

VOICE/ TDD (540) 373-3223

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NOTICE

TO: PERSONNEL COMMITTEE

Nancy Beebe, Chair, Lawrence Davies, Kenneth Lapin, Linda Carter, Greg Sokolowski

FROM: Jane Yaun, Executive Director

SUBJECT: Personnel Committee Meeting

Wednesday, June 9, **11:00 a.m.**

In Person or Virtual-Online Zoom due to Corona Virus

600 Jackson St., Fredericksburg, VA 22401

DATE: June 3, 2021

A Personnel Committee Meeting has been scheduled for Wednesday, June 9 2021, **11:00 a.m., in person or Virtual-Online Zoom due to Corona Virus.**

Looking forward to seeing you in person or virtually on the 12th.

Enclosure (Agenda Packet)

cc: Kheia Hilton, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

Wednesday, June 9, 2021 11:00am

In-person

600 Jackson Street

Room 208

Join Zoom Meeting

<https://zoom.us/j/98129290024>

Meeting ID: 981 2929 0024

+1 301 715 8592 US (Washington DC)

agenda

- | | |
|---|--------|
| I. MAY 2021 RETENTION REPORT | Runyon |
| II. MAY 2021 EEO REPORT and RECRUITMENT UPDATE | Runyon |
| III. CLOSED MEETING, VA CODE §2.2-3711 A(4), A(7) & A(15) | Yaun |



MEMORANDUM

To: Jane Yaun, Executive Director

From: Michelle Runyon, Human Resources Manager

Date: June 1, 2021

Re: Summary – Retention Report – May, 2021

Human Resources processed a total of thirteen employee separations for the month of May, 2021. Twelve of the separations were voluntary, one was involuntary. Six of the employees were full-time, seven were part-time.

Two employees retired, one passed away and one completed NEO but never showed for her first shift. These separations do not count in turnover calculations.

Resignations were submitted due to other employment (3), personal reasons/moving (3), quit without notice or abandoned job (4) or can no longer fulfill PRN shifts (2).

According to the attached report, the Retention Rate for May was 97.84% and the turnover rate was 2.16 %. Annualized turnover comparison is included.

RACSB RETENTION & TURNOVER REPORT
MAY, 2021

ORGANIZATIONAL UNIT	NUMBER OF TERMS	VOLUNTARY	INVOLUNTARY	EXPLANATION
Administrative	0	0	0	
	0	0	0	
Unit Totals	0	0	0	
	0			
Clinical Services	1	1	0	Other Employment
	1	1	0	Staying home, moving
	1	1	0	Personal
	0	0	0	
Unit Totals	3	3	0	
Community Support Services	2	2	0	Other Employment
	1	1	0	Personal
	1	0	1	Poor Attendance
	4	4	0	Quit without notice or job abandonment
	2	2	0	No longer can fulfill PRN shifts
Unit Totals	10	9	1	
Grand Totals for the Month	13	12	1	
Retirement, Deceased or Never Started after NEO	4			Do Not Count in Turnover Percentage

Total Employees for the Month	601
Retention Rate	97.84%
Turnover Rate	2.16%

Total Separations	13
Part-time Separations	29.00%
Full-time Separations	71.00%

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	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

<u>Employees</u>	<u>Jan-19</u>	<u>Feb-19</u>	<u>Mar-19</u>	<u>Apr-19</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>2019 Year End</u>
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

<u>Employees</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>	<u>Apr-20</u>	<u>May-20</u>	<u>Jun-20</u>	<u>Jul-20</u>	<u>Aug-20</u>	<u>Sep-20</u>	<u>Oct-20</u>	<u>Nov-20</u>	<u>Dec-20</u>	<u>2020 Year End</u>
Average Total Positions	624	624	624	624	624	624	624	624	624	624	624	624	624
Monthly Terminations*	8	3	10	7	4	7	11	16	11	17	12	6	112
Turnover by Month YTD	1.28%	0.48%	1.60%	1.12%	0.64%	1.12%	1.76%	2.56%	1.76%	2.72%	1.92%	0.96%	17.95%
Cumulative Turnover YTD	0.16%	1.76%	3.37%	4.49%	5.13%	6.25%	8.01%	10.58%	12.34%	15.06%	16.99%	17.95%	17.95%
Average % Turnover per Month YTD	0.16%	0.88%	1.12%	1.12%	1.03%	1.04%	1.14%	1.32%	1.37%	1.51%	1.54%	1.50%	1.50%

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

RACSB Turnover 2021

<u>Employees</u>	<u>Jan-21</u>	<u>Feb-21</u>	<u>Mar-21</u>	<u>Apr-21</u>	<u>May-21</u>	<u>Jun-21</u>	<u>Jul-21</u>	<u>Aug-21</u>	<u>Sep-21</u>	<u>Oct-21</u>	<u>Nov-21</u>	<u>Dec-21</u>	<u>2021 Year End</u>
Average Total Positions	601	601	601	601	601	601	601	601	601	601	601	601	601
Monthly Terminations*	10	4	6	13	13								46
Turnover by Month YTD	1.66%	0.67%	1.00%	2.16%	2.16%								7.65%
Cumulative Turnover YTD	0.17%	2.33%	1.66%	3.16%	4.33%								0.00%
Average % Turnover per Month YTD	0.17%	1.16%	0.83%	1.58%	2.16%								0.00%

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



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, 2021

Re: Summary – EEO Report – May, 2021 and Recruitment Update

RACSB received **61** applications through May 31, 2021. This is a **decrease** of **27%** compared to the month of April 2021, and an **increase** of **56%** when compared to the month of May 2020.

RACSB received 221 resumes through Indeed for **May 2021**. RACSB advertised 17 positions on Indeed through **May 2021**.

Of the applications received, 28 applicants listed the RACSB applicant website as their recruitment source, 17 stated employee referrals as their recruitment source, and 13 listed Indeed.com as their recruitment source.

According to the attached list, there are currently **74** open positions. New positions account for **3** of the open positions.

A summary is attached indicating external applicants hired, internal applicants moved, and actual number of applicants applying for positions in the month of **May, 2021**.

EEO Report 2021

APPLICANT DATA	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21
Female	30	49	83	93	58	58	34	29	44	34	30	41	29
Male	2	24	18	20	20	10	5	12	10	10	4	4	8
Not Supplied	7	27	43	46	37	37	35	29	25	28	23	38	24
Total	39	100	144	159	115	105	74	70	79	72	57	83	61
ETHNICITY													
Caucasian	18	46	59	46	40	32	19	13	25	19	17	25	18
African American	9	24	38	57	25	21	15	29	27	24	17	14	11
Hispanic	6	4	8	14	4	9	3		2	2	1	2	3
Asian		1	2	1	2	2		1		1			
American Indian				1	1					1			
Native Hawaiian				1	1	1							3
Two or More Races		2		8	5	8	3				1	3	5
RECRUITMENT SOURCE													
Newspaper Ads			1		1			2	1				
RACSB Website	31	44	65	97	59	59	39	29	35	34	29	50	28
RACSB Intranet		10	6	5	9	13	2	7	5	7	3	1	6
Employee Referrals	12	25	34	34	21	24	22	12	21	20	26	18	17
Radio Ads													
Indeed.com		17	27	32	6	8	4	11	17	15	8	19	13
VA Employment Commission		1	2	2	2	2	4	1					1
Monster.com													
Other -	3	25	7	6	13	9	3	3	2	1	2	1	
Facebook							2				2		
Multi Site Search		4	4				2	1					1
NHSC													
Linked In		3				1					1		
Goodwill referral													
Zip Recruiter													1
Job Fair		2	1	1	3			3	3	3		1	
Total # of Applicants	28	77	105	102	85	68	58	58	65	61	49	65	54

Open Positions Report - May 28, 2021

Date Posted	Position No.	Position Title	Location	RU	Full-time/Part-time	
3/22/2021	054-2021	ADMIN Executive Associate	Fredericksburg		1000 FT	
3/29/2021	058-2021	ADMIN Administration Office Support	Fredericksburg		1000 FT	
5/7/2021	087-2021	ADMIN Reimbursement Technician I	Fredericksburg		1000 FT	
5/28/2021	111-2021	ADMIN Medical Billing/Reimbursement Tech II	Fredericksburg		1000 PT	
3/23/2020	056-2020	CLINICAL Lead, ES Therapist	Fredericksburg		2000/4000 FT	
8/19/2020	134-2020	CLINICAL Emergency Services Therapist	Fredericksburg		2000/4000 FT	
9/25/2019	189-2019	CLINICAL Psychologist II	Stafford		2200 FT	
4/12/2021	072-2021	CLINICAL Therapist, MH/SA	Stafford		2250/4250 FT	
6/29/2020	092-2020	CLINICAL Peer Specialist (Adult MH C. Mgmt)	Fredericksburg		2400 FT	NEW
4/2/2021	062-2021	CLINICAL Child/Adolescent Therapist	Spotsylvania		2400 FT	
5/17/2021	098-2021	CLINICAL Child/Adolescent Therapist (Safe Harbor)	Spotsylvania		2400 FT	NEW
8/18/2020	127-2020	CLINICAL Drug Court Surveillance Officer	Fredericksburg		4200 PT	
9/1/2020	146-2020	CLINICAL S. A. Therapist	Spotsylvania		4200 FT	
4/25/2019	072-2016	CLINICAL Psychiatrist - MAT	Fredericksburg		4261 PT	NEW (grant)
4/28/2021	083-2021	CLINICAL MH/SA Therapist - Detention Based	RRJ		4290 FT	
2/23/2021	036-2021	CLINICAL Therapist, Juvenile Drug Court	Fredericksburg		4295 FT	
3/16/2021	049-2021	CLINICAL Juvenile Drug Treatment Court Mentor	RRJ		4295 PT	
3/24/2021	056-2021	CLINICAL SA Therapist/Case Manager	Fredericksburg		4296 FT	
5/24/2021	104-2021	CLINICAL Coordinator, Jail & Detention Svcs	RRJ		6430 FT	
4/13/2021	075-2021	CSS PSH Housing Specialist	Bridgewater		2760 FT	
5/10/2021	093-2021	CSS MH Residential Counselor I	Lafayette		2766 FT	
3/12/2019	049-2019	CSS Psychiatrist - PACT	401 Bridgewater		2370 FT	
4/14/2021	076-2021	CSS Therapist, PACT	401 Bridgewater		2370 FT	
4/5/2021	064-2021	CSS Psychosocial Advocate	Kenmore Club		2681 FT	
5/11/2021	097-2021	CSS Therapist	Crisis Stabilization		2770 FT	
10/21/2020	184-2020	CSS MH Nurse - RN/LPN	Crisis Stabilization		2770 P/T	
10/21/2020	185-2020	CSS MH Nurse - RN/LPN	Crisis Stabilization		2770 P/T	
1/6/2021	003-2021	CSS MH Nurse - RN/LPN	Crisis Stabilization		2770 FT	
3/31/2021	061-2021	CSS MH Nurse - RN/LPN	Crisis Stabilization		2770 FT	
4/8/2021	065-2021	CSS MH Nurse - RN/LPN	Crisis Stabilization		2770 PT	
5/24/2021	100-2021	CSS MH Nurse - RN/LPN	Crisis Stabilization		2770 PT	
10/14/2020	179-2020	CSS MH Residential Counselor I	Home Road		2778 PT	
1/28/2021	022-2021	CSS MH Residential Counselor I	Lafayette		2786 FT	
5/28/2021	109-2021	CSS Day Support Counselor	RAAI KH		3652 FT	
1/27/2021	017-2021	CSS Day Support Counselor	RAAI KH		3652 PT	
1/26/2021	018-2021	CSS Day Support Counselor	RAAI KH		3652 PT	
3/30/2020	059-2021	CSS Day Support Counselor	RAAI KH		3652 PT	
11/17/2020	201-2020	CSS Day Support Counselor	RAAI KG		3653 PT	
5/25/2021	107-2021	CSS Day Support Counselor	RAAI KG		3653 PT	
4/8/2021	066-2021	CSS Day Support Counselor	RAAI Spotsylvania		3654 PT	
4/8/2021	067-2021	CSS Day Support Counselor	RAAI Spotsylvania		3654 PT	
5/3/2021	047-2021	CSS Day Support Counselor	RAAI Spotsylvania		3654 PT	
5/25/2021	106-2021	CSS Day Support Counselor	RAAI Stafford		3655 FT	
5/3/2021	085-2021	CSS Day Support Counselor	RAAI Stafford		3655 PT	
5/25/2021	105-2021	CSS Day Support Counselor	RAAI Stafford		3655 PT	
7/27/2020	115-2020	CSS ICF Nurse - LPN	Wolfe Street ICF		3771 FT	
5/4/2021	089-2021	CSS ICF Nurse - LPN	Wolfe Street ICF		3771 FT	
12/8/2020	218-2020	CSS ICF Nurse - LPN	Wolfe Street ICF		3771 FT or PT	
5/3/2021	216-2020	CSS ID Res. Counselor I	Wolfe Street ICF		3771 PT	
12/8/2020	217-2020	CSS ID Res. Counselor I	Wolfe Street ICF		3771 PT	
4/23/2021	082-2021	CSS ID Res. Counselor I	River Club - Floater	ID Res Split	FT	
3/24/2020	060-2020	CSS ID Res. Counselor I	Leeland Road		3772 PT	
12/10/2020	222-2020	CSS ID Res. Counselor I	Leeland Road		3772 PT	
9/23/2020	247-2019	CSS ID Res. Counselor I	Stonewall Estates		3773 PT	
12/1/2020	212-2020	CSS ID Res. Counselor I	Stonewall Estates		3773 PT	
5/24/2021	103-2021	CSS ID Res. Counselor I	Devon Drive		3774 FT	
11/17/2020	222-2019	CSS ID Res. Counselor I	Devon Drive		3774 PT	
6/23/2020	084-2020	CSS ID Res. Counselor I	Devon Drive		3774 PT	
11/13/2020	181-2020	CSS ID Res. Counselor I	Ruffins Pond		3775 PT	
4/21/2021	081-2021	CSS ID Res. Counselor I	Ruffins Pond		3775 PT	
11/9/2020	195-2020	CSS ID Res. Counselor I	Igo Rd		3777 PT	
3/18/2021	050-2021	CSS ID Res. Counselor I	Igo Rd		3777 FT	
2/19/2021	033-2021	CSS ID Res. Counselor I	New Hope Estates		3778 PT	
5/24/2021	102-2021	CSS ID Res. Counselor I	Scottsdale Estates		3779 PT	
4/12/2021	169-2020	CSS ID Res. Counselor I	Brittany Commons		3784 PT	
5/28/2021	108-2021	CSS Asst. Group Home Manager	Galveston Road		3790 FT	
3/2/2021	227-2020	CSS ID Res. Counselor I	Galveston Road		3790 FT	
2/10/2021	029-2021	CSS ID Res. Counselor I	Churchill Drive		3791 PT	
3/31/2021	060-2021	CSS ID Res. Counselor I	Churchill Drive		3791 FT	
4/13/2021	074-2021	CSS ID Res. Counselor I	ICF Ross		3792 FT	
4/21/2021	080-2021	CSS ID Res. Counselor I	ICF Ross		3792 FT	
5/11/2021	096-2021	CSS ID Res. Counselor I	ICF Ross		3792 FT	
3/9/2021	045-2021	CSS ID Res. Counselor I	ICF Ross		3792 PT	
5/10/2021	091-2021	CSS ID Res. Counselor I	ICF Ross		3792 PT	
8/27/2020	141-2020	CSS ICF Nurse - LPN	ICF Ross		3792 PT	
12/16/2020	226-2020	CSS ID Res. Counselor I	ICF Lucas		3793 PT	
1/26/2021	013-2021	CSS ID Res. Counselor I	ICF Lucas		3793 PT	
11/9/2020	196-2020	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	
10/26/2020	188-2020	CSS ID Res. Counselor I	Myers Drive Respite		3794 FT	
2/23/2021	035-2021	CSS ID Res. Counselor I	Myers Drive Respite		3794 FT	
5/28/2021	110-2021	HF Family Support Specialist	Healthy Families		5561 FT	