

**Rappahannock Area CSB  
(Multi-Group)  
March Personnel Committee  
March 13, 2019, 10:30 am - 11:30 am  
Room 208, 600 Jackson Street**

**MINUTES and DOCUMENTS**

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# MINUTES

## Rappahannock Area CSB

### March Personnel Committee

Wednesday, March 13, 2019, 10:30 am - 11:30 am

Room 208, 600 Jackson Street

- |  |                 |
|--|-----------------|
| A. CLOSED MEETING, VA CODE 2.2-3711 A(4), A(7) and A (15)            | Greg Sokolowski |
| B. Impact of Compensation/Classification Recommendations             | Terry Moore     |
| C. February 2019 EEO Report and Recruitment Update                   | Teresa McDonnel |
| D. February 2019 Retention Report                                    | Terry Moore     |
| E. February 2019 Disability Claims Report                            | Terry Moore     |
| F. Recommendation for Addition to Employee Handbook, Benefits Policy | Terry Moore     |
| G. Other Business  | Greg Sokolowski |
| H. Adjournment   |                 |



## **MEMORANDUM**

To: Jane Yaun, Executive Director

Date: March 1, 2019

Re: Impact of Compensation/Classification Study Recommendations

As a result of the Compensation and Classification Study conducted by Gallagher HR and Compensation Consulting Practice, a Division of Gallagher Benefit Services, Inc., certain recommendations were made to change specific position pay grades.

The attached summary indicates the specific positions and the impact to the FY19 budget if these changes are made effective March 24, 2019 and are reflected in paychecks beginning April 5, 2019.

RECOMMENDED CLASSIFICATION CHANGES		Grade Changes	Current Salary	Proposed Salary	Impact Difference	FY19 Budget Addition
Position Title						
ASSISTANT COORD. PSYCHOSOCIAL	From Grade 12 to Grade 13	\$ 54,548.00	\$ 56,368.00	\$ 1,820.00	\$	350.00
ADMINISTRATIVE OFFICE ASSOC	From Grade 7 to Grade 8	\$ 16.30	\$ 17.35	\$ 1.05	\$	210.00
ADMINISTRATIVE OFFICE ASSOC	From Grade 7 to Grade 8	\$ 16.95	\$ 17.35	\$ 0.40	\$	80.00
ADMINISTRATIVE OFFICE ASSOC	From Grade 7 to Grade 8	\$ 16.48	\$ 17.35	\$ 0.87	\$	348.00
ADMINISTRATIVE OFFICE ASSOC.	From Grade 7 to Grade 8	\$ 17.65	\$ 17.35	\$ (0.30)	\$	-
COORDINATOR, MH/SA JAIL/JUVDET	From Grade 14 to Grade 15	\$ 68,510.00	\$ 73,990.00	\$ 5,480.00	\$	1,052.00
NURSE MANAGER, CRISIS STAB	From Grade 12 to Grade 13	\$ 57,330.00	\$ 61,880.00	\$ 4,550.00	\$	876.00
NURSE MANAGER, MH OUTPATIENT	From Grade 12 to Grade 13	\$ 57,382.00	\$ 61,880.00	\$ 4,498.00	\$	864.00
PSYCHOLOGIST II	From Grade 14 to Grade 15	\$ 67,652.00	\$ 69,264.00	\$ 1,612.00	\$	310.00
REIMBURSEMENT TECHNICIAN II	From Grade 6 to Grade 7	\$ 31,200.00	\$ 32,890.00	\$ 1,690.00	\$	325.00
REIMBURSEMENT TECHNICIAN II	From Grade 6 to Grade 7	\$ 31,200.00	\$ 32,890.00	\$ 1,690.00	\$	325.00
REIMBURSEMENT TECHNICIAN II	From Grade 6 to Grade 7	\$ 41,782.00	\$ 32,890.00	\$ (8,892.00)	\$	-
REIMBURSEMENT TECHNICIAN II	From Grade 6 to Grade 7	\$ 31,200.00	\$ 32,890.00	\$ 1,690.00	\$	325.00
REIMBURSEMENT TECHNICIAN II	From Grade 6 to Grade 7	\$ 30,290.00	\$ 32,890.00	\$ 2,600.00	\$	500.00
<b>TOTAL IMPACT TO FY19 BUDGET</b>						<b>\$ 5,565.00</b>



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: March 1, 2019

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

RACSB received 91 applications through February 28, 2019. This is a decrease of 24.2% compared to the month of January, 2019, and a decrease of 5.2% when compared to the month of February, 2018.

I am currently registered to take the People Admin Certified Administrator training course April 9 – May 9, 2019. This course will allow me to learn how to post content to our application home page. This will give us the ability to add or change any information the applicants see, to include the ability to post recruitment videos and special events such as our job fairs. I have also posted some of our harder to fill positions on Indeed.com.

According to the attached list, there are currently 50 open positions. New positions account for 7 of the open positions.

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

EEO Report 2019

APPLICANT DATA	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
Female	55	89	72	74	121	124	120	110	73	79	83	63	54
Male	7	14	11	8	27	25	13	16	13	18	17	35	14
Not Supplied	34	32	22	28	53	60	68	57	32	31	24	22	23
<b>Total</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>91</b>
<b>ETHNICITY</b>													
Caucasian	23	58	36	48	84	77	59	66	35	42	50	42	36
African American	32	32	41	28	64	60	57	55	41	53	47	40	23
Hispanic	5	6	6	4	8	10	20	9	8	10	17	2	6
Asian			1	2								2	
American Indian			1			1	1			1			
Native Hawaiian						1							
Two or More Races	4	9		4	3	10	7	4	5		3	10	5
<b>RECRUITMENT SOURCE</b>													
Newspaper Ads	2	2	3	1	6	2	4	9			2	5	3
RACSB Website	63	96	69	72	139	153	132	131	78	88	84	81	66
FBI Intranet	9	10	6	4	19	14	12	13	3	7	7	9	10
Employee Referrals	28	44	28	40	50	47	53	20	25	39	28	22	16
Job Ads													
LinkedIn	1		4		10				2	1	1	8	
Employment Commission	1	2		1	2	11	3	8	6	1	10	4	1
Monster.com		1											
CareerBuilder	2	5		4	4	5	8	2	8	5	13	2	6
Facebook							1	1					
LinkedIn Site Search		1				1	1					2	
Twitter													
Direct referral													
Referral		2	1			1		18	1		2		1
<b>Total # of Applicants</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>	<b>59</b>

**Open Position Report - February 28, 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	
2/4/2019	022-2019	ADMIN Medical Billing/Reimbursement Tech II	Fredericksburg		1000 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>
2/25/2019	036-2019	CLINICAL Child/Adolescent Therapist	Stafford		2200/6430 FT	
6/19/2018	120-2018	CLINICAL Child/Adolescent Case Manager	Stafford		2500 PT	
2/6/2019	026-2019	CLINICAL SA Case Manager/Therapist	Fredericksburg		4200/4400 FT	
2/25/2019	030-2019	CLINICAL SA Case Manager/Therapist (ADC)	Fredericksburg		4200/4400 FT	
10/23/2017	183-2017	CLINICAL MH Nurse - RN (MAT)	Fredericksburg		4261 FT	<b>NEW</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	
1/14/2019	007-2019	CSS MH Res. Specialist	Crisis Stabilization		2770 PRN	
10/26/2018	202-2018	CSS Dev. Services Support Coordinator	Stafford		3400/3100 PT	
2/1/2019	020-2019	CSS Dev. Services Support Coordinator	Caroline		3400/3100 FT	
2/7/2019	023-2019	CSS Day Support Counselor	RAA1 Kings Highway		3652 PT	
2/7/2019	025-2019	CSS Day Support Counselor	RAA1 Spotsylvania		3654 PT	
1/24/2019	015-2019	CSS Day Support Counselor	RAA1 Stafford		3655 PT	
5/10/2018	090-2018	CSS ICF Nurse - LPN	Wolfe St. ICF		3771 FT	
2/7/2019	027-2019	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	
1/14/2019	011-2019	CSS ID Res. Counselor I	Devon Drive		3774 PT	
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	
2/19/2019	031-2019	CSS ID Res. Counselor I	ICF Ross		3792 FT	
2/19/2019	032-2019	CSS ID Res. Counselor I	ICF Ross		3792 FT	
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	
10/12/2018	198-2018	CSS Asst. GH Manager	Myers Dr Respite		3794 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>
2/25/2019	033-2019	CSS Occupational Therapist	PEID		3910 PRN	<b>New</b>
2/25/2019	034-2019	CSS Physical Therapist	PEID		3910 PRN	<b>New</b>
2/25/2019	035-2019	CSS Speech Pathologist	PEID		3910 PRN	<b>New</b>



RECRUITMENT REPORT 2019

MONTHLY RECRUITMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL YTD
External Applicants Hired:													
Part-time	13	8											
Full-time	6	3											
Sub Total External Applicants Hired	19	11											
Internal Applicants Moved:													
Full-time to PRN As Needed	1	1											
Full-time to Part-time	1	0											
Part-time to PRN As Needed	1	1											
Part-time to Full-time	2	1											
PRN As Needed to Part-time	0	0											
Lateral Transfer	1	5											
Non-Lateral Change in Position	1	0											
Promotion	2	1											
Temporary to Regular	0	0											
Sub Total Internal Applicant Moves	9	9											
Total Positions Filled:	28	20											
Total Applications Received:	120	91											
Actual Total of Applicants:	94	59											
Total External Offers Made:	6	11											
Total Internal Offers Made:	7	11											



## MEMORANDUM

To: Jane Yaun, Executive Director

From: Terry Moore, Human Resources Manager

Date: February 28, 2019

Re: Summary – Retention Report – February, 2019

Human Resources processed a total of six employee separations for the month of February, 2019. Five of the separations were voluntary and one was involuntary. Four of the employees were full-time and two were part-time.

Two employees retired. These separations do not count in turnover calculations.

Resignations were submitted due to accepting other job offers with career changes, health issues, dissatisfaction with job responsibilities, and relocation.

According to the attached report, the Retention Rate for February was 99.40% and the turnover rate was .06%. Annualized turnover comparison is included and slightly improved over prior year.

RACSB RETENTION & TURNOVER REPORT  
February, 2019

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER OF TERMS</u>	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>	<u>EXPLANATION</u>
Administrative	0	0	0	
<b>Unit Totals</b>	<b>0</b>	<b>0</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	Received an offer full-time in another capacity
	1	1	0	Relocation
	1	1	0	Job dissatisfaction
	1	1	0	Health concerns
	1	0	1	Policy violation
<b>Unit Totals</b>	<b>6</b>	<b>5</b>	<b>1</b>	
<b>Grand Totals for the Month</b>	<b>6</b>	<b>5</b>	<b>1</b>	
Not Able to Return from Leave	0			Do Not Count in Turnover Percentage
Retirements	2			Do Not Count in Turnover Percentage

Total Employees for the Month	560
Retention Rate	99.40%
Turnover Rate	0.60%

Total Separations	6
Part-time Separations	33.33%
Full-time Separations	66.67%

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	113
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

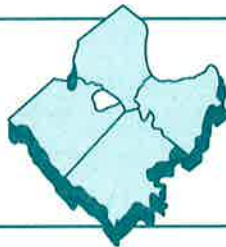
Employees	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	2018 Year End
Average Total Positions	615	615	615	615	615	615	615	615	615	615	615	615	615
Monthly Terminations*	11	12	15	7	11	12	9	13	6	6	7	9	118
Turnover by Month YTD	1.79%	1.95%	2.44%	1.14%	1.79%	1.95%	1.46%	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	609	612	612	612	612	612	612	612	612	612	612	612	612
Monthly Terminations*	8	6	0	0	0	0	0	0	0	0	0	0	0
Turnover by Month YTD	1.31%	0.98%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.29%
Cumulative Turnover YTD	0.16%	2.29%	2.29%	2.29%	2.29%	2.29%	2.29%	2.29%	2.29%	2.29%	2.29%	2.29%	2.29%
Average % Turnover per Month YTD	0.16%	1.15%	0.76%	0.57%	0.46%	0.38%	0.33%	0.29%	0.25%	0.23%	0.21%	0.19%	0.19%

\*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: March 4, 2019  
Re: Summary – Disability Claims February, 2019

The total premiums paid to The Standard through February, 2019 were \$16,009.27. The Short-Term Disability Loss Ratio was 28.75% and the Long-Term Loss Ratio was 0.0%.

There was 1 short term claim filed and no long term claims through The Standard. The short term claim has been 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 5 short term claims have been filed. Two claims are active, and the remaining claims have been closed. There have been no long term claims filed with VLDP.

**Disability Claims Worksheet**  
**01/01/19 - 02/28/19**

**The Standard**

<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	12/21/18	01/01/19 - 02/03/19	2/4/19	\$ 2,940.27	Closed
18 Total Claims								
0 Claims Pending								
Paid in 2018 on above-listed claims \$ 2,940.27								
Short Term Disability Premiums Paid YTD \$ 10,228.15								

**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 2018 on above-listed claims \$ -								
Long Term Disability Premiums Paid YTD \$ 5,781.12								

**VLDP - The Reed Group**

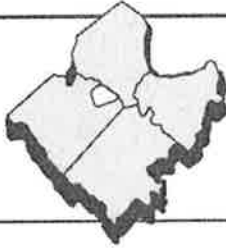
<u>Claim #</u>	<u>Type</u>	<u>Employee Status</u>	<u>Disability Date</u>	<u>Date Last Worked</u>	<u>Approved Claim Period*</u>	<u>Last Payment Date</u>	<u>Amount Paid to Date</u>	<u>Claim Status</u>
910479942006	ST	Medical Leave	12/3/18	12/2/18	12/10/18 - 03/24/19	3/1/19	\$ 3,564.00	Open
776099132106	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
528223812075	ST	Medical Leave	1/18/19	1/17/19	01/18/19 - 03/03/19	3/1/19	\$ 1,732.80	Closed
949882587230	ST	Medical Leave	2/11/19	1/30/19	02/11/19 - 03/03/19	3/1/19	\$ 573.00	Open
5 Total Claims								
0 Claims Pending								
Paid in 2018 on above-listed claims \$ 10,636.49								
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 2018 on above-listed claims \$ -								
VLDP is Self-Funded								



**RAPPAHANNOCK AREA  
COMMUNITY SERVICES BOARD**



**MENTAL HEALTH SERVICES  
INTELLECTUAL DISABILITIES SERVICES  
SUBSTANCE ABUSE SERVICES  
EARLY INTERVENTION/PREVENTION**

Service Area: Caroline/Fredericksburg  
King George/Spotsylvania/Stafford

600 Jackson Street / Fredericksburg, Virginia 22401 / [www.racsb.state.va.us](http://www.racsb.state.va.us)

## **MEMORANDUM**

**To:** Jane Yaun, Executive Director

**From:** Terry Moore, Human Resources Manager

**Date:** March 1, 2019

**Re:** Recommendation for Addition to Employee Handbook, Benefits Policy 6.0

As a result of the recent Compensation and Classification Study and in an effort to offer an incentive program for employees, attached is a new policy recommendation. This policy would be an addition to Benefits Policy 6.0, and designated as sub-section 6.7.

The new policy is entitled "RACSB Hope Starter Bonus Policy" and details a means to recognize employees "on-the-spot" for accomplishments beyond the scope of day-to-day activities. The inclusion of this policy should also be seen as an effort to improve employee retention while recognizing employees who exceptional achievements.

## RACSB HOPE STARTER BONUS POLICY

### Purpose:

The RACSB Hope Starter award is a means for the agency to promote productivity and to provide immediate and visible recognition of employee contributions.

### Eligibility:

All full- and part-time agency employees up to the director level are eligible to receive bonus awards. Independent contractors and temporary employees, whether contracted by the agency or through an agency, are not eligible to receive an award.

### Procedures:

#### Award Criteria –

The RACSB Hope Starter Bonus award is to be used to recognize employee contributions that have exceeded expectations for exceptional performance. The employee contribution must be for an action or accomplishment that is beyond the scope of the employee's regular day-to-day activities and assignments. For example, the award could be for an employee who uses initiative and creativity to solve a challenging problem. It could also be for a one-time exceptional achievement that might not be otherwise noticed, such as volunteering for extra assignments during critical times while fulfilling all of the employee's ongoing work duties.

The RACSB Hope Starter Bonus award should be tied to a discrete action rather than awarded for a situation of consistently exceptional performance. The latter situation should be addressed by means of a merit increase, bonus or promotion. The award should be presented to the employee within 30 days of the achievement.

#### Award Amount –

The RACSB Hope Starter Bonus award will be in an amount not to exceed \$250.00 (two hundred fifty dollars). All awards are considered taxable income and will be reflected on the employee's income earnings statement.

#### Award Recommendations –

RACSB employees with the title Lead, Supervisor, Coordinator, Manager or Director have authority to recommend bonus awards for their employees. Recommendations must be made by the employee's supervisor, who must submit the recommendation to Human Resources and ultimately approved by the Executive Director.





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VOICE/ TDD (540) 373-3223

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## 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, March 13, 2019, **10:30 a.m.**  
Board Room 208, Fredericksburg, VA

**DATE:** March 7, 2019

A Personnel Committee Meeting has been scheduled for Wednesday, March 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, March 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. IMPACT OF COMPENSATION/CLASSIFICATION RECOMMENDATIONS Terry Moore
- III. FEBRUARY 2019 REPORT and RECRUITMENT UPDATE Teresa McDonnel
- IV. FEBRUARY 2019 RETENTION REPORT Terry Moore
- V. FEBRUARY 2019 DISABILITY CLAIMS REPORT Terry Moore
- VI. RECOMMENDATION FOR ADDITION TO EMPLOYEE HANDBOOK,  
BENEFITS POLICY Terry Moore
- VII. OTHER BUSINESS



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## NOTICE

**TO:** **PROGRAM PLANNING & EVALUATION COMMITTEE**  
Kheia Hilton, Chair, Al Collins, Linda Ball, Karen Kallay, Kenneth Lapin,  
Tina Sears, Matt Zurasky, James Howard , Nancy Beebe

**FROM:** Jane Yaun, Executive Director

**SUBJECT:** Program Planning & Evaluation Committee  
Tuesday, March 12, 2019, **10:00 a.m.**  
Board Room 208, 600 Jackson Street, Fredericksburg, VA

**DATE:** March 7, 2019

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A Program Planning & Evaluation Committee has been scheduled for Tuesday, March 12, 2019, **10:00 a.m.** at 600 Jackson Street, Board Room 208, Fredericksburg, VA.

Looking forward to seeing you on the 12th.

cc: Debbie Draper, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**PROGRAM PLANNING & EVALUATION COMMITTEE MEETING**

**Tuesday, March 12, 2019, 10:00 a.m.**  
**Ronald W. Branscome Building**  
***Board Room 208***  
***600 Jackson Street***  
***Fredericksburg, VA 22401***

**a g e n d a**

- |       |   |                    |
|-------|---|--------------------|
| I.    | Extraordinary Barriers List   | Elizabeth Wells    |
| II.   | Emergency Services Activity & TDO Exception Report                        | Kari Norris        |
| III.  | CIT Assessment Center Report - January 2019                               | Kari Gent          |
| IV.   | Independent Assessment Certification and Coordination Team (IACCT) Update | Donna Andrus       |
| V.    | Information Technology/Electronic Health Record Update                    | Suzanne Poe        |
| VI.   | February 2019 Wait List   | Stephanie Terrell  |
| VII.  | Quality Assurance Chart Reviews   | Stephanie Terrell  |
| VIII. | DBHDS Employment Metric   | Joe Wickens        |
| IX.   | Mental Health Residential: CARF Mid-Year Performance Analysis             | Brandie Williams   |
| X.    | Serious Incident Summary  | Jacqueline Kobuchi |
| XI.   | Second Quarter FY 19 Incident Report Summary                              | Stephanie Terrell  |
| XII   | RACSB's Strategic Planning Process  | Jane Yaun          |
| X.    | Other Business  | Kheia Hilton       |