



600 Jackson Street / Fredericksburg, Virginia 22401 / www.rappahannockareacsbs.org

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NOTICE

TO: Personnel Committee
Nancy Beebe, Chair, Linda Carter, Lawrence Davies, Ken Lapin, Greg Sokolowski

FROM: Jane Yaun
Executive Director

SUBJECT: Personnel Committee Meeting
Wednesday, August 11, 2021, 11:00 a.m.
600 Jackson Street, Board Room 208, Fredericksburg, VA

DATE: August 5, 2021

A Personnel Committee meeting has been scheduled for Wednesday, August 11, 600 Jackson Street, Board Room 208, Fredericksburg, VA.

Looking forward to seeing you on August 11, at 11:00.

cc: Kheia Hilton, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

Wednesday, August 11, 2021 11:00am

In-person

600 Jackson Street

Room 208

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| I. EMPLOYEE REFERRAL BONUS | Runyon | Page 2 |
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MEMORANDUM

Date: August 2, 2021
To: Jane Yaun, Executive Director
From: Michelle Runyon, Human Resources Director
Re: Employee Referral Bonus

Moving forward, we are requesting, the Employee Referral Bonus be increased from \$250 to \$500. The policy (**5.2B Employee Referral Bonus**) remains the same in regards to how and when the payout occurs.



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: August 2, 2021

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

RACSB received **90** applications through July 31, 2021. This is a **decrease of 13%** compared to the month of June 2021, and a **decrease of 37.5%** when compared to the month of July 2020.

RACSB received 179 resumes through Indeed for **July 2021**. RACSB advertised 7 new positions on Indeed through **July 2021**.

Of the applications received, 59 applicants listed the RACSB applicant website as their recruitment source, 11 stated employee referrals as their recruitment source, and 15 listed Indeed.com as their recruitment source.

According to the attached list, there are currently **106** open positions. New positions account for **15** 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 **July, 2021**.

EEO Report 2021

APPLICANT DATA	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21
Female	83	93	58	58	34	29	44	34	30	41	29	56	55
Male	18	20	20	10	5	12	10	10	4	4	8	6	8
Not Supplied	43	46	37	37	35	29	25	28	23	38	24	41	27
Total	144	159	115	105	74	70	79	72	57	83	61	103	90
ETHNICITY													
Caucasian	59	46	40	32	19	13	25	19	17	25	18	40	31
African American	38	57	25	21	15	29	27	24	17	14	11	19	26
Hispanic	8	14	4	9	3		2	2	1	2	3	4	
Asian	2	1	2	2		1		1				4	6
American Indian		1	1					1					
Native Hawaiian		1	1	1							3		
Two or More Races		8	5	8	3				1	3	5		
RECRUITMENT SOURCE													
Newspaper Ads	1		1			2	1						1
RACSB Website	65	97	59	59	39	29	35	34	29	50	28	64	59
RACSB Intranet	6	5	9	13	2	7	5	7	3	1	6	3	3
Employee Referrals	34	34	21	24	22	12	21	20	26	18	17	34	11
Radio Ads													
Indeed.com	27	32	6	8	4	11	17	15	8	19	13	11	15
VA Employment Commission	2	2	2	2	4	1					1	1	4
Monster.com													
Other -	7	6	13	9	3	3	2	1	2	1			
Facebook									2				1
Multi Site Search	4				2	1						1	
NHSC													
Linked In				1					1			1	1
Goodwill referral											1	4	
Zip Recruiter													
Job Fair	1	1	3			3	3	3		1			1
Total # of Applicants	105	102	85	68	58	58	65	61	49	65	54	76	58

RECRUITMENT REPORT 2021

MONTHLY RECRUITMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL YTD
External Applicants Hired:													35
Part-time	10	1	3	3	5	8	5						40
Full-time	3	5	6	5	7	6	8						75
Sub Total External Applicants Hired	13	6	9	8	12	14	13						
Internal Applicants Moved:													9
Full-time to PRN As Needed	0	3	0	1	1	2	2						5
Full-time to Part-time	0	1	0	0	2	2	0						4
Part-time to PRN As Needed	0	1	0	0	1	1	1						12
Part-time to Full-time	0	0	4	2	0	1	5						2
PRN As Needed to Part-time	0	1	0	0	0	1	0						12
Lateral Transfer	2	1	4	2	2	0	1						3
Non-Lateral Change in Position	1	0	0	1	0	1	0						24
Promotion	3	3	2	3	8	3	2						0
Temporary to Regular	0	0	0	0	0	0	0						71
Sub Total Internal Applicant Moves	6	10	10	9	14	11	11						
Total Positions Filled:	19	16	19	17	26	25	24	0	0	0	0	0	146
Total Applications Received:	79	72	57	83	61	103	90						545
Actual Total of Applicants:	65	61	49	65	54	76	58						428
Total External Offers Made:	10	6	17	11	16	15	18						93
Total Internal Offers Made:	10	7	11	9	14	15	18						84

Open Positions Report - July 30, 2021

Date Posted	Position No.	Position Title	Location	RU	Full-time/Part-time
6/28/2021	111-2021	ADMIN Medical Billing/Reimbursement Tech II	Fredericksburg		1000 PT
7/9/2021	171-2021	ADMIN Accounting Coordinator	Fredericksburg		1000 FT
7/14/2021	181-2021	ADMIN IT Data Analyst	Fredericksburg		1000 FT
7/16/2021	184-2021	ADMIN Asst. IT Coordinator	Fredericksburg		1000 FT
7/20/2021	192-2021	ADMIN Accounting Specialist- RCS/HUD	Fredericksburg	6	1000 FT
8/19/2020	134-2020	CLINICAL Emergency Services Therapist	Fredericksburg		2000/4000 FT
7/23/2021	198-2021	CLINICAL ES Therapist/Law Enforcement Liaison	Fredericksburg		2080 FT
6/9/2021	123-2021	CLINICAL Child/Adolescent ES Therapist	Fredericksburg		2070 FT
6/22/2021	143-2021	CLINICAL MH Therapist	Caroline		2210 FT
7/12/2021	172-2021	CLINICAL Lead Therapist, Veterans & Families	Fredericksburg		2220 FT
6/22/2021	142-2021	CLINICAL MH Outpatient Therapist	Spotsylvania		2240 FT
4/2/2021	062-2021	CLINICAL Child/Adolescent Therapist	Spotsylvania		2240 FT
5/17/2021	098-2021	CLINICAL Child/Adolescent Therapist (Safe Harbor)	Spotsylvania		2240 FT
6/29/2020	092-2020	CLINICAL Peer Specialist (Adult MH C. Mgmt)	Fredericksburg		2400 FT
6/11/2021	126-2021	CLINICAL Therapist, MH	Stafford		2250 FT
7/23/2021	200-2021	CLINICAL Therapist/Office On Youth	Fredericksburg		4200 PT/FT
7/13/2021	174-2021	CLINICAL S. A. Therapist	Fredericksburg		4220 FT
9/1/2020	146-2020	CLINICAL S. A. Therapist	Spotsylvania		4240 FT
7/13/2021	175-2021	CLINICAL Peer Recovery Specialist SUD	Fredericksburg		4261 FT
7/13/2021	176-2021	CLINICAL Case Manager, Substance Abuse	Fredericksburg		4261 FT
4/29/2021	083-2021	CLINICAL MH/SA Therapist - Detention Based	RRJ		4280 FT
2/23/2021	036-2021	CLINICAL Therapist, Juvenile Drug Court	Fredericksburg		4295 FT
3/24/2021	066-2021	CLINICAL SA Therapist/Case Manager	Fredericksburg		4295 FT
7/16/2021	182-2021	CLINICAL MH Therapist	RRJ	19	5970 FT
5/11/2021	097-2021	CSS Therapist	Crisis Stabilization		2770 FT
6/8/2021	120-2021	CSS Nurse Manager - RN	Crisis Stabilization		2770 FT
10/21/2020	186-2020	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	081-2021	CSS MH Nurse - RN/LPN	Crisis Stabilization		2770 FT
7/9/2021	169-2021	CSS MH Nurse - RN/LPN	Crisis Stabilization		2770 FT
7/30/2021	208-2021	CSS Peer Coach	Crisis Stabilization	7	2770 PT
7/16/2021	179-2021	CSS MH Residential Counselor I	Home Rd		2778 FT
6/22/2021	144-2021	CSS MH Residential Counselor I	Lafayette		2786 FT
6/29/2021	165-2021	CSS MH Residential Counselor I	Lafayette		2786 PT
3/12/2019	049-2019	CSS Psychiatrist - ACT	401 Bridgewater		2370 FT
4/14/2021	076-2021	CSS Therapist, ACT	401 Bridgewater		2370 FT
6/1/2021	116-2021	CSS Office Associate II, ACT	401 Bridgewater		2370 FT
6/2/2021	117-2021	CSS Team Lead, ACT	401 Bridgewater		2370 FT
7/27/2021	204-2021	CSS Vocational Specialist - ACT North	401 Bridgewater		2371 FT
6/16/2021	136-2021	CSS PSH Case Manager	401 Bridgewater		2760 FT
6/16/2021	139-2021	CSS PSH Peer Specialist	401 Bridgewater		2780 FT
4/5/2021	064-2021	CSS Psychosocial Advocate	Kenmore Club		2681 FT
7/30/2021	206-2021	CSS Administration Office Support	River Club	12	3400 FT
7/20/2021	190-2021	CSS Day Support Lead Specialist	RAAI Split		RAAI Split FT
7/16/2021	183-2021	CSS Day Support Lead Specialist	RAAI KH		RAAI Split FT
6/24/2021	164-2021	CSS Day Support Counselor	RAAI Caroline		3651 PT
6/16/2021	127-2021	CSS Day Support Counselor	RAAI KH		3652 FT
6/16/2021	138-2021	CSS Day Support Counselor	RAAI KH		3652 FT
6/24/2021	151-2021	CSS Day Support Counselor	RAAI KH		3652 FT
7/27/2021	203-2021	CSS Day Support Counselor	RAAI KH		3652 FT
6/24/2021	155-2021	CSS Day Support Counselor	RAAI KH		3652 PT
6/24/2021	168-2021	CSS Day Support Counselor	RAAI KH		3652 PT
6/24/2021	167-2021	CSS Day Support Counselor	RAAI KH		3652 PT
6/24/2021	168-2021	CSS Day Support Counselor	RAAI KH		3652 PT
6/24/2021	169-2021	CSS Day Support Counselor	RAAI KH		3652 PT
6/7/2021	118-2021	CSS Day Support Counselor	RAAI KH ICF		3656 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
7/20/2021	189-2021	CSS Day Support Asst. Site Leader	RAAI Spotsylvania		3654 FT
6/24/2021	160-2021	CSS Day Support Counselor	RAAI Spotsylvania		3654 PT
6/24/2021	161-2021	CSS Day Support Counselor	RAAI Spotsylvania		3654 PT
6/24/2021	162-2021	CSS Day Support Counselor	RAAI Spotsylvania		3654 PT
6/24/2021	163-2021	CSS Day Support Counselor	RAAI Spotsylvania		3654 PT
6/22/2021	146-2021	CSS Day Support Site Leader	RAAI Stafford		3655 FT
6/22/2021	146-2021	CSS Day Support Counselor	RAAI Stafford	22	3655 FT
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
6/8/2021	121-2021	CSS ID Res. Counselor I	Wolfe Street ICF		3771 FT
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
6/29/2021	167-2021	CSS ID Res. Counselor I	Leeland Road		3772 FT
7/27/2021	201-2021	CSS ID Res. Counselor I	Leeland Road		3772 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
7/29/2021	206-2021	CSS Group Home Manager	Stonewall Estates		3773 FT



MEMORANDUM

To: Jane Yaun, Executive Director
From: Michelle Runyon, Human Resources Director
Date: August 2, 2021
Re: Summary – Retention Report – July, 2021

Human Resources processed a total of thirteen employee separations for the month of July, 2021. Eleven of the separations were voluntary, two were involuntary. Eight of the employees were full-time, five were part-time.

One employee retired and one PRN employee hasn't worked in over 30 days. These separations do not count in turnover calculations.

Resignations were submitted due to other employment (4), personal reasons/moving (4), quit without notice due to an emergency or illness (2) and one declined to give a reason for her resignation.

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

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	13	13						72
Turnover by Month YTD	1.66%	0.67%	1.00%	2.16%	2.16%	2.16%	2.16%						11.98%
Cumulative Turnover YTD	0.17%	2.33%	3.33%	5.49%	7.65%	9.81%	11.97%						0.00%
Average % Turnover per Month YTD	0.17%	1.16%	1.67%	2.75%	3.83%	4.91%	5.99%						0.00%

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

To: Personnel Committee

From: Jane Yaun, Executive Director

Date: August 4, 2021

Re: Sign-on bonus, all positions

In light of the current workforce crisis, I recommend a sign-on bonus for all positions - new hires to the agency- of \$1000.00, effective immediately. An employee would be paid \$500.00 at hire and \$500.00 at the end of six months. Should the employee leave after each 6 months increment they would be required to pay the \$500.00 back to the agency.

For example, if any employee terminates employment at four months, a repayment to the agency of \$500.00 would be expected. If an employee leaves at 7 months, the employee would owe the agency \$500.00.

I am requesting committee endorsement of this action.