

**Rappahannock Area CSB
(Multi-Group)
November Personnel Committee Meeting
November 14, 2018, 10:30 am - 11:30 pm
Board Room 208, 600 Jackson Street,
Fredericksburg, Va. 22401**

MINUTES and DOCUMENTS

Table of Contents

Cover Page	1
Table of Contents	2
Minutes	3
Agenda.pdf	4
NursingScholarship.pdf	6
EEOReport.pdf	7
Retention.pdf	11
DisabilityClaims.pdf	13

MINUTES

Rappahannock Area CSB

November Personnel Committee Meeting

Wednesday, November 14, 2018, 10:30 am - 11:30 pm

Board Room 208, 600 Jackson Street, Fredericksburg, Va. 22401

- A. Agenda
- B. Anthem Presentation--First Quarter FY19
- C. CLOSED MEETING, VA CODE 2.2-3711 A(4), A(7) and A (15) Greg Sokolowski
- D. Nursing Scholarship Development Proposal Terry Moore
- E. October 2018 EEO Report and Recruitment Update Teresa McDonnel
- F. October 2018 Retention Report Terry Moore
- G. October 2018 Disability Claims Report Terry Moore
- H. Other Business
- I. Adjournment



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

VOICE/ TDD (540) 373-3223

FAX (540) 371-3753

NOTICE

TO: **PERSONNEL COMMITTEE**
Gregory Sokolowski, Chair, Lawrence Davies, Kenneth Lapin, Beth Elkins, Linda Carter, Diane Deibel, Nancy Beebe

FROM: Jane Yaun, Executive Director

SUBJECT: Personnel Committee Meeting
Wednesday, November 14, 2018, **10:30 a.m.**
Board Room 208, Fredericksburg, VA

DATE: November 8, 2018

A Personnel Committee Meeting has been scheduled for Wednesday, November 14, 2018, 10:30 a.m., Board Room 208, Fredericksburg, VA.

Looking forward to seeing you on the 14th.

Enclosure (Agenda Packet)

cc: Debbie Draper, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

*Wednesday, November 14, 2018, 10:30 a.m.
Ronald W. Branscome Building
Board Room 208
600 Jackson Street, Fredericksburg, VA 22401*

a g e n d a

- | | | |
|------|--|-----------------|
| I. | ANTHEM PRESENTATION – FIRST QUARTER FY19 | Ginny Slack |
| II. | CLOSED MEETING, VA CODE §2.2-3711 A(4), A(7) & A(15) | Greg Sokolowski |
| III. | NURSING SCHOLARSHIP DEVELOPMENT PROPOSAL | Terry Moore |
| IV. | OCTOBER 2018 EEO REPORT and RECRUITMENT UPDATE | Teresa McDonnel |
| V. | OCTOBER RETENTION REPORT | Terry Moore |
| VI. | OCTOBER 2018 DISABILITY CLAIMS REPORT | Terry Moore |
| VII | OTHER BUSINESS | Greg Sokolowski |



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

DATE: November 2, 2018
TO: Jane Yaun, Executive Director
FROM: Terry Moore, H. R. Manager
SUBJECT: Nursing Scholarship Development Proposal

The U.S. is projected to experience a shortage of Registered Nurses (RNs) that is expected to intensify as Baby Boomers age and the need for health care grows. Nursing continues to be one of the most in-demand professions today.

The Bureau also projects the need for 649,100 replacement nurses in the workforce bringing the total number of job openings for nurses due to growth and replacements to 1.09 million by 2024.

The average RN salary in the state of Virginia is \$65,340, while the average salary for LPNs annually is \$46,710, with the highest 10% of LPNs earning \$53,580. With these averages, RACSB is finding it increasingly challenging to remain competitive in recruitment for nurses. RACSB average salaries are \$50,324 for RNs and \$40,903 for LPNs. RNs willing to drive further north can realize a salary of \$90,110.

Nursing schools are forming strategic partnerships and seeking private support to help expand student capacity. To that end, RACSB met with Germanna Community College on August 27, 2018 to discuss just such an alliance. Dr. Patti Lisk, Dean of Nursing and Health Technologies explained the levels of educational programs offered to students who wish to pursue nursing careers. The Nurse Aide Program and the Medication Aide Program are pre-requisites for the LPN Program.

As Dr. Lisk explained, many individuals who seek information from Germanna's Nursing Program are referred there and require education assistance. The most recent classes at Germanna held 8 C.N.A. students and 58 R.N. students.

Thus, we are recommending a proposal to develop and implement a Nursing Scholarship Program which would offer qualified employees the opportunity to apply for up front funds to complete the instructional programs, earn their degrees and commit to employment with RACSB for a specific length of time beyond graduation.



MEMORANDUM

To: Jane Yaun, Executive Director

From: Teresa McDonnel, Human Resources Staffing Specialist

Date: November 2, 2018

Re: Summary – EEO Report – October, 2018 and Recruitment Update

RACSB received 118 applications through October 31, 2018. This is a decrease of 35% compared to the month of September, 2018, and a decrease of 8.5% when compared to the month of October, 2017.

Of the applications received, 78 listed the applicant website as their recruitment source, and 25 applicants listed employee referrals.

As an added recruitment source, we have advertised our Substance Abuse Coordinator position on Indeed.com.

According to the attached list, there are currently 58 open positions. New positions account for 6 of the open positions.

A summary of recruitment activity for the month of October is attached.

EEO Report 2018

APPLICANT DATA	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18
Female	86	77	79	104	55	89	72	74	121	124	120	110	73
Male	13	11	7	16	7	14	11	8	27	25	13	16	13
Not Supplied	30	31	40	31	34	32	22	28	53	60	68	57	32
Total	129	119	126	151	96	135	105	110	201	209	201	183	118
ETHNICITY													
Caucasian	66	51	40	70	23	58	36	48	84	77	59	66	35
African American	27	26	43	40	32	32	41	28	64	60	57	55	41
Hispanic	3	2	2	8	5	6	6	4	8	10	20	9	8
Asian	3		2	1			1	2					
American Indian	1						1			1	1		
Native Hawaiian										1			
Two or More Races	2	11	3	4	4	9		4	3	10	7	4	5
RECRUITMENT SOURCE													
Newspaper Ads	6		4	4	2	2	3	1	6	2	4	9	
RACSB Website	64	71	88	80	63	96	69	72	139	153	132	131	78
RACSB Intranet	5	4	2	2	9	10	6	4	19	14	12	13	3
Employee Referrals	49	47	27	37	28	44	28	40	50	47	53	20	25
Radio Ads			3	7									
Indeed.com	1	2	4	9	1		4		10				2
VA Employment Commission	5	1	1	7	1	2		1	2	11	3	8	6
Monster.com				2		1							
Other -	5	1	4	6	2	5		4	4	5	8	2	8
Facebook	2										1	1	
Multi Site Search	3		1			1				1	1		
NHSC													
Goodwill referral													
Job Fair				5		2	1			1		18	1
Total # of Applicants	90	77	87	98	64	91	74	82	116	124	97	102	85

RECRUITMENT REPORT 2018

MONTHLY RECRUITMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
External Applicants Hired:												
Part-time	16	6	4	4	6	7	7	12	5	6		
Full-time	5	5	1	9	4	4	8	8	6	3		
Sub Total External Applicants Hired	21	11	5	13	10	11	15	20	11	9		
Internal Applicants Moved:												
Full-time to PRN As Needed	0	0	0	1	0	0	1	0	2	0		
Full-time to Part-time	0	0	0	0	3	1	0	1	0	2		
Part-time to PRN As Needed	0	0	1	2	0	1	0	0	2	0		
Part-time to Full-time	5	3	2	1	0	2	4	3	1	0		
PRN As Needed to Part-time	0	3	1	1	1	1	1	0	0	0		
Lateral Transfer	1	0	0	2	4	1	13	3	4	1		
Non-Lateral Change in Position	0	0	0	0	1	0	2	0	0	1		
Promotion	4	3	0	1	5	3	1	3	2	4		
Temporary to Regular	0	0	0	0	0	1	0	0	0	0		
Sub Total Internal Applicant Moves	10	9	4	8	14	10	22	10	11	8		
Total Positions Filled:	31	20	9	21	24	21	37	30	22	17		
Total Applications Received:	151	96	135	105	110	201	209	204	183	118		
Actual Total of Applicants:	98	64	91	74	82	116	124	100	102	85		
Total External Offers Made:	18	11	15	14	15	10	25	16	7	20		
Total Internal Offers Made:	13	5	10	7	13	19	20	8	6	5		

Open Position Report - October 31, 2018

Date Posted	Position No.	Position Title	Location	RU	Full-time/Part-time	Notes
9/24/2018	191-2018	ADMIN Consumer Affairs & Utilization Review Specialist	Fredericksburg		1000 FT	
7/25/2018	149-2018	CLINICAL Emergency Services Therapist	Fredericksburg	2000/4000	FT	
8/1/2017	139-2017	CLINICAL MH Therapist	Stafford	2200	PT	
3/28/2018	064-2018	CLINICAL SA Therapist - Probation & Parole	Fredericksburg	2200	FT	
7/12/2017	116-2017	CLINICAL Engagement Specialist	Fredericksburg	2200/4200	FT	NEW
10/26/2018	203-2018	CLINICAL MH/SA Therapist	Stafford	2200/4200	FT	
7/16/2018	146-2018	CLINICAL Diversion Case Manager	RRJ	2480	FT	
6/19/2018	120-2018	CLINICAL Child/Adolescent Case Manager	Stafford	2500	PT	
6/24/2018	192-2018	CLINICAL Child/Adolescent MH Case Manager	Stafford	2500	FT	
6/25/2018	130-2018	CLINICAL Substance Abuse Coordinator	Fredericksburg	4200/4400	FT	
10/23/2017	183-2017	CLINICAL MH Nurse - RN (MAT)	Fredericksburg	4261	FT	NEW - (Grant Funded)
1/23/2018	010-2018	CLINICAL SA Therapist/Case Manager (MAT)	Fredericksburg	4261	FT	NEW - (Grant Funded)
5/1/2018	086-2018	CSS PACT MH Nurse - RN	401 Bridgewater St.	2370	FT	
10/11/2018	196-2018	CSS PACT MH Therapist	401 Bridgewater St.	2370	FT	
7/12/2018	144-2018	CSS MH Nurse - RN	Crisis Stabilization	2770	PRN	
2/8/2018	029-2018	CSS MH Res. Counselor I	Home Road	2778	FT	
8/16/2018	169-2018	CSS MH Res. Counselor II	Home Road	2778	FT	
8/16/2018	167-2018	CSS MH Res. Counselor I	Bridgewater	2784	FT	
10/11/2018	194-2018	CSS MH Res. Counselor I	Lafayette Boarding House	2786	FT	NEW
9/10/2018	183-2018	CSS Dev. Services Support Coordinator	Caroline	3400/3100	FT	NEW
10/26/2018	202-2012	CSS Dev. Services Support Coordinator	Stafford	3400/3100	PT	
8/29/2018	181-2018	CSS Day Support Counselor	RAAI Kings Highway (ICF)	3652	PT	
6/8/2018	112-2018	CSS Day Support Counselor	RAAI Stafford	3655	PT	
10/24/2018	201-2018	CSS Day Support Counselor	RAAI Stafford	3655	PT	
5/10/2018	090-2018	CSS ICF Nurse - LPN	Wolfe St. ICF	3771	FT	
8/16/2018	168-2018	CSS ID Res. Counselor I	Wolfe St. ICF	3771	PT	
8/29/2018	180-2018	CSS ID Res. Counselor I	Wolfe St. ICF	3771	PT	
9/17/2018	189-2018	CSS ID Res. Counselor I	Wolfe St. ICF	3771	PT	
10/24/2018	200-2018	CSS ID Res. Counselor I	Wolfe St. ICF	3771	PT	
10/18/2018	199-2018	CSS ID Res. Counselor I	Wolfe St. ICF	3771	FT	
8/16/2018	166-2018	CSS ID Res. Counselor I	Leeland Road	3772	PT	
6/26/2018	126-2018	CSS ID Res. Counselor I	Stonewall Estates	3773	PT	
7/12/2018	145-2018	CSS ID Res. Counselor I	Devon Drive	3774	PT	
2/12/2018	030-2018	CSS ID Res. Counselor I	Ruffin's Pond	3775	PT	
10/11/2018	195-2018	CSS ID Res. Counselor I	Igo Road	3777	FT	
4/27/2018	083-2018	CSS ID Res. Counselor I	New Hope Estates	3778	PT	
7/9/2018	140-2018	CSS ID Res. Counselor I	New Hope Estates	3778	PT	
10/11/2018	193-2018	CSS ID Res. Counselor I	New Hope Estates	3778	PT	
7/30/2018	159-2018	CSS ID Res. Counselor I	Scottsdale Estates	3779	PT	
2/24/2017	026-2017	CSS ID Res. Counselor I	Galveston Road	3790	PT	
9/20/2018	188-2018	CSS ID Res. Counselor I	Churchill Drive	3791	PT	
10/26/2017	185-2017	CSS ICF Nurse - LPN	ICF Ross	3792	FT	
6/22/2018	125-2018	CSS ICF Nurse - LPN	ICF Ross	3792	FT or PT	
8/16/2018	173-2018	CSS ICF Nurse - LPN	ICF Ross	3792	FT or PT	
3/8/2018	049-2018	CSS ID Res. Counselor I	ICF Ross	3792	PT	
4/13/2018	078-2018	CSS ID Res. Counselor I	ICF Ross	3792	PT	
10/11/2018	197-2018	CSS ID Res. Counselor I	ICF Ross	3792	FT	
6/14/2018	119-2018	CSS ID Res. Counselor I	ICF-Lucas	3793	PT	
8/6/2018	163-2018	CSS ID Res. Counselor I	ICF-Lucas	3793	PT	
7/18/2017	125-2017	CSS ID Res. Counselor I	Myers Dr Respite	3794	PT	
3/2/2018	036-2018	CSS ID Res. Counselor I	Myers Dr Respite	3794	PT	
9/14/2018	185-2018	CSS ID Res. Counselor I	Myers Dr Respite	3794	PT	
10/12/2018	198-2018	CSS Asst. GH Manager	Myers Dr Respite	3794	FT	
7/19/2018	139-2018	CSS ID Res. Counselor I - Floater	Wolfe St. ICF	ID Res Split	FT	
8/20/2018	174-2018	CSS Nurse Manager - ID Residential	Bowman Center	ID Res Split	FT	
8/1/2018	098-2018	CSS Special Educator	PEID	3910	FT	
8/16/2018	165-2018	CSS Occupational Therapist	PEID	3910	FT	New
8/6/2018	162-2018	CSS Van Driver	Transportation	5000	PT	



MEMORANDUM

To: Jane Yaun, Executive Director

From: Terry Moore, Human Resources Manager

Date: October 31, 2018

Re: Summary – Retention Report – October, 2018

Human Resources processed a total of six employee separations for the month of October, 2018. All of the separations were voluntary. Four of the employees were part-time and two were full-time.

RACSB lost employees to relocation, accepting another position, schedule conflicts, and to change careers. One employee abandoned the position.

The turnover rate improved again this month, and the annualized turnover comparison is included with this summary.

RACSB RETENTION & TURNOVER REPORT
October, 2018

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER OF TERMS</u>	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>	<u>EXPLANATION</u>
Administrative	1	1	0	Relocation
	0	0	0	
Unit Totals	1	1	0	
Clinical Services	0	0	0	
	0	0	0	
	0	0	0	
Unit Totals	0	0	0	
Community Support Services	1	1	0	Abandoned Position
	1	1	0	Career Change
	2	2	0	Scheduling Conflicts
	1	1	0	Accepted Employment - Growth/Opportunity
	0	0	0	
	0	0	0	
	0	0	0	
Unit Totals	5	5	0	
Grand Totals for the Month	6	6	0	
Not Able to Return from Leave	0			Do Not Count in Turnover Percentage
Incomplete NEO	1			Do Not Count in Turnover Percentage
Retirements	0			Do Not Count in Turnover Percentage

Total Employees for the Month	540
Retention Rate	99.40%
Turnover Rate	0.60%

Total Separations	6
Part-time Separations	66.60%
Full-time Separations	33.40%



MEMORANDUM

To: Jane Yaun, Executive Director

From: Terry Moore, Human Resources Manager

Date: October 29, 2018

Re: Summary – Disability Claims October, 2018

The total premiums paid to The Standard through October, 2018 were \$81,721.17. The Short-Term Disability Loss Ratio was 64.9% and the Long-Term Loss Ratio was 44.9%.

According to the October, 2018 data there are a total of 13 short term claims and two long term claims through The Standard. Three short term claims remain active and both long term claims are closed.

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. A total of eleven short term claims have been filed. One claim is active. The long term claim is closed.

DISABILITY CLAIMS WORKSHEET
01/01/18 - 10/31/18

The Standard

Short Term Claims

<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>
OOFL3239	ST	Maternity	12/1/17	11/30/17	12/1/17--1/13/18	1/15/18	\$ 1,595.77	Closed
OOFL5827	ST	Medical Leave	12/15/17	12/14/17	12/15/17--1/1/18	1/5/18	\$ 118.65	Closed
OOFM0313	ST	Medical Leave	1/4/18	1/2/18	1/4/18--2/22/18	2/27/18	\$ 2,402.79	Closed
OOFN9887	ST	Maternity	3/4/18	3/1/18	03/09/18 - 04/14/18	4/16/18	\$ 3,940.72	Closed
OOFL8925	ST	Maternity	2/26/18	2/23/18	03/07/18 - 04/09/18	4/9/18	\$ 2,801.72	Closed
OOFQ2532	ST	Maternity	4/5/18	4/4/18	04/05/18 - 05/16/185	5/16/18	\$ 1,600.24	Closed
OOFQ8498	ST	Maternity	5/15/18	5/14/18	05/15/18 - 07/08/18	7/9/18	\$ 3,922.58	Closed
OOFM6443	ST	Medical Leave	6/13/18	6/12/18	06/13/18 - 07/02/18	7/20/18	\$ 1,272.88	Closed
OOFR2831	ST	Maternity	5/5/18	5/4/18	05/17/18-08/09/18	8/9/18	\$ 6,604.06	Closed
OOFM6312	ST	Maternity	7/19/18	7/11/18	07/19/18 - 08/24/18	8/24/18	\$ 2,253.72	Closed
OOFV8071	ST	Medical Leave	9/5/18	9/4/18	09/12/18 - 10/24/18	10/16/18	\$ 3,000.11	Open
OOFW3334	ST	Medical Leave	9/5/18	9/4/18	09/11/18 - 11/04/18	10/16/18	\$ 2,124.80	Open
OOFV8989	ST	Maternity	9/15/18	9/14/18	09/18/18 - 12/16/18	10/16/18	\$ 2,285.76	Open

13 Total Claims
0 Claims Pending

Paid in 2018 on above-listed claims \$ 33,923.80
Total Short Term Premiums Paid YTD \$ 52,210.74

Long Term Claims

<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>
OOFD5193	LT	Return 04/22/18	3/30/17	3/29/17	7/4/17--04/22/18	4/20/18	\$ 11,303.92	Closed
OOFM9011	LT	Out	5/5/18	5/4/18	08/03/18 - 09/05/18	9/5/18	\$ 1,945.67	Closed

2 Total Claims
0 Claims Pending

Paid in 2018 on above-listed claims \$ 13,249.59
Total Long Term Premiums Paid YTD \$ 29,510.43

VLDP DISABILITY CLAIMS

Short Term Claims

<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>
582667590167	ST	Medical Leave	11/6/2017	10/20/2017	11/6/17 - 02/04/18	3/1/2018	\$ 8,265.12	Closed
182299023806	ST	Auto Accident	10/6/2017	10/5/2017	10/6/17 - 03/14/18	4/13/2018	\$ 8,043.84	Closed
997073879167	ST	Surgery	12/5/2017	12/13/2017	12/15/17--1/30/18	2/2/2018	\$ 4,661.76	Closed
323838246965	ST	RTW-1/2/18	12/15/2017	12/14/2017	12/15--1/1/18	1/19/2018	\$ 500.76	Closed
968257525317	ST	Medical Leave	2/1/2018	1/26/2018	02/01/18 - 02/22/18	2/16/2018	\$ 971.88	Closed
984267694693	ST	Maternity Leave	3/22/2018	3/22/2018	03/22/18 - 05/03/18	5/11/2018	\$ 6,866.28	Closed
398110506265	ST	Maternity Leave	5/12/2018	5/11/2018	05/07/18 - 07/09/18	6/22/2018	\$ 2,942.40	Closed
381440754665	ST	Maternity Leave	5/9/2018	5/8/2018	05/15/18 - 07/09/18	7/12/2018	\$ 5,485.36	Closed
293394129337	ST	Maternity Leave	7/16/2018	7/13/2018	07/16/18 - 09/09/18	8/31/2018	\$ 3,744.00	Closed
834989487599	ST	Medical Leave	7/25/2018	7/24/2018	07/25/18 - 10/21/18	10/26/2018	\$ 3,302.10	Closed
653808999931	ST	Maternity Leave	10/10/2018	10/9/2018	10/17/2018 - 11/23/18	10/26/2018	-	Open

11 Total Claims
0 Claims Pending

Paid in 2018 on above-listed claims \$ 44,783.50
VLDP is Self-Funded

Long Term Claims

<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>
182299023806	LT	Auto Accident	4/6/2018	4/30/2018	4/16/18 - 4/30/18	N/A	N/A	Closed

1 Total Claim
0 Claims Pending

LTD is paid by The Reed Group/RACSB pays premiums to VLDP
VLDP is Self-Funded