

**Rappahannock Area CSB  
(Multi-Group)  
February Personnel  
February 13, 2019, 10:30 am - 12:30 pm  
Board Room 208, 600 Jackson Street,  
Fredericksburg, VA 22401**

**MINUTES and DOCUMENTS**

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# MINUTES

## Rappahannock Area CSB

### February Personnel

Wednesday, February 13, 2019, 10:30 am - 12:30 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. Compensation and Classification Study
- D. Health Insurance Renewal
- E. January 2019 EEO Report and Recruitment Update Teresa McDonnel
- F. January 2019 Retention Report Terry Moore
- G. January 2019 Disability Claims Report Terry Moore
- H. Other Business Greg Sokolowski
- I. Adjournment



600 Jackson Street / Fredericksburg, VA 22401 / [www.racsb.state.va.us](http://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, January 13, 2019, **10:30 a.m.**  
Board Room 208, Fredericksburg, VA

**DATE:** January 7, 2019

A Personnel Committee Meeting has been scheduled for Wednesday, January 13, 2019, 10:30 a.m., Board Room 208, Fredericksburg, VA.

Looking forward to seeing you on the 13th.

Enclosure (Agenda Packet)

cc: Debbie Draper, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**PERSONNEL COMMITTEE MEETING**

*Wednesday, February 13, 2019, 10:30am  
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) | Greg Sokolowski                                |
| II.  | COMPENSATION AND CLASSIFICATION STUDY                | Lee Weisiger – Gallagher                       |
| III. | HEALTH INSURANCE RENEWAL                             | Matt Davis – McGriff Insurance<br>Heather Marr |
| IV.  | JANUARY 2019 REPORT and RECRUITMENT UPDATE           | Teresa McDonnel                                |
| V.   | JANUARY 2019 RETENTION REPORT                        | Terry Moore                                    |
| VI.  | JANUARY 2019 DISABILITY CLAIMS REPORT                | Terry Moore                                    |
| VII. | OTHER BUSINESS                                       | Greg Sokolowski                                |



Office of Human Resources  
600 Jackson Street • Fredericksburg, VA 22401 • 540-373-3223  
RappahannockAreaCSB.org

## MEMORANDUM

To: Jane Yaun, Executive Director

From: Teresa McDonnel, Human Resources Staffing Specialist

Date: February 5, 2019

Re: Summary – EEO Report – January, 2019 and Recruitment Update

RACSB received 120 applications through January 31, 2019. This is a decrease of 3.2% compared to the month of December, 2018, and a decrease of 20.5% when compared to the month of January, 2018.

Of the applications received, 81 listed the applicant website as their recruitment source, 22 applicants listed employee referrals, and 8 listed Indeed.com.

According to the attached list, there are currently 50 open positions. New positions account for 5 of the open positions.

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

EEO Report 2019

<b>APPLICANT DATA</b>	<b>Jan-18</b>	<b>Feb-18</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>	<b>Jul-18</b>	<b>Aug-18</b>	<b>Sep-18</b>	<b>Oct-18</b>	<b>Nov-18</b>	<b>Dec-18</b>	<b>Jan-19</b>
Female	104	55	89	72	74	121	124	120	110	73	79	83	63
Male	16	7	14	11	8	27	25	13	16	13	18	17	35
Not Supplied	31	34	32	22	28	53	60	68	57	32	31	24	22
<b>Total</b>	<b>151</b>	<b>96</b>	<b>135</b>	<b>105</b>	<b>110</b>	<b>201</b>	<b>209</b>	<b>201</b>	<b>183</b>	<b>118</b>	<b>128</b>	<b>124</b>	<b>120</b>
<b>ETHNICITY</b>													
Caucasian	70	23	58	36	48	84	77	59	66	35	42	50	42
African American	40	32	32	41	28	64	60	57	55	41	53	47	40
Hispanic	8	5	6	6	4	8	10	20	9	8	10	17	2
Asian	1			1	2								2
American Indian				1			1	1			1		
Native Hawaiian							1						
Two or More Races	4	4	9		4	3	10	7	4	5		3	10
<b>RECRUITMENT SOURCE</b>													
Newspaper Ads	4	2	2	3	1	6	2	4	9			2	5
RACSB Website	80	63	96	69	72	139	153	132	131	78	88	84	81
RACSB Intranet	2	9	10	6	4	19	14	12	13	3	7	7	9
Employee Referrals	37	28	44	28	40	50	47	53	20	25	39	28	22
Radio Ads	7												
Indeed.com	9	1		4		10				2	1	1	8
VA Employment Commission	7	1	2		1	2	11	3	8	6	1	10	4
Monster.com	2		1										
Other -	6	2	5		4	4	5	8	2	8	5	13	2
Facebook								1	1				
Multi Site Search			1				1	1					2
NHSC													
Goodwill referral													
Job Fair	5		2	1			1		18	1		2	
<b>Total # of Applicants</b>	<b>98</b>	<b>64</b>	<b>91</b>	<b>74</b>	<b>82</b>	<b>116</b>	<b>124</b>	<b>97</b>	<b>102</b>	<b>85</b>	<b>74</b>	<b>84</b>	<b>94</b>

**Open Position Report - February 1, 2019**

<u>Date Posted</u>	<u>Position No.</u>	<u>Position Title</u>	<u>Location</u>	<u>RU</u>	<u>Full-time/Part-time</u>	<u>Notes</u>
1/10/2019	010-2019	ADMIN Internal Auditor	Fredericksburg		1000 FT	
12/11/2018	219-2018	ADMIN Administrative Office Associate	Fredericksburg		1100 FT	
1/16/2019	012-2019	ADMIN Office Manager II	Spotsylvania		1100 FT	
12/7/2018	215-2018	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	<b>NEW</b>
12/14/2018	223-2018	CLINICAL Health Educator	Fredericksburg		2200/2500 FT	<b>NEW</b>
6/19/2018	120-2018	CLINICAL Child/Adolescent Case Manager	Stafford		2500 PT	
10/23/2017	183-2017	CLINICAL MH Nurse - RN (MAT)	Fredericksburg		4261 FT	<b>NEW - (Grant Funded)</b>
1/4/2019	006-2019	CLINICAL JDTC Supervisor	Fredericksburg		4295 FT	
12/14/2018	224-2018	CLINICAL SA Link Specialist	Fredericksburg		4970 FT	
5/1/2018	086-2018	CSS PACT MH Nurse - RN	401 Bridgewater St.		2370 FT	
1/7/2019	008-2019	CSS PACT MH Therapist	401 Bridgewater St.		2370 FT	
1/14/2019	007-2019	CSS MH Res. Specialist	Crisis Stabilization		2770 PRN	
1/28/2019	017-2019	CSS MH Nurse - RN/LPN	Crisis Stabilization		2770 PRN	
12/10/2018	213-2018	CSS MH Res. Counselor I	Home Road		2778 FT	
10/26/2018	202-2018	CSS Dev. Services Support Coordinator	Stafford		3400/3100 PT	(moved from Caroline)
2/1/2019	020-2019	CSS Dev. Services Support Coordinator	Caroline		3400/3100 FT	
1/4/2019	003-2019	CSS Day Support Counselor	RAAI Kings Highway		3652 PT	
1/4/2019	004-2019	CSS Day Support Counselor	RAAI Kings Highway		3652 PT	
1/24/2019	014-2019	CSS Day Support Counselor	RAAI King George		3653 PT	
1/24/2019	015-2019	CSS Day Support Counselor	RAAI Stafford		3655 PT	
5/10/2018	090-2018	CSS ICF Nurse - LPN	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	
1/14/2019	011-2019	CSS ID Res. Counselor I	Devon Drive		3774 PT	
1/25/2019	016-2019	CSS ID Res. Counselor I	Devon Drive		3774 FT	
2/12/2018	030-2018	CSS ID Res. Counselor I	Ruffin's Pond		3775 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	
12/27/2018	226-2018	CSS ID Res. Counselor I	New Hope Estates		3778 PT	
7/30/2018	159-2018	CSS ID Res. Counselor I	Scottsdale Estates		3779 PT	
1/30/2019	019-2019	CSS Asst. GH Manager	Scottsdale Estates		3779 FT	
12/13/2018	218-2018	CSS ID Res. Counselor I	Belmont SAP		3781 PT	
2/24/2017	026-2017	CSS ID Res. Counselor I	Galveston Road		3790 PT	
1/4/2019	002-2019	CSS ID Res. Counselor I	Churchill Drive		3791 FT	
10/26/2017	185-2017	CSS ICF Nurse - LPN	ICF Ross		3792 FT	
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	
12/4/2018	212-2018	CSS Assistant Group Home Manager	ICF Ross		3792 FT	<b>NEW</b>
6/22/2018	125-2018	CSS ICF Nurse - LPN	ICF Lucas		3793 FT or 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	
1/4/2019	001-2019	CSS ID Res. Counselor I	Myers Dr Respite		3794 FT	
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	<b>New - closed Physical Therapist</b>



RECRUITMENT REPORT 2019

<b>MONTHLY RECRUITMENT</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>TOTAL YTD</b>
<b>External Applicants Hired:</b>													
Part-time	13												
Full-time	6												
<b>Sub Total External Applicants Hired</b>	<b>19</b>												
<b>Internal Applicants Moved:</b>													
Full-time to PRN As Needed	1												
Full-time to Part-time	1												
Part-time to PRN As Needed	1												
Part-time to Full-time	2												
PRN As Needed to Part-time	0												
Lateral Transfer	1												
Non-Lateral Change in Position	1												
Promotion	2												
Temporary to Regular	0												
<b>Sub Total Internal Applicant Moves</b>	<b>9</b>												
<b>Total Positions Filled:</b>	<b>28</b>												
<b>Total Applications Received:</b>	<b>120</b>												
<b>Actual Total of Applicants:</b>	<b>94</b>												
<b>Total External Offers Made:</b>	<b>6</b>												
<b>Total Internal Offers Made:</b>	<b>7</b>												



## MEMORANDUM

To: Jane Yaun, Executive Director

From: Terry Moore, Human Resources Manager

Date: February 4, 2019

Re: Summary – Retention Report – January, 2019

Human Resources processed a total of eight employee separations for the month of January, 2019. All of the separations were voluntary. Four of the employees were full-time and four were part-time.

One employee retired. This separation does not count in turnover calculations.

Resignations were submitted due to accepting other job offers, health issues, to attend to family needs, scheduling issues, and relocation.

According to the attached report, the Retention Rate for January was 99.30% and the turnover rate was .07%. Annualized turnover comparison is included.

RACSB RETENTION & TURNOVER REPORT  
 JANUARY, 2019

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER OF TERMS</u>	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>	<u>EXPLANATION</u>
Administrative	1	1	0	Another opportunity which allows work from home
	0	0	0	
<b>Unit Totals</b>	<b>1</b>	<b>1</b>	<b>0</b>	
Clinical Services	0	0	0	
	0	0	0	
	0	0	0	
<b>Unit Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Community Support Services	2	2	0	Unable to work the schedule
	1	1	0	Offered a position working weekdays only
	1	1	0	Relocation
	1	1	0	Family needs
	1	1	0	Abandoned position
	1	1	0	Health concerns
<b>Unit Totals</b>	<b>7</b>	<b>7</b>	<b>0</b>	
<b>Grand Totals for the Month</b>	<b>8</b>	<b>8</b>	<b>0</b>	
Not Able to Return from Leave	0			Do Not Count in Turnover Percentage
Retirements	1			Do Not Count in Turnover Percentage

Total Employees for the Month	554
Retention Rate	99.30%
Turnover Rate	0.70%

Total Separations	8
Part-time Separations	50.00%
Full-time Separations	50.00%

**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	6	12	14	8	10	8	9	8	101
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**

Employees	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	2018 Year End
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	9	101
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%	1.46%	19.19%
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%	19.19%	19.19%
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%	1.60%	1.60%

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

**RACSB Turnover 2019**

Employees	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	2019 Year End
Average Total Positions	605	605	605	605	605	605	605	605	605	605	605	605	605
Monthly Terminations*	8	0	0	0	0	0	0	0	0	0	0	0	0
Turnover by Month YTD	1.32%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.32%
Cumulative Turnover YTD	0.17%	1.32%	1.32%	1.32%	1.32%	1.32%	1.32%	1.32%	1.32%	1.32%	1.32%	1.32%	1.32%
Average % Turnover per Month YTD	0.17%	0.66%	0.44%	0.33%	0.26%	0.22%	0.19%	0.17%	0.15%	0.13%	0.12%	0.11%	0.11%

\*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: February 4, 2019

Re: Summary – Disability Claims January, 2019

The total premiums paid to The Standard for January, 2019 were \$8,036.85. The Short-Term Disability Loss Ratio was 45.47% and the Long-Term Loss Ratio was 0.0%.

According to the January, 2019 data there was 1 short term claim filed and no long term claims through The Standard. The short term claim remains active 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. A total of 3 short term claims have been filed. One claim is active, and the remaining claims have been closed. There have been no long term claims filed with VLDP.

**DISABILITY CLAIMS WORKSHEET**

01/01/19 - 01/31/19

**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>
OOFZ1568	ST	Maternity	12/24/18		01/01/19 - 02/03/19	1/29/19	\$ 2,334.91	Open
1 Total Claim								
0 Claims Pending								
Paid in 2019 on above-listed claims							\$ 2,334.91	
Short Term Premiums Paid YTD 2019							\$ 5,134.66	

**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>
0 Total Claims								
0 Claims Pending								
Paid in 2019 on above-listed claims							\$ -	
Long Term Premiums Paid YTD 2019							\$ 2,902.19	

**VLDP**

**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>
910479942006	ST	Medical Leave	12/3/18	12/2/18	12/10/18 - 03/03/19	2/1/19	\$ 2,494.80	Open
776099132106	ST	Maternity Leave	12/10/18	12/5/18	12/17/18 - 01/20/19	1/18/19	\$ 2,269.20	Closed
789939304457	ST	Maternity Leave	12/14/18	12/13/18	12/21/18 - 01/24/18	2/1/19	\$ 2,497.49	Closed
3 Total Claims								
0 Claims Pending								
Paid in 2019 on above-listed claims							\$ 7,261.49	
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>
0 Total Claims								
0 Claims Pending								
Paid in 2019 on above-listed claims							\$ -	
VLDP is Self-Funded								