

**Rappahannock Area CSB
(Multi-Group)
December Personnel Meeting
December 12, 2018, 11:00 am - 12:00 pm
Board Room 208, 600 Jackson Street,
Fredericksburg, VA 22401**

MINUTES and DOCUMENTS

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MINUTES

Rappahannock Area CSB

December Personnel Meeting

Wednesday, December 12, 2018, 11:00 am - 12:00 pm

Board Room 208, 600 Jackson Street, Fredericksburg, VA 22401

- A. Agenda
- B. CLOSED MEETING, VA CODE 2.2-3711 A(4), A(7) and A (15) Greg Sokolowski
- C. November 2018 EEO Report and Recruitment Update Teresa McDonnel
- D. November 2018 Retention Report Terry Moore
- E. November 2018 Disability Claims Report Terry Moore
- F. YMCA Wellness Initiative Terry Moore
- G. Other Business Greg Sokolowski
- H. 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, December 12, 2018, **11:00 a.m.**
Board Room 208, Fredericksburg, VA

DATE: December 6, 2018

A Personnel Committee Meeting has been scheduled for Wednesday, December 12, 2018, 11:00 a.m., Board Room 208, Fredericksburg, VA.

Looking forward to seeing you on the 12th.

Enclosure (Agenda Packet)

cc: Debbie Draper, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

*Wednesday, December 12 2018, 11:00 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) | Greg Sokolowski |
| II. | NOVEMBER 2018 EEO REPORT and RECRUITMENT UPDATE | Teresa McDonnel |
| III. | NOVEMBER RETENTION REPORT | Terry Moore |
| IV. | NOVEMBER 2018 DISABILITY CLAIMS REPORT | Terry Moore |
| V. | UPDATE: WELLNESS EMPLOYEE INITIATIVE | Terry Moore |
| VI | OTHER BUSINESS | Greg Sokolowski |



MEMORANDUM

To: Jane Yaun, Executive Director

From: Teresa McDonnel, Human Resources Staffing Specialist

Date: December 3, 2018

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

RACSB received 128 applications through November 30, 2018. This is an increase of 8.5% compared to the month of October, 2018, and an increase of 7.6% when compared to the month of November, 2017.

Of the applications received, 88 listed the applicant website as their recruitment source, and 39 applicants listed employee referrals.

According to the attached list, there are currently 51 open positions. New positions account for 4 of the open positions.

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

EEO Report 2018

APPLICANT DATA	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
Female	77	79	104	55	89	72	74	121	124	120	110	73	79
Male	11	7	16	7	14	11	8	27	25	13	16	13	18
Not Supplied	31	40	31	34	32	22	28	53	60	68	57	32	31
Total	119	126	151	96	135	105	110	201	209	201	183	118	128
ETHNICITY													
Caucasian	51	40	70	23	58	36	48	84	77	59	66	35	42
African American	26	43	40	32	32	41	28	64	60	57	55	41	53
Hispanic	2	2	8	5	6	6	4	8	10	20	9	8	10
Asian		2	1			1	2						
American Indian						1			1	1			1
Native Hawaiian									1				
Two or More Races	11	3	4	4	9		4	3	10	7	4	5	
RECRUITMENT SOURCE													
Newspaper Ads		4	4	2	2	3	1	6	2	4	9		
RACSB Website	71	88	80	63	96	69	72	139	153	132	131	78	88
RACSB Intranet	4	2	2	9	10	6	4	19	14	12	13	3	7
Employee Referrals	47	27	37	28	44	28	40	50	47	53	20	25	39
Radio Ads		3	7										
Indeed.com	2	4	9	1		4		10				2	1
VA Employment Commission	1	1	7	1	2		1	2	11	3	8	6	1
Monster.com			2		1								
Other -	1	4	6	2	5		4	4	5	8	2	8	5
Facebook										1	1		
Multi Site Search		1			1				1	1			
NHSC													
Goodwill referral													
Job Fair			5		2	1			1		18	1	
Total # of Applicants	77	87	98	64	91	74	82	116	124	97	102	85	74

Open Position Report - November 30, 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	
11/14/2018	147-2018	ADMIN	Office Associate II	Fredericksburg	1100	FT	
11/16/2018	205-2018	CLINICAL	Emergency Services Therapist	Fredericksburg	2000/4000	FT	
11/16/2018	206-2018	CLINICAL	Emergency Services Therapist	Fredericksburg	2000/4000	FT	
8/1/2017	139-2017	CLINICAL	MH Therapist	Stafford	2200	PT	
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	Spotsylvania	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	
11/26/2018	208-2018	CSS	MH Therapist	Crisis Stabilization	2770	FT	
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	
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	
11/8/2018	204-2018	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	
11/27/2018	210-2018	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	
11/14/2018	207-2018	CSS	ID Res. Counselor I	ICF Ross	3792	PT	
11/26/2018	209-2018	CSS	ID Res. Counselor I	ICF Ross	3792	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	
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 - closed Physical Therapist

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	2	
Full-time	5	5	1	9	4	4	8	8	6	3	2	
Sub Total External Applicants Hired	21	11	5	13	10	11	15	20	11	9	4	
Internal Applicants Moved:												
Full-time to PRN As Needed	0	0	0	1	0	0	1	0	2	0	0	
Full-time to Part-time	0	0	0	0	3	1	0	1	0	2	0	
Part-time to PRN As Needed	0	0	1	2	0	1	0	0	2	0	0	
Part-time to Full-time	5	3	2	1	0	2	4	3	1	0	1	
PRN As Needed to Part-time	0	3	1	1	1	1	1	0	0	0	0	
Lateral Transfer	1	0	0	2	4	1	13	3	4	1	3	
Non-Lateral Change in Position	0	0	0	0	1	0	2	0	0	1	0	
Promotion	4	3	0	1	5	3	1	3	2	4	1	
Temporary to Regular	0	0	0	0	0	1	0	0	0	0	0	
Sub Total Internal Applicant Moves	10	9	4	8	14	10	22	10	11	8	5	
Total Positions Filled:	31	20	9	21	24	21	37	30	22	17	9	
Total Applications Received:	151	96	135	105	110	201	209	204	183	118	128	
Actual Total of Applicants:	98	64	91	74	82	116	124	100	102	85	74	
Total External Offers Made:	18	11	15	14	15	10	25	16	7	20	11	
Total Internal Offers Made:	13	5	10	7	13	19	20	8	6	5	2	



MEMORANDUM

To: Jane Yaun, Executive Director

From: Terry Moore, Human Resources Manager

Date: December 3, 2018

Re: Summary – Retention Report – November, 2018

Human Resources processed a total of seven employee separations for the month of November, 2018. Six of the separations were voluntary and one was involuntary. Four of the employees were part-time and three were full-time.

RACSB lost employees to relocation, accepting another position, more flexible schedule, and to provide care at home. One employee was offered a higher level position elsewhere.

The turnover rate improved again this month, and the annualized turnover comparison is included with this summary. The annual turnover YTD is nearly flat with that experienced in 2017.

RACSB RETENTION & TURNOVER REPORT
November, 2018

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER OF TERMS</u>	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>	<u>EXPLANATION</u>
Administrative	0	0	0	
	0	0	0	
Unit Totals	0	0	0	
Clinical Services	1	1	0	Relocation
	1	1	0	Work Closer Home w/Flexible Schedule
	0	0	0	
Unit Totals	2	2	0	
Community Support Services	1	1	0	Offered Position/Higher Level
	2	2	0	Acquired F/T Employment Elsewhere
	1	1	0	Care for Spouse
	1	0	1	Policy Violation
	0	0	0	
	0	0	0	
Unit Totals	5	4	1	
Grand Totals for the Month	7	6	1	
Not Able to Return from Leave	0			Do Not Count in Turnover Percentage
Incomplete NEO	0			Do Not Count in Turnover Percentage
Retirements	0			Do Not Count in Turnover Percentage

Total Employees for the Month	549
Retention Rate	99.30%
Turnover Rate	0.70%

Total Separations	7
Part-time Separations	57.00%
Full-time Separations	43.00%

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 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

<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 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

<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	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

<u>Employees</u>	<u>Jan-17</u>	<u>Feb-17</u>	<u>Mar-17</u>	<u>Apr-17</u>	<u>May-17</u>	<u>Jun-17</u>	<u>Jul-17</u>	<u>Aug-17</u>	<u>Sep-17</u>	<u>Oct-17</u>	<u>Nov-17</u>	<u>Dec-17</u>	<u>2017 Year End</u>
Average Total Positions	614	614	614	614	614	614	614	614	614	614	614	614	614
Monthly Terminations*	10	10	7	11	6	12	14	8	10	8	9	8	
Turnover by Month YTD	1.63%	1.63%	1.14%	1.79%	0.98%	1.95%	2.28%	1.30%	1.63%	1.30%	1.47%	1.30%	18.40%
Cumulative Turnover YTD	0.16%	3.26%	4.40%	6.19%	7.17%	9.12%	11.40%	12.70%	14.33%	15.64%	17.10%	18.40%	18.40%
Average % Turnover per Month YTD	0.16%	1.63%	1.47%	1.55%	1.43%	1.52%	1.63%	1.59%	1.59%	1.56%	1.55%	1.53%	1.53%

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

RACSB Turnover 2018

<u>Employees</u>	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>Apr-18</u>	<u>May-18</u>	<u>Jun-18</u>	<u>Jul-18</u>	<u>Aug-18</u>	<u>Sep-18</u>	<u>Oct-18</u>	<u>Nov-18</u>	<u>Dec-18</u>	<u>2018 Year End</u>
Average Total Positions	615	615	615	615	615	615	615	615	615	615	615	615	615
Monthly Terminations*	11	12	15	7	11	12	9	13	6	6	7		
Turnover by Month YTD	1.79%	1.95%	2.44%	1.14%	1.79%	1.95%	1.46%	2.11%	0.98%	0.98%	1.14%	0.00%	17.72%
Cumulative Turnover YTD	0.16%	3.74%	6.18%	7.32%	9.11%	11.06%	12.52%	14.63%	15.61%	16.59%	17.72%	17.72%	17.72%
Average % Turnover per Month YTD	0.16%	1.87%	2.06%	1.83%	1.82%	1.84%	1.79%	1.83%	1.73%	1.66%	1.61%	1.48%	1.48%

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



MEMORANDUM

To: Jane Yaun, Executive Director
From: Terry Moore, Human Resources Manager
Date: December 4, 2018
Re: Summary – Disability Claims November, 2018

The total premiums paid to The Standard through November, 2018 were \$89,797.68. The Short-Term Disability Loss Ratio was 67.8% and the Long-Term Loss Ratio was 40.8%.

According to the November, 2018 data there are a total of 14 short term claims and two long term claims through The Standard. Two 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. All short term claims have been closed. The long term claim is also closed.

DISABILITY CLAIMS WORKSHEET

01/01/18 - 11/30/18

<u>THE STANDARD</u>	<u>Employee</u>	<u>Disability</u>	<u>Date Last</u>	<u>Approved</u>	<u>Last</u>	<u>Amount</u>	<u>Claim</u>	
<u>Short Term Claim #</u>	<u>Type</u>	<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period*</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
OOFL3239	ST	Maternity	12/1/17	11/30/17	12/1/17--1/13/18	01/15/18	\$ 1,595.77	Closed
OOFL5827	ST	Medical Leave	12/15/17	12/14/17	12/15/17--1/1/18	01/05/18	\$ 118.65	Closed
OOFM0313	ST	Medical Leave	01/04/18	01/02/18	1/4/18--2/22/18	02/27/18	\$ 2,402.79	Closed
OOFN9887	ST	Maternity	03/04/18	03/01/18	03/09/18 - 04/14/18	04/16/18	\$ 3,940.72	Closed
OOFL8925	ST	Maternity	02/26/18	02/23/18	03/07/18 - 04/09/18	04/09/18	\$ 2,801.72	Closed
OOFQ2532	ST	Maternity	04/05/18	04/04/18	04/05/18 - 05/16/185	05/16/18	\$ 1,600.24	Closed
OOFQ8498	ST	Maternity	05/15/18	05/14/18	05/15/18 - 07/08/18	07/09/18	\$ 3,922.58	Closed
OOFS6443	ST	Medical Leave	06/13/18	06/12/18	06/13/18 - 07/02/18	07/20/18	\$ 1,272.88	Closed
OOFR2831	ST	Maternity	05/05/18	05/04/18	05/17/18-08/09/18	08/09/18	\$ 6,604.06	Closed
OOFS6312	ST	Maternity	07/19/18	07/11/18	07/19/18 - 08/24/18	08/24/18	\$ 2,253.72	Closed
OOFV8071	ST	Medical Leave	09/05/18	09/04/18	09/12/18 - 10/24/18	10/16/18	\$ 3,000.11	Closed
OOFW3334	ST	Medical Leave	09/05/18	09/04/18	09/11/18 - 11/04/18	10/16/18	\$ 2,124.80	Closed
OOFV8989	ST	Maternity	09/15/18	09/14/18	09/18/18 - 12/16/18	11/27/18	\$ 5,848.44	Open
OOFT0794	ST	Maternity	11/06/18	10/26/18	11/06/18 - 12/23/18	11/27/18	\$ 1,441.43	Open

14 Total Claims
0 Claims Pending

Paid in 2018 on above-listed claims \$ 38,927.91
Premiums Paid YTD \$ 57,370.74

<u>Long Term Claim #</u>	<u>Type</u>	<u>Employee</u>	<u>Disability</u>	<u>Date Last</u>	<u>Approved</u>	<u>Last</u>	<u>Amount</u>	<u>Claim</u>
		<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
OOFD5193	LT	Return	03/30/17	03/29/17	7/4/17--04/22/18	04/20/18	\$ 11,303.92	Closed
OOFT9011	LT	Out	05/05/18	05/04/18	08/03/18 - 09/05/18	09/05/18	\$ 1,945.67	Closed

2 Total Claims
0 Claims Pending

Paid in 2018 on above-listed claims \$ 13,249.59
Premiums Paid YTD \$ 32,426.94

<u>VLDP - Reed Group</u>	<u>Employee</u>	<u>Disability</u>	<u>Date Last</u>	<u>Approved</u>	<u>**Last</u>	<u>Amount</u>	<u>Claim</u>	
<u>Short Term Claim #</u>	<u>Type</u>	<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period*</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
582667590167	ST	Maternity Leave	11/06/17	10/20/17	11/6/17 - 02/04/18	03/01/18	\$ 8,265.12	Closed
182299023806	ST	Auto Accident	10/06/17	10/05/17	10/6/17 - 03/14/18	04/13/18	\$ 8,043.84	Closed
997073879167	ST	Surgery	12/05/17	12/13/17	12/15/17--1/30/18	02/02/18	\$ 4,661.76	Closed
323838246965	ST	RTW-1/2/18	12/15/17	12/14/17	12/15--1/1/18	01/19/18	\$ 500.76	Closed
968257525317	ST	Medical Leave	02/01/18	01/26/18	02/01/18 - 02/22/18	02/16/18	\$ 971.88	Closed
984267694693	ST	Maternity Leave	03/22/18	03/22/18	03/22/18 - 05/03/18	05/11/18	\$ 6,866.28	Closed
398110506265	ST	Maternity Leave	05/12/18	05/11/18	05/07/18 - 07/09/18	06/22/18	\$ 2,942.40	Closed
381440754665	ST	Maternity Leave	05/09/18	05/08/18	05/15/18 - 07/09/18	07/12/18	\$ 5,485.36	Closed
293394129337	ST	Maternity Leave	07/16/18	07/13/18	07/16/18 - 09/09/18	08/31/18	\$ 3,744.00	Closed
834989487599	ST	Medical Leave	07/25/18	07/24/18	07/25/18 - 10/21/18	10/26/18	\$ 3,302.10	Closed
653808999931	ST	Maternity Leave	10/10/18	10/09/18	10/17/2018 - 11/23/18	11/23/18	\$ 1,425.60	Closed

11 Total Claims
0 Claims Pending

Paid in 2018 on above-listed claims \$ 46,209.10
VLDP is Self-Funded

<u>Long Term Claim #</u>	<u>Type</u>	<u>Employee</u>	<u>Disability</u>	<u>Date Last</u>	<u>Approved</u>	<u>**Last</u>	<u>Amount</u>	<u>Claim</u>
		<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
182299023806	LT	Auto Accident	4/6/2018	4/30/2018	Denied	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



MEMORANDUM

To: Jane Yaun, Executive Director

From: Terry Moore, Human Resources Manager

Date: December 4, 2018

Re: Update on Employee Wellness Initiative - YMCA

RACSB entered an agreement with the Rappahannock Area YMCA in January, 2018. One of the wellness initiatives offered is a Diabetes Prevention Program and eleven RACSB employees enrolled with the commitment to participate for 12 months.

Rappahannock Area YMCA in participation with Rappahannock Area CSB is providing "Learning" sessions in order to provide information on the Diabetes Prevention Program, (which helps to stop diabetes before it starts) once again in 2019.

The Diabetes Prevention Program combines specialized talents and resources that help at-risk individuals manage their healthcare and achieve wellness. The DPP allows individuals who have been diagnosed with prediabetes (or those have a qualifying risk score based on a combination of risk factors) to cut that risk in half by making better food choices, losing weight, and being more active. It helps individuals gain the confidence and encourages them to make lasting lifestyle changes, and eliminate problems that stand between them and good health.

Those employees who participated in the program this past year have seen successful outcomes because of the benefits provided through the YMCA staff. The program for 2019 will begin February 1, 2019.

"Learning" sessions for those employees who are interested in participating have been scheduled for January, 2019. The sessions will last approximately 40 minutes, and will be held at RACSB.