

VOICE/ TDD (540) 373-3223

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NOTICE

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

FROM: Jane Yaun, Executive Director

SUBJECT: Personnel Committee Meeting
Wednesday, July 8, 2020, **11:00 a.m.**
RACSB River Club, 10825 Tidewater Trail, Fredericksburg, VA 22408

DATE: July 1, 2020

A Personnel Committee Meeting has been scheduled for Wednesday, July 8, 2020, 11:00 a.m., RACSB River Club, 10825 Tidewater Trail, Fredericksburg, VA 22408.

Looking forward to seeing you on the 8th.

Enclosure (Agenda Packet)

cc: Kheia Hilton, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

Wednesday, July 8, 2020, 11:00am

**RACSB – River Club
10825 Tidewater Trail
Fredericksburg, VA 22408**

agenda

- | | |
|--|-------------|
| I. JUNE 2020 EEO REPORT and RECRUITMENT UPDATE | Terry Moore |
| II. JUNE 2020 RETENTION REPORT | Terry Moore |
| III. SUMMARY – COVID 19 REORGANIZATION STRUCTURE | Terry Moore |
| IV. WORKER'S COMPENSATION – FY 2020 FY End through 6/30/20 | Terry Moore |
| V. CLOSED MEETING VA CODE §2.2-3711 A(4), A(7) & A(15) | Nancy Beebe |
| VI. OTHER BUSINESS | Nancy Beebe |



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: July 1, 2020

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

RACSB received **100** applications through June 30, 2020. This is an **increase** of **61%** compared to the month of May 2020, and a **decrease** of **30%** when compared to the month of June 2019.

Of the applications received, 44 applicants listed the RACSB applicant website as their recruitment source, 25 stated employee referrals as their recruitment source, and 17 listed Indeed.com as their recruitment source.

According to the attached list, there are currently **64** open positions. New positions account for **8** of the open positions. Out of the 64 open positions, 15 positions are not advertised on the RACSB website, 49 are advertised, and 45 of the advertised positions are classified as essential. The positions that are not being advertised are either currently not being actively recruited, such as direct support professional positions at Day Support and respite direct support professional positions at Myers Drive, or they are being temporarily filled by existing employees who were transferred.

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

EEO Report 2020

APPLICANT DATA	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Female	94	84	122	104	89	54	38	96	79	44	21	30	49
Male	6	6	28	17	8	7	12	31	24	12		2	24
Not Supplied	41	35	40	54	46	29	40	41	49	41	10	7	27
Total	141	125	190	175	143	90	90	168	152	97	31	39	100
ETHNICITY													
Caucasian	53	33	70	48	40	19	21	39	42	27	7	18	46
African American	47	52	68	51	46	31	25	81	48	32	6	9	24
Hispanic	4	6	8	12	12	1	13	11	10	2	2	6	4
Asian			1	4	5	3		4	3				1
American Indian	5				2				1				
Native Hawaiian								2	2	1			
Two or More Races	4	6	10	4	3	4		5	6		1		2
RECRUITMENT SOURCE													
Newspaper Ads		4	5	4	8	5	1	3	2				
RACSB Website	91	64	97	113	85	52	52	91	62	59	21	31	44
RACSB Intranet	6	8	20	14	8	5	4	1	6	6	1		10
Employee Referrals	41	55	64	45	35	31	21	51	33	31	10	12	25
Radio Ads													
Indeed.com	2	1	25	14	3	10			46	11	2		17
VA Employment Commission	4		7	1	14	3	1	1		6			1
Monster.com													
Other -	2	4	2	7	1	2	18	34	1	17	1	3	25
Facebook	1					1		1	1				
Multi Site Search		1		2	3	5	8	1	6	6			4
NHSC													
Linked In	1			1		1	1	1					3
Goodwill referral													
Job Fair	9	5		6	7	8	3	4	1	1			2
Total # of Applicants	103	84	132	130	104	65	65	123	124	66	23	28	77

Open Positions Report - June 30, 2020

Date Posted	Position No.	Position	Position Title	Location	RU	Full-time/ Part-time	Notes
1/8/2020	250-2019	ADMIN	Compliance Specialist	Fredericksburg		1000 FT	
6/3/2020	081-2020	ADMIN	Accounting Specialist	Fredericksburg		1000 FT	
6/4/2020	082-2020	ADMIN	Human Resources Manager	Fredericksburg		1000 FT	
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	
6/29/2020	092-2020	CLINICAL	Peer Specialist (Adult MH C. Mgmt)	Fredericksburg		2400 FT	NEW
6/26/2020	089-2020	CLINICAL	Adult MH Case Manager	Caroline/Fredericksburg		2400 FT	
6/26/2020	090-2020	CLINICAL	Intensive Adult MH Case Manager	Fredericksburg		2400 FT	NEW
4/25/2019	072-2016	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	
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	
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	
6/17/2020	069-2020	CSS	MH Res. Specialist	Crisis Stabilization		2770 FT	
3/26/2020	064-2020	CSS	MH Res. Counselor I	Home Road		2778 FT	
3/5/2020	038-2020	CSS	Dev. Services Support Coordinator	Spolsylvania		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	
6/1/2020	075-2020	CSS	Day Support Counselor	RAAI Stafford		3655 FT	
6/23/2020	076-2020	CSS	Day Support Counselor	RAAI Stafford		3655 PT	
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	
6/23/2020	077-2020	CSS	Day Support Counselor	RAAI KH ICF		3656 FT	
6/23/2020	088-2020	CSS	Day Support Counselor	RAAI KH ICF		3656 FT	
12/11/2019	238-2019	CSS	ID Res. Counselor I	Wolfe Street ICF		3771 PT	
1/27/2020	013-2020	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
4/30/2020	070-2020	CSS	ID Res. Counselor I	Wolfe Street ICF		3771 PT	
11/6/2019	219-2019	CSS	ID Res. Counselor I	Leeland Road		3772 PT	
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	
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	
2/19/2020	030-2020	CSS	ID Res. Counselor I	Devon Drive		3774 FT	
6/23/2020	084-2020	CSS	ID Res. Counselor I	Devon Drive		3774 PT	
6/17/2020	085-2020	CSS	Group Home Manager	Devon Drive		3774 FT	
3/24/2020	058-2020	CSS	ID Res. Counselor I	Ruffins Pond		3775 PT	
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	
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	
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	
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	
4/2/2019	059-2019	CSS	ID Res. Counselor I	ICF Ross		3792 PT	
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	
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	

RECRUITMENT REPORT 2020

MONTHLY RECRUITMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL YTD
External Applicants Hired:													
Part-time	9	7	1	0	4	0							
Full-time	6	3	5	2	2	8							
Sub Total External Applicants Hired	15	10	6	2	6	8							
Internal Applicants Moved:													
Full-time to PRN As Needed	3	3	0	0	0	0							
Full-time to Part-time	0	0	0	0	0	0							
Part-time to PRN As Needed	3	4	0	0	0	0							
Part-time to Full-time	0	2	4	0	0	0							
PRN As Needed to Part-time	0	0	0	1	1	0							
Lateral Transfer	1	0	3	1	2	1							
Non-Lateral Change in Position	0	0	0	0	0	0							
Promotion	0	1	2	0	0	1							
Temporary to Regular	0	0	0	0	0	0							
Sub Total Internal Applicant Moves	7	10	9	2	3	2							
Total Positions Filled:	22	20	15	4	9	10	0	0	0	0	0	0	0
Total Applications Received:	168	152	97	31	39	100							
Actual Total of Applicants:	123	124	66	23	28	77							
Total External Offers Made:	17	14	26 (17 temp)	4	5	8							
Total Internal Offers Made:	9	10	12	5	1	7							



MEMORANDUM

To: Jane Yaun, Executive Director

From: Terry Moore, Human Resources Manager

Date: June 30, 2020

Re: Summary – Retention Report – June, 2020

Human Resources processed a total of seven employee separations for the month of June, 2020. All of the separations were voluntary. Three of the employees were full-time and the remainder were part-time.

Two employees resigned due to relocation, one accepted another job offer, one wanted to pursue other opportunities, one no longer had job availability and one employee abandoned their position. We had our first resignation due to COVID-19 concerns.

According to the attached report, the Retention Rate for May was 99.3% and the turnover rate was 0.70%. The annualized turnover comparison is included, and thus far is trending 2.52% better than the same timeframe for prior year.

RACSB RETENTION & TURNOVER REPORT
June, 2020

ORGANIZATIONAL UNIT	NUMBER OF TERMS	VOLUNTARY	INVOLUNTARY	EXPLANATION
Administrative	0	0	0	
	0	0	0	
Unit Totals	0	0	0	
Clinical Services	1	1	0	Relocation
	1	1	0	Pursue Other Opportunities
	0	0	0	
Unit Totals	2	2	0	
Community Support Services	1	1	0	Relocation
	1	1	0	COVID-19
	1	1	0	Another job offer
	1	1	0	Own business/job availability
	1	1	0	Abandoned
Unit Totals	5	5	0	
Grand Totals for the Month	7	7	0	
Not Able to Return from Leave	0			Do Not Count in Turnover Percentage
Retirements	0			Do Not Count in Turnover Percentage

Total Employees for the Month	567
Retention Rate	99.30%
Turnover Rate	0.70%

535

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

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	7							
Turnover by Month YTD	1.28%	0.48%	1.60%	1.12%	0.64%	1.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	6.25%
Cumulative Turnover YTD	0.16%	1.76%	3.37%	4.49%	5.13%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%	6.25%
Average % Turnover per Month YTD	0.16%	0.88%	1.12%	1.12%	1.03%	1.04%	0.89%	0.78%	0.69%	0.63%	0.57%	0.52%	0.52%

*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: June 30, 2020

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

At the end of June, a total of 21 Day Support Program employees and 7 Transportation employees remain in a layoff status. Along with those on layoff, 3 Day Support Program employees remain on Furlough and 1 Kenmore Club employee remains on Furlough, as well. Additionally, 10 employees from Day Support and Myers Respite Home remain transferred to residential programs.

Since last month, one transferred employee received a promotion to another position vacancy, while two employees who were working in transfer positions applied and were selected for lateral transfers to alternative programs. One employee previously furloughed was called back to work effective June 29, 2020.

Four part-time employees who were temporarily assigned to work in ICF programs were asked to return to Day Support on July 6, 2020. Moving forward, two furloughed employees will also return to work on July 6, along with 3 employees on layoff. As the Day Support Program continues to reopen in phases, plans to recall additional employees will take place.

Temporary Placements

<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	PT	Transfer to Leeland	3772	Direct Support Professional	Stewart, Gwendolyn	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	Garner, Victoria	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 Stonewall	3773	Asst Group Home Manager	Burke-Doggett, Natasha	6/28/2020
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	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

10 Temporary Placements



MEMORANDUM

To: Jane Yaun, Executive Director

From: Terry Moore, Human Resources Manager

Date: June 30, 2020

Re: Worker's Compensation – FY 2020 – FY End Through 06/30/2020

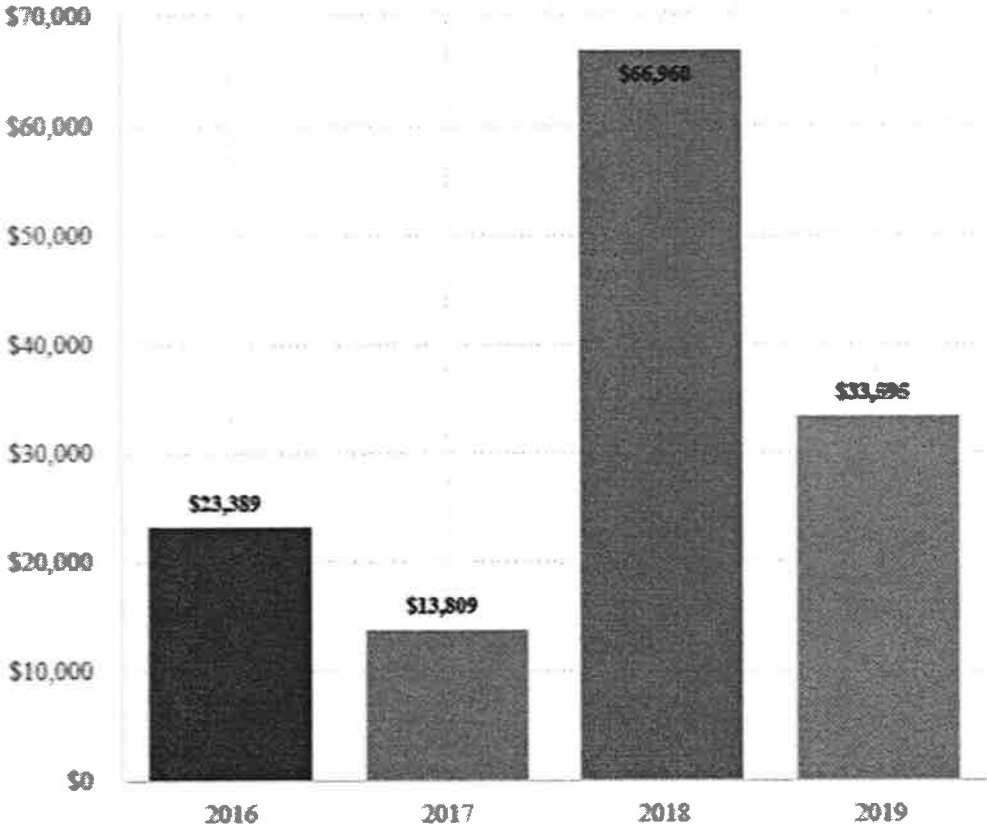
The claims incurred thus far in FY 2020 total \$33,595. There are 21 claims year to date, 3 of which remain open.

Attached are claims reports reflecting the open claims and the closed claims. Thus far, a total of \$19,459 has been paid out for the claims, with a total of \$14,136 still in reserves.

A trend analysis report, comparing the number of claims per policy year shows an improvement over prior year, along with the improved cost trend analysis. Contusions and strains remain the most consistent injury.

The loss ratio through the fourth quarter of FY 2020 is 20.0%. A loss ratio of 50% or less is the preferred target.

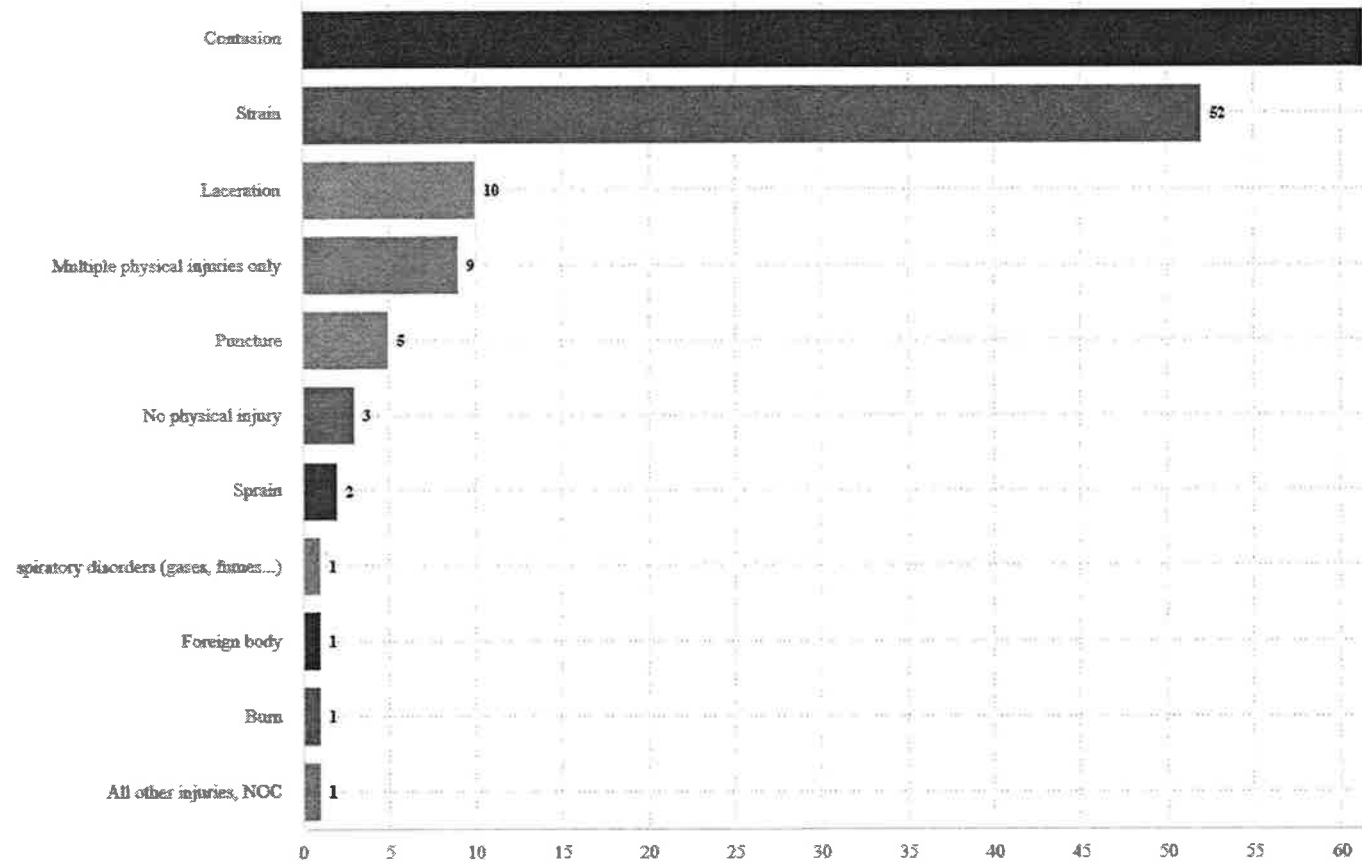
Cost by Policy Year



Workers' Compensation Claims FY 2020

Claim #	Date	Status	Type of Claim	Loss Detail	Cost	Paid	Reserves
01WC19-00367	7/24/19	Closed	Medical Only	Assisting a patient,grabbing the patient from falling, injured her left knee	\$80	\$80	\$0
01WC19-23121	8/6/19	Closed	Medical Only	Support a coworker w/client who reached down & bit her in the right bicep & poked her left eye	\$80	\$80	\$0
01WC19-23390	8/20/19	Closed	Medical Only	Pushing a wheelchair; it stopped & her left lower leg was jammed into the wheelchair	\$426	\$426	\$0
01WC19-23552	8/26/19	Closed	Medical Only	Lifting a resident from the floor, when she felt pain in her left knee	\$9,250	\$6,259	\$2,991
01WC19-23624	8/30/19	Closed	Medical Only	Stepping into a patient's home and the dog bit her on the right hand	\$567	\$567	\$0
01WC19-23660	9/4/19	Closed	Medical Only	Walking down steps & tripped; contusion to right great toe	\$1,767	\$1,767	\$0
01WC19-24078	9/23/19	Closed	Medical Only	Went into the restroom; slipped on the wet floor; broke the fall w/right hand; contusion to right shoulder	\$483	\$483	\$0
01WC19-24084	9/24/19	Closed	Medical Only	Helping a coworker w/patient; wheelchair ran over her right foot; contusion to right foot	\$80	\$80	\$0
01WC19-24377	10/6/19	Closed	Medical Only	Trying to lift client in their wheelchair; felt something in lower back; strain lower back	\$18	\$18	\$0
01WC19-24883	10/31/19	Closed	Medical Only	Stopped at gate security; vehicle behind her, pressed on gas & hit her vehicle; no injury	\$80	\$80	\$0
01WC19-24889	10/31/19	Closed	Medical Only	Reaching an item on top shelf; small part of a computer fell & hit him in the head; laceration above left eye	\$424	\$424	\$0
01WC19-24927	11/2/19	Closed	Medical Only	Burned fingers of both hands when putting a hot pan in the; burn to fingers	\$351	\$351	\$0
01WC19-24928	11/1/19	Open	Lost Time/Litigation	Pushing client in wheelchair on uneven grass; left foot slipped; wrenched her back; strain lower back	\$11,500	\$4,707	\$6,793
01WC19-25399	11/22/19	Closed	Medical Only	Stepped on screws from broken wheelchair; twisted left ankle	\$80	\$80	\$0
01WC19-25748	12/13/19	Open	Lost Time	Pushing a wheelchair, wheelchair bounced back; hurt her left shoulder; strain to left shoulder	\$7,500	\$3,148	\$4,352
01WC19-25918	12/26/19	Closed	Medical Only	Transferring a resident in bathroom; floor was wet; resident dropped full weight: strain left mid-lower back	\$713	\$713	\$0
01-19-00481-1-WC	1/17/20	Closed	Medical Only	Moving 200 files from a shelf; felt discomfort in right upper back and shoulder blade	\$18	\$18	\$0
01-19-00524-1-WC	1/28/20	Closed	Medical Only	Resident hit EE on hands, back & buttocks & kicked her legs; multiple contusions	\$179	\$179	\$0
01-19-31540-1-WC	5/15/20	Closed	Denied	Walking on the sidewalk; felt left foot pop; strain to foot	\$0	\$0	\$0
01-19-31745-1-WC	5/28/20	Open	Denied	Lifting gate on a trailer; felt a pull in lower abdomen	\$0	\$0	\$0
01-19-31962-1-WC	6/11/20	Closed	Denied	Walking & right foot suddenly popped; pain and swelling to right foot and ankle	\$0	\$0	\$0
21 Total Claims					\$33,595	\$19,459	\$14,136

Count by Injury



Virginia Risk Sharing Association
Summary of Losses - Account 001

Through: 31-May-2020

Account 001

Rappahannock Area CSB (# 547)

Year	Claims	Indemnity	MedOnly	Open	Recoveries	Paid	Reserves	Total Incurred
2016	41	1	40	0	\$0.00	\$23,389.11	\$0.00	\$23,389.11
2017	37	1	36	0	(\$258.25)	\$14,067.67	\$0.00	\$13,809.42
2018	48	3	45	1	\$0.00	\$54,690.17	\$12,270.31	\$66,960.48
2019	19	2	17	3	\$0.00	\$19,459.10	\$14,136.06	\$33,595.16
Total	145	7	138	4	(\$258.25)	\$111,606.05	\$26,406.37	\$137,754.17