



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

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N O T I C E

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

FROM: Jane Yaun
Executive Director

SUBJECT: Personnel Committee Meeting
February 8, 2022 1:00pm

DATE: February 3, 2022

A Personnel Committee meeting has been scheduled for Tuesday, February 8, 2022 at 10825 Tidewater Trail, Fredericksburg VA 22408

Looking forward to seeing you on February 8, 1:00 pm

cc: Kheia Hilton, Chairman

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

*February 8, 2022 1:00pm
10825 Tidewater Trail
Fredericksburg, VA 22408*

a g e n d a

I. JANUARY 2022 EEO REPORT and RECRUITMENT UPDATE

Runyon

II. JANUARY 2022 RETENTION REPORT

Runyon



Office of Human Resources
600 Jackson Street • Fredericksburg, VA 22401 • 540-373-3223
RappahannockAreaCSB.org

MEMORANDUM

To: Jane Yaun, Executive Director

From: Teresa McDonnel, Executive Assistant/Human Resources Specialist

Date: February 1, 2022

Re: Summary – EEO Report – January 2022 and Recruitment Update

RACSB received **76** applications through January 31, 2022. This is a **decrease** of **20%** compared to the month of December 2021, and a **decrease** of **4%** when compared to the month of January 2021.

RACSB received 528 resumes through Indeed for **January 2022**. RACSB advertised **27** new positions on Indeed thorough **January 31, 2022**.

Of the applications received, 36 applicants listed the RACSB applicant website as their recruitment source, 18 stated employee referrals as their recruitment source, and 20 listed Indeed.com as their recruitment source.

According to the attached list, there are currently **106** open positions. New positions account for **9** 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 **January 2022**.

EEO Report 2022

APPLICANT DATA	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22
Female	44	34	30	41	29	56	55	66	60	83	43	45	41
Male	10	10	4	4	8	6	8	22	12	26	15	7	8
Not Supplied	25	28	23	38	24	41	27	47	26	73	61	43	27
Total	79	72	57	83	61	103	90	135	98	182	119	95	76
ETHNICITY													
Caucasian	25	19	17	25	18	40	31	35	30	69	29	28	31
African American	27	24	17	14	11	19	26	48	26	34	28	20	15
Hispanic	2	2	1	2	3	4		6	2	14	5	9	7
Asian		1						2	3	5	2		2
American Indian		1				4	6	2		3	1	1	
Native Hawaiian					3				1	1			
Two or More Races			1	3	5								
RECRUITMENT SOURCE													
Newspaper Ads	1						1						1
RACSB Website	35	34	29	50	28	64	59	78	40	84	52	39	36
RACSB Intranet	5	7	3	1	6	3	3	10	1	7	3	1	2
Employee Referrals	21	20	26	18	17	34	11	48	31	47	31	34	18
Radio Ads													
Indeed.com	17	15	8	19	13	11	15	20	16	49	25	20	20
VA Employment Commission					1	1	4	6	4	4		1	3
Monster.com													
Other -	2	1	2	1			3			4			1
Facebook			2				1		1				
Multi Site Search					1			1	2				
NHSC													
Linked In			1			1	1		1				
Goodwill referral													
Zip Recruiter					1	4			2		1		
Job Fair	3	3		1			1	2	3	2	6		
Total # of Applicants	65	61	49	65	54	76	58	93	74	121	80	68	62

Rappahannock Area Community Services Board Overview

2022-01-01 – 2022-01-31

Job performance summary

Performance of your jobs across Indeed

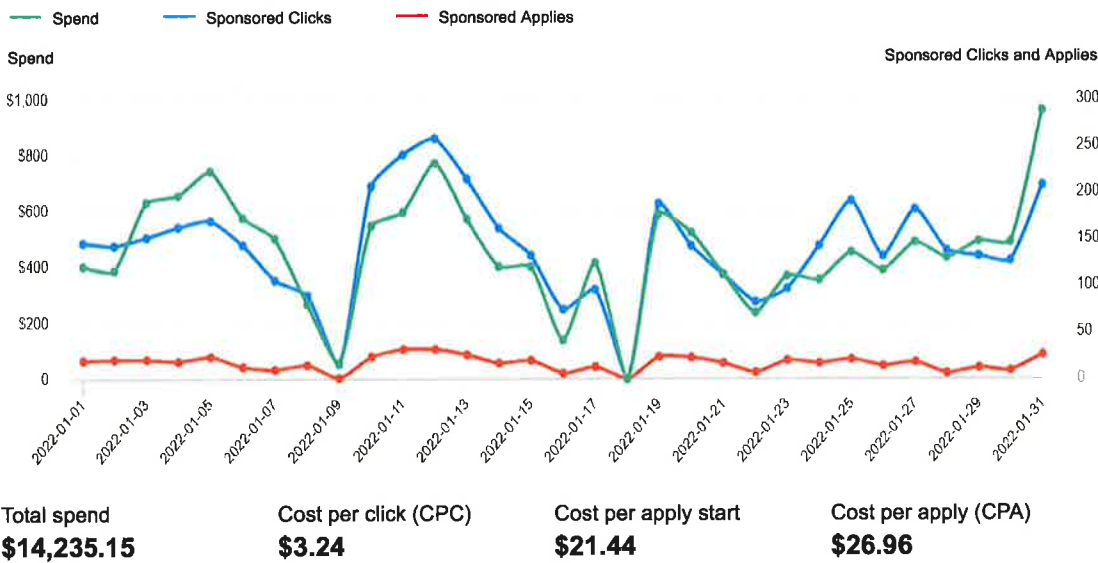
The data shown is all organic data and sponsored data for all cost-per-click campaigns

Candidate behavior funnel

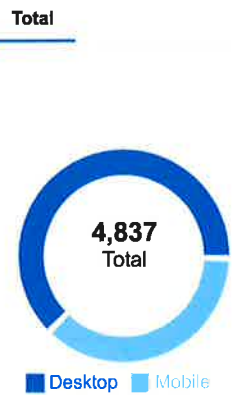
Sponsored



Cost-per-click campaign performance



Desktop vs mobile clicks



Desktop clicks: 3,053
Mobile clicks: 1,784

[View jobs dashboard](#) [View jobs campaigns](#) [View billing summary](#)

Cost-per-application campaigns

Jobs: 0
Total spend: -
Applies: 0

[Manage job postings](#)

Open Positions Report - January 28, 2022						
Date Posted	Position No.		Position Title	Location	RU	Full-time/ Part-time
8/20/2021	236-2021	ADMIN	Utilization Review Specialist	Fredericksburg	1000	FT
1/10/2021	004-2020	ADMIN	Director, Community Support Services	Fredericksburg	1000	FT
1/25/2022	028-2022	ADMIN	Medical Billing/Reimbursement Tech II	Fredericksburg	1000	FT
					3	
1/10/2022	003-2022	CLINICAL	Psychiatrist	Fredericksburg		FT
8/19/2020	134-2020	CLINICAL	Emergency Services Therapist	Fredericksburg	2000/4000	FT
10/27/2021	300-2021	CLINICAL	ES Mobile Co-Response Therapist	Fredericksburg	2000/4000	FT
6/9/2021	123-2021	CLINICAL	Child/Adolescent ES Therapist	Fredericksburg	2070	FT
9/20/2021	265-2021	CLINICAL	Peer Recovery Specialist MH	Fredericksburg	2200	FT
1/11/2022	005-2022	CLINICAL	Clinical Outreach Therapist	Fredericksburg	2220	FT
1/26/2022	027-2022	CLINICAL	Health Educator	Fredericksburg	2200/4400	FT
1/28/2022	030-2022	CLINICAL	MH Therapist (Jail Based)	RRJ Stafford	2200-4200/6430	FT
1/28/2022	029-2022	CLINICAL	MH Therapist	Stafford	2250/6430	FT
10/6/2021	281-2021	CLINICAL	School Based Therapist	Spotsylvania	2240	FT
6/29/2020	092-2020	CLINICAL	Peer Specialist (Adult MH C. Mgmt)	Fredericksburg	2400	FT
8/25/2021	237-2021	CLINICAL	Child/Adolescent Therapist	Spotsylvania	2400	FT
1/26/2022	022-2022	CLINICAL	Adult MH Case Manager	Fredericksburg	2400	FT
10/26/2021	286-2021	CLINICAL	Diversion Case Manager	RRJ	2480	FT
9/21/2021	199-2021	CLINICAL	Family Support Peer	Spotsylvania	2500	FT
11/12/2021	311-2021	CLINICAL	Child/Adolescent MH Case Manager	Stafford	2500	FT
12/21/2021	343-2021	CLINICAL	Child/Adolescent MH Case Manager	Stafford	2500	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
1/26/2021	350-2021	CLINICAL	SA Therapist, Women's Services	Fredericksburg	4260	FT
4/28/2021	083-2021	CLINICAL	MH/SA Therapist - Detention Based	RRJ	4290	FT
3/24/2021	056-2021	CLINICAL	SA Therapist/Case Manager	Fredericksburg	4296	FT
10/7/2021	275-2021	CLINICAL	Project LINK Specialist, SUD	River Club	4970	FT
9/27/2021	273-2021	CLINICAL	Peer Recovery Specialist - Project LINK	River Club	4976	FT
8/6/2021	222-2021	CLINICAL	MH/SA Therapist, Outpatient	Fredericksburg	2200/4200/6430	FT
8/6/2021	221-2021	CLINICAL	MH Therapist (Intakes)	Fredericksburg	6430	FT
					27	
7/9/2021	169-2021	CSS	MH Nurse - RN/LPN	Crisis Stabilization	2770	FT
11/30/2021	325-2021	CSS	MH Nurse - RN/LPN	Crisis Stabilization	2770	FT
11/18/2021	319-2021	CSS	Intake Therapist	Crisis Stabilization	2770	FT
1/21/2022	013-2022	CSS	MH Residential Specialist	Crisis Stabilization	2770	FT
1/21/2022	014-2022	CSS	Peer Coach	Crisis Stabilization	2770	FT
					5	
11/8/2021	307-2021	CSS	Employment Manager	Kenmore Club	2680	FT
12/21/2021	345-2021	CSS	MH Residential Counselor	Lafayette	2786	PT
1/6/2022	025-2022	CSS	MH Residential Counselor	Lafayette	2786	FT
8/4/2021	212-2021	CSS	MH Residential Counselor II	Home Rd	2778	FT
11/17/2021	312-2021	CSS	MH Residential Counselor II	Home Rd	2779	FT
11/17/2021	313-2021	CSS	MH Residential Counselor II	Home Rd	2779	FT
8/2/2021	209-2021	CSS	MH Residential Peer Specialist	Home Rd	2778	PT
1/22/2022	023-2022	CSS	MH Residential Specialist - SAP	River Place	2782	FT
1/10/2022	002-2022	CSS	Peer Specialist III, ACT	401 Bridgewater	2371	FT
1/11/2022	006-2022	CSS	Therapist - ACT	401 Bridgewater	2372	FT
1/11/2022	007-2022	CSS	Mental Health Specialist	401 Bridgewater	2372	FT
8/16/2021	228-2021	CSS	Development Services Support Coord	Stafford	3400	FT
11/10/2021	310-2021	CSS	Development Services Support Coord	Stafford	3400	FT
10/25/2021	295-2021	CSS	Development Services Support Coord	Spotsylvania	3400	FT
1/26/2022	024-2022	CSS	Development Services Support Coord	Caroline	3400	FT
11/3/2021	304-2021	CSS	Development Services Support Coord	Caroline	3400	FT
1/25/2022	021-2022	CSS	Infant/Child Support Coordinator	Fredericksburg	3500	FT
11/17/2021	309-2021	CSS	Speech/Language Pathologist	PEID	3910	FT
1/21/2022	008-2022	CSS	Early Childhood Special Educator	PEID	3910	FT
					19	
1/22/2022	020-2022	CSS	Direct Support Professional	RAAI Caroline	3651	PT
12/14/2021	336-2021	CSS	Direct Support Professional	RAAI KH	3652	FT
12/28/2021	226-2021	CSS	Direct Support Professional	RAAI KH	3652	FT
6/24/2021	156-2021	CSS	Direct Support Professional	RAAI KH	3652	PT
6/24/2021	158-2021	CSS	Direct Support Professional	RAAI KH	3652	PT

Date	Position		Position			Full-time/
Posted	No.		Title	Location	RU	Part-time
6/24/2021	159-2021	CSS	Direct Support Professional	RAAI KH		3652 PT
7/26/2021	196-2021	CSS	Direct Support Professional	RAAI KH		3652 PT
10/26/2021	292-2021	CSS	Direct Support Professional	RAAI KG		3653 PT
1/22/2022	017-2022	CSS	Day Support Assitant Site Leader	RAAI Spotyslvania		3654 FT
1/22/2021	019-2022	CSS	Direct Support Professional	RAAI Spotyslvania		3654 PT
1/22/2022	018-2022	CSS	Direct Support Professional	RAAI Stafford		3655 FT
7/26/2021	194-2021	CSS	Direct Support Professional	RAAI Stafford		3655 PT
7/20/2021	187-2021	CSS	Direct Support Professional	RAAI Stafford		3655 PT
8/10/2021	227-2021	CSS	Direct Support Professional	RAAI Stafford		3655 PT
					14	
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
12/21/2021	343-2021	CSS	ID Res. Counselor I	Wolfe Street ICF		3771 FT
1/11/2022	009-2022	CSS	ID Res. Counselor I	Wolfe Street ICF		3771 FT
1/11/2022	011-2022	CSS	ID Res. Counselor I	Wolfe Street ICF		3771 PT
12/6/2021	333-2021	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
12/21/2021	342-2021	CSS	ID Res. Counselor I	Stonewall Estates		3773 FT
1/6/2022	351-2021	CSS	ID Res. Counselor I	Stonewall Estates		3773 FT
12/1/2020	212-2020	CSS	ID Res. Counselor I	Stonewall Estates		3773 PT
12/14/2021	337-2021	CSS	ID Res. Counselor I	Stonewall Estates		3773 PT
12/16/2021	340-2021	CSS	ID Res. Counselor I	Devon Drive		3774 FT
1/11/2021	339-2021	CSS	ID Res. Counselor I	Devon Drive		3774 FT
4/21/2021	081-2021	CSS	ID Res. Counselor I	Ruffins Pond		3775 PT
11/3/2021	303-2021	CSS	ID Residential Counselor I	Piedmont		3776 PT
12/16/2021	338-2021	CSS	ID Residential Counselor I	Piedmont		3776 FT
12/16/2021	335-2021	CSS	ID Res. Counselor I	Igo Rd		3777 PT
8/9/2021	223-2021	CSS	ID Res. Counselor I	ICF Ross		3792 FT
2/19/2021	033-2021	CSS	ID Res. Counselor I	New Hope Estates		3778 PT
9/15/2021	256-2021	CSS	ID Res. Counselor I	New Hope Estates		3778 PT
10/12/2021	284-2021	CSS	ID Res. Counselor I	New Hope Estates		3778 PT
1/26/2022	026-2022	CSS	ID Res. Counselor I	Scottsdale Estates		3779 FT
9/10/2021	102-2021	CSS	ID Res. Counselor I	Scottsdale Estates		3779 PT
1/21/2022	016-2022	CSS	ID Res. Counselor I	Belmont SAP		3781 PT
11/19/2021	320-2021	CSS	ID Res. Counselor I	Galveston Rd		3790 FT
12/29/2021	348-2021	CSS	ID Res. Counselor I	Churchill		3791 PT
8/10/2021	225-2021	CSS	ID Res. Counselor I	ICF Ross		3792 FT
11/19/2021	314-2021	CSS	ID Res. Counselor I (Overnights Only)	ICF Ross		3792 FT
1/28/2022	032-2022	CSS	ID Res. Counselor I	ICF Ross		3792 FT
10/12/2021	285-2021	CSS	ID Res. Counselor I	ICF Ross		3792 PT
8/27/2020	141-2020	CSS	ICF Nurse - LPN	ICF Ross		3792 PT
1/28/2022	031-2022	CSS	ID Res. Counselor I	ICF Lucas		3793 FT
1/28/2022	033-2022	CSS	ID Res. Counselor I	ICF Lucas		3793 FT
1/26/2021	013-2021	CSS	ID Res. Counselor I	ICF Lucas		3793 PT
9/20/2021	260-2021	CSS	ID Res. Counselor I	ICF Lucas		3793 PT
11/9/2020	196-2020	CSS	ICF Nurse - LPN	ICF Lucas		3793 FT
					38	
Positions on Hold						
3/29/2021	058-2021	ADMIN	Administration Office Support	Fredericksburg		1000 FT
3/23/2020	056-2020	CLINICAL	Lead, ES Therapist	Fredericksburg		2000/4000 FT
9/25/2019	189-2019	CLINICAL	Psychologist II	Stafford		2250 FT
8/18/2020	127-2020	CLINICAL	Drug Court Surveillance Officer	Fredericksburg		4200 PT
					4	

RECRUITMENT REPORT 2022

<u>MONTHLY RECRUITMENT</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>TOTAL YTD</u>
External Applicants Hired:													
Part-time	8												
Full-time	15												
Sub Total External Applicants Hired	23												
Internal Applicants Moved:													
Full-time to PRN As Needed	1												
Full-time to Part-time													
Part-time to PRN As Needed	1												
Part-time to Full-time													
PRN As Needed to Part-time													
Lateral Transfer	1												
Non-Lateral Change in Position													
Promotion	4												
Temporary to Regular													
PRN As Needed to Full-Time													
Sub Total Internal Applicant Moves	7												
Total Positions Filled:	30												
Total Applications Received:													
Actual Total of Applicants:	62												
Total External Offers Made:	20												
Total Internal Offers Made:	8												



MEMORANDUM

To: Jane Yaun, Executive Director

From: Michelle Runyon, Human Resources Director

Date: February 2, 2022

Re: Summary – Retention Report – January 2022

Human Resources processed a total of eleven employee separations for the month of January, 2022. Of the separations nine were voluntary. Nine of the employees were full-time, two were part-time.

Resignations were submitted due to other employment (3), personal reasons/moving (3), and job abandonment (3).

According to the attached report, the Retention Rate for January was 98.17% and the turnover rate was 1.83 %. Annualized turnover comparison is included.

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	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

Employees	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2021 Year End
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	6	13	11	11	15	128
Turnover by Month YTD	1.66%	0.67%	1.00%	2.16%	2.16%	2.16%	2.16%	1.00%	2.16%	1.83%	1.83%	2.50%	21.30%
Cumulative Turnover YTD	0.17%	2.33%	3.33%	5.49%	7.65%	9.81%	11.97%	12.97%	15.13%	16.96%	18.79%	21.29%	21.29%
Average % Turnover per Month YTD	0.17%	1.16%	1.11%	1.37%	1.53%	1.64%	1.71%	1.62%	1.68%	1.70%	1.71%	1.94%	1.94%

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

RACSB Turnover 2022

Employees	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022 Year End
Average Total Positions	600	600	600	600	600	600	600	600	600	600	600	600	600
Average Number of PRN's	43												
Monthly Terminations*	11												11
Turnover by Month YTD	1.83%												1.83%
Cumulative Turnover YTD	0.17%												0.00%
Average % Turnover per Month YTD	0.17%												0.00%

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

RACSB RETENTION & TURNOVER REPORT
Jan-22

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER OF TERMS</u>	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>	<u>EXPLANATION</u>
Administrative	2	2	0	Job Abandonment, Resigned w/out Notice
	0	0	0	
Unit Totals	2	2	0	
Clinical Services	3	3	0	Other Employment
Unit Totals	3	3	0	
Community Support Services	2	2	0	Job Abandonment
	2	0	2	Termination
	1	1	0	Moving
	1	1	0	Personal Reasons
Unit Totals	6	4	2	
Grand Totals for the Month	11	9	2	

Total Employees for the Month	600
Retention Rate	98.17%
Turnover Rate	1.83%

Total Separations	11
Part-time Separations	18.00%
Full-time Separations	82.00%