

VOICE/ TDD (540) 373-3223

FAX (540) 371-3753

## NOTICE

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

**FROM:** Jane Yaun, Executive Director

**SUBJECT:** Personnel Committee Meeting  
Wednesday, June 10, 2020, 11:00 a.m.  
**Virtual – Online Zoom due to Corona Virus**  
Board Room 208, Fredericksburg, VA

**DATE:** June 4, 2020

A Personnel Committee Meeting has been scheduled for Wednesday, June 10, 2020, 11:00 a.m. **Virtual – Online Zoom due to Corona Virus**

Looking forward to seeing you virtually on the 10th.

Enclosure (Agenda Packet)

cc: Debbie Draper, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**PERSONNEL COMMITTEE MEETING**

*Wednesday, June 10 2020, 11:00am*

***Virtual On-Line Zoom due to Corona Virus***

*Ronald W. Branscome Building*

*Board Room 208*

*600 Jackson Street, Fredericksburg, VA 22401*

# agenda

- |   |                 |
|---|-----------------|
| I. MAY 2020 EEO REPORT and RECRUITMENT UPDATE<br>pp 1-4     | Terry Moore     |
| II. MAY 2020 RETENTION REPORT<br>pp 5-7                     | Terry Moore     |
| III. SUMMARY – COVID 19 REORGANIZATION STRUCTURE<br>pp 8-10 | Terry Moore     |
| IV. CLOSED MEETING VA CODE §2.2-3711 A(4), A(7) & A(15)     | Greg Sokolowski |
| V. 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: Stephanie Williams, Human Resources Staffing Specialist

Date: June 1, 2020

Re: Summary – EEO Report – May, 2020 and Recruitment Update

RACSB received **39** applications through May 31, 2020. This is an **increase** of **25%** compared to the month of April 2020, and a **decrease** of **80%** when compared to the month of May 2019.

Of the applications received, 31 applicants listed the RACSB applicant website as their recruitment source, and 12 stated employee referrals as their recruitment source.

According to the attached list, there are currently **62** open positions. New positions account for **8** of the open positions. Out of the 62 open positions, 26 positions are not advertised on the RACSB website, 37 are advertised, and 20 are classified as essential. The positions that are not being advertised are either currently closed, like day support professional positions and respite direct support professional positions, or are being temporarily filled by transferred staff.

A summary is attached indicating external applicants hired, internal applicants moved, and actual number of applicants applying for positions in the month of May 2020.

8

EEO Report 2020

<u>APPLICANT DATA</u>	<u>May-19</u>	<u>Jun-19</u>	<u>Jul-19</u>	<u>Aug-19</u>	<u>Sep-19</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>	<u>Apr-20</u>	<u>May-20</u>
Female	115	94	84	122	104	89	54	38	96	79	44	21	30
Male	19	6	6	28	17	8	7	12	31	24	12		2
Not Supplied	56	41	35	40	54	46	29	40	41	49	41	10	7
<b>Total</b>	<b>190</b>	<b>141</b>	<b>125</b>	<b>190</b>	<b>175</b>	<b>143</b>	<b>90</b>	<b>90</b>	<b>168</b>	<b>152</b>	<b>97</b>	<b>31</b>	<b>39</b>
<b><u>ETHNICITY</u></b>													
Caucasian	73	53	33	70	48	40	19	21	39	42	27	7	18
African American	45	47	52	68	51	46	31	25	81	48	32	6	9
Hispanic	16	4	6	8	12	12	1	13	11	10	2	2	6
Asian	1			1	4	5	3		4	3			
American Indian	1	5				2				1			
Native Hawaiian									2	2	1		
Two or More Races	13	4	6	10	4	3	4		5	6		1	
<b><u>RECRUITMENT SOURCE</u></b>													
Newspaper Ads	9		4	5	4	8	5	1	3	2			
RACSB Website	96	91	64	97	113	85	52	52	91	62	59	21	31
RACSB Intranet	13	6	8	20	14	8	5	4	1	6	6	1	
Employee Referrals	34	41	55	64	45	35	31	21	51	33	31	10	12
Radio Ads													
Indeed.com	21	2	1	25	14	3	10			46	11	2	
VA Employment Commission	6	4		7	1	14	3	1	1		6		
Monster.com													
Other -	11	2	4	2	7	1	2	18	34	1	17	1	3
Facebook		1					1		1	1			
Multi Site Search	8		1		2	3	5	8	1	6	6		
NHSC													
Linked In	2	1			1		1	1	1				
Goodwill referral													
Job Fair	2	9	5		6	7	8	3	4	1	1		
<b>Total # of Applicants</b>	<b>128</b>	<b>103</b>	<b>84</b>	<b>132</b>	<b>130</b>	<b>104</b>	<b>65</b>	<b>65</b>	<b>123</b>	<b>124</b>	<b>66</b>	<b>23</b>	<b>28</b>

**Open Position Report - May 31, 2020**

Date Posted	Position No.	ADMIN	Position Title	Location	RU	Full-time/Part-time	Notes	Transferred Support
1/8/2020	250-2019	ADMIN	Compliance Specialist	Fredericksburg		1000 FT		
2/17/2020	052-2020	ADMIN	Lead Lawn Technician	Fredericksburg		1100 FT	NEW	
3/23/2020	056-2020	CLINICAL	Lead, ES Therapist	Fredericksburg		2000/4000 FT		
3/23/2020	055-2020	CLINICAL	Emergency Services Therapist	Fredericksburg		2000/4000 FT		
9/25/2019	189-2019	CLINICAL	Psychologist II	Stafford		2200 FT		
5/15/2020	073-2020	CLINICAL	C/A Therapist for Safe Harbor	Spotsylvania		2200 FT		
3/23/2020	054-2020	CLINICAL	Diversion Case Manager	Fredericksburg		2480 FT		
10/7/2019	195-2019	CLINICAL	SA Therapist (Women's Services)	Fredericksburg		4220 FT		
4/25/2019	072-2018	CLINICAL	Psychiatrist - MAT	Fredericksburg		4261 PT	NEW (grant)	
8/2/2019	144-2019	CLINICAL	MH Nurse - RN (MAT)	Fredericksburg		4261 FT	NEW (grant)	
3/9/2020	047-2020	CLINICAL	SA Therapist/Case Manager (MAT)	Fredericksburg		4261 FT		
9/27/2019	190-2019	CLINICAL	SA Therapist (RRJ)	Rappahannock Regional Jail		4480 FT		
3/12/2019	049-2019	CSS	Psychiatrist - PACT	401 Bridgewater		2370 FT		
12/23/2019	246-2019	CSS	MH Therapist - PACT	401 Bridgewater		2370 FT		
5/7/2020	072-2020	CSS	MH Nurse - RN/LPN - PACT	401 Bridgewater		2370 FT		
5/7/2020	071-2020	CSS	Office Associate II - PACT	401 Bridgewater		2370 FT		
10/9/2019	196-2019	CSS	Psychosocial Advocate	Kenmore Club		2680 PT		
12/16/2019	175-2019	CSS	MH Nurse - RN/LPN	Crisis Stabilization		2770 FT		
2/12/2020	025-2020	CSS	MH Res. Specialist	Crisis Stabilization		2770 PT		
3/26/2020	064-2020	CSS	MH Res. Counselor I	Home Road		2778 FT		
3/5/2020	038-2020	CSS	Dev. Services Support Coordinator	Spotsylvania		3400/3100 FT	NEW	
3/5/2020	039-2020	CSS	Dev. Services Support Coordinator	River Club		3400/3100 FT	NEW	
12/20/2019	243-2019	CSS	Day Support Counselor	RAAI Stafford		3655 FT		
1/30/2020	016-2020	CSS	Day Support Counselor	RAAI Stafford		3655 PT		
2/12/2020	024-2020	CSS	Day Support Counselor	RAAI Stafford		3655 PT		
2/27/2020	034-2020	CSS	Day Support Counselor	RAAI Stafford		3655 PT		
2/25/2020	193-2019	CSS	Day Support Counselor	RAAI KH ICF		3656 PT		
12/11/2019	238-2019	CSS	ID Res. Counselor I	Wolfe Street ICF		3771 PT		Day Support
1/27/2020	014-2020	CSS	ID Res. Counselor I	Wolfe Street ICF		3771 PT		
3/26/2020	066-2020	CSS	ID Res. Counselor I	Wolfe Street ICF		3771 PT		
3/26/2020	065--2020	CSS	ID Res. Counselor I	Wolfe Street ICF		3771 FT	NEW - replaced 1 LPN	Myers Drive
4/30/2020	070-2020	CSS	ID Res. Counselor I	Wolfe Street ICF		3771 PT		
4/1/2020	067-2020	CSS	ICF Manager I	Wolfe Street ICF		3771 FT		Myers Drive
11/6/2019	219-2019	CSS	ID Res. Counselor I	Leeland Road		3772 PT		Day Support
3/24/2020	060-2020	CSS	ID Res. Counselor I	Leeland Road		3772 PT		
12/27/2019	247-2019	CSS	ID Res. Counselor I	Stonewall Estates		3773 PT		Day Support
3/17/2020	051-2020	CSS	ID Res. Counselor I	Stonewall Estates		3773 PT		
11/12/2019	222-2019	CSS	ID Res. Counselor I	Devon Drive		3774 PT		PRN - Wolfe Street
2/19/2020	030-2020	CSS	ID Res. Counselor I	Devon Drive		3774 FT		Myers Drive
3/24/2020	058-2020	CSS	ID Res. Counselor I	Ruffins Pond		3775 PT		Day Support
3/24/2020	053-2020	CSS	ID Res. Counselor I	Piedmont Drive		3776 PT		
2/14/2020	026-2020	CSS	Asst. Group Home Manager	Igo Road		3777 FT		Myers Drive
1/8/2020	006-2020	CSS	ID Res. Counselor I	New Hope Estates		3778 PT		
5/18/2020	212-2019	CSS	ID Res. Counselor I	New Hope Estates		3778 PT		
12/2/2019	233-2019	CSS	ID Res. Counselor I	Scottsdale Estates		3779 PT		Day Support
2/11/2020	023-2020	CSS	ID Res. Counselor I	Scottsdale Estates		3779 PT		
3/17/2020	050-2020	CSS	ID Res. Counselor I	Scottsdale Estates		3779 PT		Myers Drive Full-Time
3/24/2020	057-2020	CSS	ID Res. Counselor I	Scottsdale Estates		3779 PT		
2/14/2020	028-2020	CSS	ID Res. Counselor I	Belmont SAP		3781 PT		
11/25/2019	230-2019	CSS	ID Res. Counselor I	Churchill Drive		3791 PT		
3/24/2020	063-2020	CSS	ID Res. Counselor I	Churchill Drive		3791 PT		Day Support
4/2/2019	059-2019	CSS	ID Res. Counselor I	ICF Ross		3792 PT		Day Support
4/6/2020	209-2018	CSS	ID Res. Counselor I	ICF Ross		3792 PT		
3/9/2020	046-2020	CSS	ID Res. Counselor I	ICF Lucas		3793 PT		Myers Drive Full-Time
4/6/2020	068-2020	CSS	ID Res. Counselor I	ICF Lucas		3793 PT		
3/9/2020	045-2020	CSS	ICF Nurse - LPN	ICF Lucas		3793 FT		
3/9/2020	042-2020	CSS	ID Res. Counselor I	Myers Drive Respite		3794 PT		
3/9/2020	043-2020	CSS	ID Res. Counselor I	Myers Drive Respite		3794 PT		
3/9/2020	044-2020	CSS	ID Res. Counselor I	Myers Drive Respite		3794 FT	NEW - replacing 3 part-time	
3/5/2020	037-2020	CSS	ID Res. Counselor I - Floater	River Club	ID/DD Res Split	FT		Day Support
2/25/2019	033-2019	CSS	Occupational Therapist	PEID		3910 PRN	NEW	
6/19/2019	114-2019	CSS	Physical Therapist	PEID		3910 PRN		
ADDITIONAL TEMPORARY TRANSFERS:								
			Landscape Technician	Fredericksburg		1100 PT	New	Transportation
			Asst. Group Home Manager	Galveston Road		3790 FT		Myers Drive

RECRUITMENT REPORT 2020

MONTHLY RECRUITMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL YTD
<b>External Applicants Hired:</b>													
Part-time	9	7	1	0	4								
Full-time	6	3	5	2	2								
<b>Sub Total External Applicants Hired</b>	<b>15</b>	<b>10</b>	<b>6</b>	<b>2</b>	<b>6</b>								
<b>Internal Applicants Moved:</b>													
Full-time to PRN As Needed	3	3	0	0	0								
Full-time to Part-time	0	0	0	0	0								
Part-time to PRN As Needed	3	4	0	0	0								
Part-time to Full-time	0	2	4	0	0								
PRN As Needed to Part-time	0	0	0	1	1								
Lateral Transfer	1	0	3	1	2								
Non-Lateral Change in Position	0	0	0	0	0								
Promotion	0	1	2	0	0								
Temporary to Regular	0	0	0	0	0								
<b>Sub Total Internal Applicant Moves</b>	<b>7</b>	<b>10</b>	<b>9</b>	<b>2</b>	<b>3</b>								
<b>Total Positions Filled:</b>	<b>22</b>	<b>20</b>	<b>15</b>	<b>4</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Applications Received:</b>	<b>168</b>	<b>152</b>	<b>97</b>	<b>31</b>	<b>39</b>								
<b>Actual Total of Applicants:</b>	<b>123</b>	<b>124</b>	<b>66</b>	<b>23</b>	<b>28</b>								
<b>Total External Offers Made:</b>	<b>17</b>	<b>14</b>	<b>26 (17 temp)</b>	<b>4</b>	<b>5</b>								
<b>Total Internal Offers Made:</b>	<b>9</b>	<b>10</b>	<b>12</b>	<b>5</b>	<b>1</b>								



## MEMORANDUM

To: Jane Yaun, Executive Director  
From: Terry Moore, Human Resources Manager  
Date: June 2, 2020  
Re: Summary – Retention Report – May, 2020

Human Resources processed a total of four employee separations for the month of May, 2020. All of the separations were involuntary. Three of the employees were full-time and one was part-time.

Two employees resigned due to relocation, one accepted another job offer and one employee was a layoff with no plans for recall.

One additional employee retired effective May 1, 2020 which does not count in turnover calculations.

According to the attached report, the Retention Rate for May was 99.6% and the turnover rate was 0.40%. The annualized turnover comparison is included, and thus far is trending 2.82% better than the same timeframe for prior year.

RACSB RETENTION & TURNOVER REPORT  
 May, 2020

<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	
<b>Unit Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Clinical Services	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	Relocation
	1	1	0	Layoff - no recall
	1	1	0	Another job offer
	0	0	0	Performance
	0	0	0	
<b>Unit Totals</b>	<b>4</b>	<b>4</b>	<b>0</b>	
<b>Grand Totals for the Month</b>	<b>4</b>	<b>4</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	576
Retention Rate	99.60%
Turnover Rate	0.40%

Actual Working 542

Total Separations	4
Part-time Separations	25.00%
Full-time Separations	75.00%



**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	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	616	616	616	616	616	616	616	616	616	616	616	616	616
Monthly Terminations*	8	6	8	18	9	5	10	17	14	7	6	4	112
Turnover by Month YTD	1.30%	0.97%	1.30%	2.92%	1.46%	0.81%	1.62%	2.76%	2.27%	1.14%	0.97%	0.65%	18.18%
Cumulative Turnover YTD	0.16%	2.27%	3.57%	6.49%	7.95%	8.77%	10.39%	13.15%	15.42%	16.56%	17.53%	18.18%	18.18%
Average % Turnover per Month YTD	0.16%	1.14%	1.19%	1.62%	1.59%	1.46%	1.48%	1.64%	1.71%	1.66%	1.59%	1.52%	1.52%

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

**RACSB Turnover 2020**

Employees	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	2020 Year End
Average Total Positions	624	624	624	624	624	624	624	624	624	624	624	624	624
Monthly Terminations*	8	3	10	7	4								
Turnover by Month YTD	1.28%	0.48%	1.60%	1.12%	0.64%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.13%
Cumulative Turnover YTD	0.16%	1.76%	3.37%	4.49%	5.13%	5.13%	5.13%	5.13%	5.13%	5.13%	5.13%	5.13%	5.13%
Average % Turnover per Month YTD	0.16%	0.88%	1.12%	1.12%	1.03%	0.85%	0.73%	0.64%	0.57%	0.51%	0.47%	0.43%	0.43%

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

41

8



## MEMORANDUM

To: Jane Yaun, Executive Director

From: Terry Moore, Human Resources Manager

Date: June 3, 2020

Re: Summary – COVID 19 Reorganization Structure - May, 2020

According to the attached structure of RAAI Operations, a total of 36 Day Support Program employees have been placed in group homes and intermediate care facilities offering alternative services within the homes. Two staff members are placed in each group home, while four staff members are placed in each of the three intermediate care facilities. These moves were developed by Lacey Fisher Curtis, Day Support Program Coordinator, and allows RACSB to retain 36 employees, and still support 49 individuals in group homes and 12 individuals in intermediate care facilities.

The remaining spreadsheet attached shows temporary placements of employees from Day Support, Transportation, Kenmore Club and Myers Respite Home into existing position vacancies in the I.D./D.D. Residential Services Program. The temporary assignments have enabled 18 employees to continue working in alternative support positions.

In addition to these reorganization efforts, 5 full-time employees have been furloughed and 27 part-time employees have been in a layoff status since conditions with COVID 19 necessitated these changes to our regular operations.

RAAI Operations Supported in home with alternating days at sites

Effective 3/30/2020

	Stonewall	Peidmont	New Hope	Galveston	Igo	Scottsdale	Leeland	Churchill	Devon	Ruffins
1										
2										
3		3 Individuals							3 Individuals	
4					4 Individuals					
5	5 Individuals			5 Individuals						5 Individuals
6			6 Individuals			6 Individuals	6 Individuals	6 Individuals		
7										
8	1 F/T - Spotsy	Asst SL K Hwy	1 F/T -Stafford	1 F/T -Stafford	1 F/T K George	1 F/T - K Hwy	1 Site Ldr K Hwy	1 F/T - K Hwy	1 S Ldr Caroline	1 F/T - K Hwy
9	1 Site Ldr Spotsy	1 F/T - Caroline	1 S Ldr Stafford	Asst SL Stafford	1 S Ldr K George	1 L Spc - K Hwy	1 F/T - K Hwy	1 F/T - K Hwy	1 F/T - Caroline	1 F/T - K Hwy
10										

ICF- 1:1 support

	Ross Drive	Lucas Street	Wolfe St
1			
2			
3			
4	4 Individuals	4 Individuals	4 Individuals
	RAAI Staff	RAAI Staff	RAAI Staff
5	1 F/T ICF K Hwy	1 F/T ICF K Hwy	1 F/T K George
6	1 F/T ICF K Hwy	1 F/T ICF K Hwy	1 F/T ICF K Hwy
7	1 F/T ICF K Hwy	1 F/T - Spotsy	1 F/T ICF K Hwy
8	1 F/T ICF K Hwy	1 F/T - K Hwy	1 F/T ICF K Hwy

Waiver	Bill for	49
	FT staff	24
ICF	Bill for	12
	FT staff	12
	<b>Total Individuals</b>	<b>61</b>
	<b>Total FT Staff</b>	<b>36</b>

**Temporary Placements**

<u>Position</u>	<u>Class</u>	<u>Transfer</u>	<u>RU</u>	<u>Position</u>	<u>Temporary Supervisor</u>	<u>Effective</u>
Van Driver	PT	Transfer to Landscaping	1100	Landscaping Crew	Larkin, Todd	3/30/2020
<u>Position</u>	<u>Class</u>	<u>Transfer</u>	<u>RU</u>	<u>Position</u>	<u>Temporary Supervisor</u>	<u>Effective</u>
Psychosocial Rehab Aide	FT NE	Transfer to Landscaping	1100	Lanscaping Crew	Larkin, Todd	5/4/2020
<u>Position</u>	<u>Class</u>	<u>Transfer</u>	<u>RU</u>	<u>Position</u>	<u>Temporary Supervisor</u>	<u>Effective</u>
Day Support Professional ICF	PT	Transfer to Ross ICF	3792	Direct Support Professional	Walker, Darragh	3/30/2020
Day Support Professional	PT	Transfer to Leeland	3772	Direct Support Professional	Stewart, Gwendolyn	3/30/2020
Day Support Professional ICF	FT NE	Transfer to Floater Pos	3771	Direct Support Professional	Ross, Courtney	4/5/2020
Day Support Professional ICF	PT	Transfer to Wolfe St ICF	3771	Direct Support Professional	Open	3/30/2020
Day Support Professional	PT	Transfer to Scottsdale	3779	Direct Support Professional	Demmie, Michael	3/30/2020
<u>Position</u>	<u>Class</u>	<u>Transfer</u>	<u>RU</u>	<u>Position</u>	<u>Temporary Supervisor</u>	<u>Effective</u>
Direct Support Professional	FT NE	Transfer to Wolfe St ICF	3771	Direct Support Professional	Open	4/1/2020
Direct Support Professional	FT NE	Transfer to Devon	3774	Direct Support Professional	Pope-Waddy, Tara	4/1/2020
Asst Group Home Manager	FT	Transfer to Galveston	3790	Asst Group Home Manager	Keller, Kathleen	5/31/2020
Asst Group Home Manager	FT	Transfer to Igo	3777	Asst Group Home Manager	Monroe, Laura	4/1/2020
Respite Group Home Manager	FT	Transfer to Wolfe St ICF	3771	Group Home Manager	Curtis, Steve	4/1/2020
Direct Support Professional	FT NE	Transfer to Lucas ICF	3793	Direct Support Professional	Walker, Darragh	4/1/2020
Direct Support Professional	FT NE	Transfer to Scottsdale	3779	Direct Support Professional	Demmie, Michael	4/1/2020
<u>Position</u>	<u>Class</u>	<u>Transfer</u>	<u>RU</u>	<u>Position</u>	<u>Temporary Supervisor</u>	<u>Effective</u>
Day Support Professional ICF	PT	Transfer to Churchill	3791	Direct Support Professional	Byerly, Patricia	5/7/2020
Day Support Professional ICF	PRN	Transfer to Devon	3774	Direct Support Professional	Pope-Waddy, Tara	4/19/2020
Day Support Professional	PT	Transfer to Ruffins	3775	Direct Support Professional	Biller, Traci	4/19/2020
Day Support Professional ICF	PT	Transfer to Stonewall	3773	Direct Support Professional	Burke-Doggett, Natasha	5/3/2020

**18 Temporary Placements**