	3	2	10
NHSC					1			0	0	0	0	0	0	0
Goodwill referral					1			0	0	3	0	0	0	1
Job Fair					1		5	5	1	0	0	12	1	9

Open Position Report - October 31, 2016

Date Posted	Position No.	ADMIN	Position Title	Location	RU	Full-time/ Part-time	Notes
9/8/2016	223-2016	ADMIN	Executive Director	Fredericksburg	1000	FT	
9/29/2016	240-2016	CLINICAL	ES Therapist	Fredericksburg	2000/4000	FT	
10/25/2016	247-2016	CLINICAL	ES Therapist	Fredericksburg	2000/4000	FT	
3/23/2016	065-2016	CLINICAL	MH Nurse LPN/RN	Fredericksburg	2200	PT	2 positions
4/15/2016	086-2016	CLINICAL	Child/Adolescent Psychiatrist	Fredericksburg	2200	FT	NEW
7/22/2016	172-2016	CLINICAL	Psychiatrist	F'burg, Caroline, King George	2200	FT	
9/21/2016	146-2016	CLINICAL	Child/Adolescent Therapist (SH)	Spotsylvania	2200	FT	
9/21/2016	230-2016	CLINICAL	SA Coordinator	Fredericksburg	4200	FT	
7/7/2016	153-2016	CLINICAL	SA Therapist	Stafford	4200	FT	
3/7/2016	032-2016	CLINICAL	SA Therapist	RRJ	4200	FT	
8/23/2016	206-2016	CLINICAL	SA Therapist - Women's Services	Fredericksburg	4260	FT	
3/29/2016	067-2016	CLINICAL	JDTC Mentor	Fredericksburg	4295	PT	
7/12/2016	157-2016	CLINICAL	VVFS Regional Care Coordinator	Fredericksburg	5960	FT	NEW
7/14/2016	057-2015	CSS	PACT MH Therapist	401 Bridgewater St.	2370	FT	NEW
7/20/2016	171-2016	CSS	PACT MH Nurse - RN	401 Bridgewater St.	2370	FT	NEW
9/15/2016	221-2016	CSS	Psychosocial Advocate	Kenmore Club	2680	FT	
10/24/2016	253-2016	CSS	MH Res. Specialist	Crisis Stabilization	2770	FT	
10/11/2016	242-2016	CSS	MH Res. Counselor II	Home Road	2778	FT	
10/26/2016	256-2016	CSS	MH Res. Counselor II	Bridgewater	2784	FT	
3/8/2016	041-2016	CSS	MH Res. Counselor I	Lafayette	2786	PT	
9/28/2016	231-2016	CSS	MH Res. Counselor I	Lafayette	2786	FT	
6/28/2016	147-2016	CSS	Coordinator, MH Residential Services	Bridgewater	2791	FT	
9/28/2016	232-2016	CSS	Child Development Services Supp Coord	Caroline	3400	PT	
7/14/2016	161-2016	CSS	Infant/Child Support Coordinator	PE-ID	3500	FT	NEW
8/2/2016	180-2016	CSS	Day Support Counselor	RAAI/750	3650	PT	NEW
9/28/2016	234-2016	CSS	Day Support Counselor	RAAI/Stafford	3650	PT	
7/22/2016	164-2016	CSS	ICF Nurse - LPN	Wolfe Stree ICF	3771	PT	NEW (2 positions)
7/1/2016	150-2016	CSS	ID Res. Counselor I	Wolfe Stree ICF	3771	PT	
7/19/2016	165-2016	CSS	ID Res. Counselor I	Wolfe Stree ICF	3771	PT	
8/11/2016	197-2016	CSS	ID Res. Counselor I	Wolfe Stree ICF	3771	PT	NEW
8/11/2016	198-2016	CSS	ID Res. Counselor I	Wolfe Stree ICF	3771	PT	NEW
9/9/2016	226-2016	CSS	ID Res. Counselor I	Leeland Road	3772	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	
8/12/2016	199-2016	CSS	ID Res. Counselor I	Devon Drive	3774	FT	
10/19/2016	250-2016	CSS	ID Res. Counselor I	Ruffin's Pond	3775	PT	
7/27/2016	177-2016	CSS	ID Res. Counselor I	Piedmont Drive	3776	PT	
10/24/2016	254-2016	CSS	ID Res. Counselor I	Piedmont Drive	3776	FT	
10/14/2016	243-2016	CSS	Group Home Manager	Igo Road	3777	FT	
10/14/2015	037-2015	CSS	ID Res. Counselor I	New Hope Estates	3778	PT	
8/4/2016	184-2016	CSS	ID Res. Counselor I	New Hope Estates	3778	PT	
5/5/2016	102-2016	CSS	Asst. Group Home Manager	Scottsdale Estates	3779	FT	
8/23/2016	205-2016	CSS	ID Res. Counselor I	Scottsdale Estates	3779	PT	
8/5/2016	185-2016	CSS	ID Res. Counselor I	Galveston Road	3790	FT	
9/19/2016	227-2016	CSS	ID Res. Counselor I	Galveston Road	3790	PT	
10/14/2016	245-2016	CSS	Asst. Group Home Manager	Churchill Road	3791	FT	
10/14/2016	244-2016	CSS	ID Res. Counselor I	Churchill Road	3791	PT	
1/29/2016	019-2016	CSS	ID Res. Counselor I	ICF Ross	3792	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	
5/3/2016	098-2016	CSS	ICF Nurse - LPN	ICF Lucas	3793	FT/PT	
10/26/2015	048-2015	CSS	ID Res. Counselor I	ICF-Lucas	3793	PT	
6/1/2016	126-2016	CSS	ID Res. Counselor I	ICF-Lucas	3793	PT	
10/25/2016	252-2016	CSS	ICF Manager II	ICF - Ross/Lucas	3792/3793	FT	
6/7/2016	128-2016	CSS	ID Res. Counselor I	Myers Dr Respite	3794	PT	
8/8/2016	189-2016	CSS	ID Res. Counselor I	Myers Dr Respite	3794	PT	
10/14/2016	190-2016	CSS	ID Res. Counselor I	Floater - all Group Homes	ID Split RU	FT	NEW
9/29/2016	239-2016	CSS	ICF Qualified ID Professional	ICF - Wolfe	ICF Split RU	FT	
7/6/2016	144-2016	CSS	Speech-Language Pathologist	PEID	3910	FT	
8/3/2015	055-2015	CSS	Physical Therapist	PEID	3910	FT or PT	
8/2/2016	179-2016	CSS	Day Support Counselor	RAAI/750	3650	FT	NEW - On Hold
8/29/2016	193-2016	CSS	Day Support Counselor	RAAI/750	3650	FT	On Hold
8/29/2016	204-2016	CSS	Day Support Counselor	RAAI/750	3650	PT	On Hold
9/28/2016	233-2016	CSS	Day Support Counselor	RAAI/750	3650	PT	On Hold
10/24/2016	248-2016	CSS	Day Support Counselor	RAAI/750	3650	PT	On Hold
9/19/2016	214-2016	CSS	Day Support Counselor	RAAI/Caroline	3650	PT	On Hold
9/19/2016	203-2016	CSS	Day Support Specialist	RAAI/Caroline	3650	PT	On Hold
10/11/2016	235-2016	CSS	Day Support Specialist	RAAI/Caroline	3650	PT	On Hold
9/15/2016	217-2016	CSS	Day Support Counselor	RAAI/Spotsylvania	3650	PT	On Hold
10/11/2016	236-2016	CSS	Day Support Counselor	RAAI/Spotsylvania	3650	FT	On Hold
10/11/2016	246-2016	CSS	Day Support Specialist	RAAI/Stafford	3650	FT	On Hold



MEMORANDUM

To: Ron Branscome, Executive Director
From: Terry Moore, Human Resources Manager
Date: October 31, 2016
Re: Summary – Retention Report – October, 2016

RACSB processed a total of nine employee separations for the month of October, 2016. Of the nine separations, eight were voluntary and one was involuntary.

Employees who resigned positions cited relocation, career changes and family needs as primary reasons for giving notice to RACSB. One employee resigned to work from home.

According to the attached report, the Retention Rate for October, 2016 was 98.4% and the turnover rate was 1.6%. Annualized turnover information is included.

RACSB RETENTION & TURNOVER REPORT
OCTOBER, 2016

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER OF TERMS</u>	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>	<u>EXPLANATION</u>
Administrative	0			
<i>Unit Totals</i>	<i>0</i>	<i>0</i>	<i>0</i>	
Clinical Services	1	1		Pursue interests elsewhere
<i>Unit Totals</i>	<i>1</i>	<i>1</i>	<i>0</i>	
Community Support Services	1	1		Relocation
	2	2		Career Change
	1	1		PRN - unknown
	2	2		Family needs
	1	1		To work from home
	1		1	Performance
<i>Unit Totals</i>	<i>8</i>	<i>7</i>	<i>1</i>	
Grand Totals for the Month	9	8	1	
Retirements	0	0	0	Retirements Do Not Count in Turnover Percentage

Total Employees for the Month	555
Retention Rate	98.4%
Turnover Rate	1.6%

Total Separations	9
Part-time Separations	66.67%
Full-time Separations	33.30%

RACSB Turnover 2014

<u>Employees</u>	<u>Jan-14</u>	<u>Feb-14</u>	<u>Mar-14</u>	<u>Apr-14</u>	<u>May-14</u>	<u>Jun-14</u>	<u>Jul-14</u>	<u>Aug-14</u>	<u>Sep-14</u>	<u>Oct-14</u>	<u>Nov-14</u>	<u>Dec-14</u>	<u>2014 Year End</u>
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	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	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	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

<u>Employees</u>	<u>Jan-15</u>	<u>Feb-15</u>	<u>Mar-15</u>	<u>Apr-15</u>	<u>May-15</u>	<u>Jun-15</u>	<u>Jul-15</u>	<u>Aug-15</u>	<u>Sep-15</u>	<u>Oct-15</u>	<u>Nov-15</u>	<u>Dec-15</u>	<u>2015 Year End</u>
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	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	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	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

<u>Employees</u>	<u>Jan-16</u>	<u>Feb-16</u>	<u>Mar-16</u>	<u>Apr-16</u>	<u>May-16</u>	<u>Jun-16</u>	<u>Jul-16</u>	<u>Aug-16</u>	<u>Sep-16</u>	<u>Oct-16</u>	<u>Nov-16</u>	<u>Dec-16</u>	<u>2016 Year End</u>
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			91
Turnover by Month	0.68%	2.05%	1.19%	1.54%	1.37%	2.22%	1.88%	1.88%	1.19%	1.54%	0.00%	0.00%	15.53%
Cumulative Turnover	0.17%	2.73%	3.92%	5.46%	6.83%	9.04%	10.92%	12.80%	13.99%	15.53%	15.53%	15.53%	15.53%
Average % Turnover per Month	0.17%	1.37%	1.31%	1.37%	1.37%	1.51%	1.56%	1.60%	1.55%	1.55%	1.41%	1.29%	1.29%

*Monthly Terminations Does 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: October 31, 2016
Re: Summary – Disability Claims January 1 through October 31, 2016

The total premiums paid to CIGNA through October for full-time employees hired prior to January 1, 2014 were \$93,441.63. The Short-Term Disability Loss Ratio was 55.03% and the Long-Term Loss Ratio was 93.57%. For the reporting period there were a total of 12 short term claims and 4 long term claims.

There are no Short Term claims active and only one Long Term claim remains active through CIGNA. No claims are pending at this time.

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, and a total of \$23,559.12 has been paid year to date. There have been ten claims processed year to date. One claim is active, and one claim is pending.

DISABILITY CLAIMS
1/1/16--10/31/16

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>
3840922	ST	RTW-1/19/16	10/25/15	10/24/15	10/25/15--1/18/16	1/20/16	7,705.60	Closed
3865586	ST	RTW-2/3/16	11/9/15	11/6/15	11/9/15--2/2/16	2/8/16	4,565.60	Closed
3875715	ST	RTW-2/17/16	12/17/15	12/16/15	12/17/15--1/27/16	2/15/16	2,901.60	Closed
3888949	ST	RTW-2/8/16	12/28/15	12/26/15	12/28/15--1/15/16	1/21/16	896.00	Closed
3917532	ST	RTW-6/6/16 as part-time	3/8/16	3/7/16	3/9/16--5/1/16	4/19/16	3,050.40	Closed
3960793	ST	Term. 5/27/16	3/2/16	3/1/16	3/2/16--5/31/16	7/6/16	4,464.00	Closed
3958956	ST	RTW-6/30/16	4/23/16	4/22/16	4/23/16--6/3/16	5/4/16	2,600.00	Closed
4021369	ST	RTW-9/7/16	6/11/16	6/10/16	6/11/16--7/20/16	8/10/16	2,727.80	Closed
4033562	ST	RTW-9/26/16	6/30/16	6/29/16	6/30/16--8/25/16	7/6/16	5,968.80	Closed
4057573	ST	RTW-9/21/16	7/19/16	7/18/16	7/19/16--9/9/16	8/24/16	5,990.80	Closed
4082182	ST	RTW-8/29/16	8/5/16	8/4/16	8/5/16--8/26/16	8/22/16	1,927.20	Closed
4097842	ST	RTW-10/24/16	9/6/16	9/5/16	9/6/16--10/21/16	10/14/16	3,114.60	Closed

12 Total Claims
0 Claims Pending

Paid in 2015 for claims carried forward from prior year (7,948.00)
Paid in 2016 on above-listed claims 37,964.40
CIGNA Short Term Disability Premiums Paid 68,983.75
Short Term Loss Ratio 55.03%

* 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>
3171541	LT	Term. 2/7/14	11/14/13	11/13/13	2/12/14--2/11/16	2/5/16	37,100.43	Closed
3599192	LT	Term. 5/18/15	1/14/15	1/12/15	4/14/15--4/17/16	3/7/16	36,563.29	Closed
3746840	LT	Term. 7/22/15, Deceased 1/22/16	7/6/15	7/6/15	10/5/15--1/22/16	2/3/16	2,241.50	Closed
3960793	LT	Term. 5/27/16	3/2/16	3/1/16	5/31/16--	10/25/16	8,001.27	Active

4 Total Claims
0 Claims Pending

Paid in 2015 and prior for claims carrying over to 2016 (61,020.32)
Paid in 2016 on above-listed claims 22,886.17
CIGNA Long Term Disability Premiums Paid 24,457.88
Long Term Loss Ratio 93.57%

(The Reed Group)

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>
159877552817	ST	RTW-2/15/16	12/17/15	12/5/15	12/17/15--1/27/16	1/22/16	2,218.50	Closed
664339231273	ST	RTW-5/25/16	3/1/16	2/29/16	3/1/16--4/11/16	4/29/16	2,700.00	Closed
704283028478	ST	RTW-5/23/16	2/29/16	2/26/16	2/29/16--5/22/16	5/27/16	3,729.00	Closed
366203701791	ST	RTW-7/5/16	4/25/16	4/22/16	4/25/16--7/4/16	7/8/16	3,674.70	Closed
784948625109	ST	RTW-9/26/16	7/8/16	7/7/16	7/8/16--8/18/16	9/2/16	4,755.00	Closed
618727149076	ST	RTW-9/25/16	7/11/16	7/10/16	7/11/16--8/28/16	9/2/16	2,716.20	Closed
752698052700	ST	RTW-8/17/16	7/25/16	7/24/16	7/25/16--8/15/16	9/2/16	820.62	Closed
952564248235	ST	RTW-9/28/16	8/17/16	8/16/16	8/17/16--9/26/16	10/14/16	2,452.20	Closed
334657567361	ST	maternity leave	10/9/16	10/7/16	10/9/16--11/19/16	10/28/16	492.90	Open
none yet	ST	maternity leave	10/11/16	10/7/16	none yet	N/A	0.00	Pending

10 Total Claims
1 Claim Pending

Paid in 2016 on above-listed claims 23,559.12
VLDP is Self-Funded