



600 Jackson Street / Fredericksburg, Virginia 22401 / [www.rappahannockareacs.org](http://www.rappahannockareacs.org)

VOICE/TDD (540) 373-3223

FAX (540) 371-3753

## NOTICE

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

FROM: Joe Wickens  
Incoming Executive Director

SUBJECT: Personnel Committee Meeting  
March 8, 2022 1:00pm  
600 Jackson Street, Board Room 208, Fredericksburg, VA

DATE: March 3, 2022

---

A Personnel Committee meeting has been scheduled for Tuesday, March 8, 2022 at 1:00pm. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg, VA 22401.

Looking forward to seeing you on March 8, 2022 1:00 pm

cc: Kheia Hilton, Chairman

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**PERSONNEL COMMITTEE MEETING**

*March 8, 2022 1:00pm*

*In-person*

*600 Jackson Street, Room 208*

*Fredericksburg, VA 22401*

# **a g e n d a**

- |  |        |
|--|--------|
| I. FEBRUARY 2022 EEO REPORT and RECRUITMENT UPDATE | Runyon |
| II. FEBRUARY 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: March 2, 2022

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

RACSB received **86** applications through February 28, 2022. This is an **increase of 13.2%** compared to the month of January 2022, and an **increase of 19.4%** when compared to the month of February 2022.

RACSB received **369** resumes and advertised **28** positions through Indeed for **February 2022**.

Of the applications received, 32 applicants listed the RACSB applicant website as their recruitment source, 32 stated employee referrals as their recruitment source, and 7 listed Indeed.com as their recruitment source.

According to the attached list, there are currently **103** 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 **February 2022**.

# EEO Report 2022

APPLICANT DATA		Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22
Female		34	30	41	29	56	55	66	60	83	43	45	41	46
Male		10	4	4	8	6	8	22	12	26	15	7	8	7
Not Supplied		28	23	38	24	41	27	47	26	73	61	43	27	33
Total		72	57	83	61	103	90	135	98	182	119	95	76	86
ETHNICITY														
Caucasian		19	17	25	18	40	31	35	30	69	29	28	31	25
African American		24	17	14	11	19	26	48	26	34	28	20	15	20
Hispanic		2	1	2	3	4		6	2	14	5	9	7	6
Asian		1						2	3	5	2		2	3
American Indian		1				4	6	2		3	1	1		2
Native Hawaiian					3				1	1				
Two or More Races			1	3	5									
RECRUITMENT SOURCE														
Newspaper Ads							1						1	
RACSB Website		34	29	50	28	64	59	78	40	84	52	39	36	32
RACSB Intranet		7	3	1	6	3	3	10	1	7	3	1	2	7
Employee Referrals		20	26	18	17	34	11	48	31	47	31	34	18	32
Radio Ads														
Indeed.com		15	8	19	13	11	15	20	16	49	25	20	20	7
VA Employment Commission					1	1	4	6	4	4		1	3	2
Monster.com														
Other -		1	2	1			3			4			1	8
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		1			1	2	3	2	6			2
Total # of Applicants		61	49	65	54	76	58	93	74	121	80	68	62	65

# Rappahannock Area Community Services Board Overview

2022-02-01 – 2022-02-28

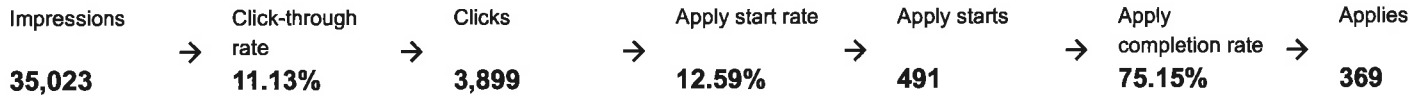
## Job performance summary

Performance of your jobs across Indeed

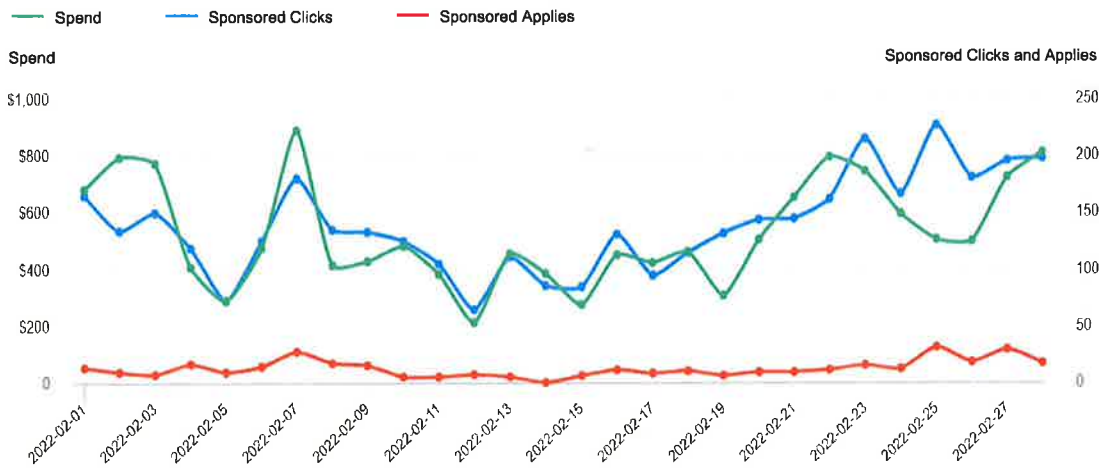
The data shown is all organic data and sponsored data for all cost-per-click campaigns

### Candidate behavior funnel

Sponsored



### Cost-per-click campaign performance



Total spend  
**\$14,855.14**

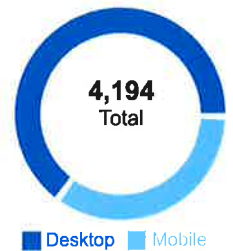
Cost per click (CPC)  
**\$3.81**

Cost per apply start  
**\$30.25**

Cost per apply (CPA)  
**\$40.26**

### Desktop vs mobile clicks

Total



Desktop clicks  
**2,745**

Mobile clicks  
**1,449**

[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 - February 25, 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
2/9/2022	047-2022	ADMIN	Medical Billing/Reimbursement Tech II	Fredericksburg	1000	FT
02/10/2022	048-2022	ADMIN	Executive Associate	Fredericksburg	1000	FT
2/23/2022	059-2022	ADMIN	Accounting Coordinator	Fredericksburg	1000	FT
				4		
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	344-2021	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
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
				26		
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
2/14/2022	049-2022	CSS	MH Residential Specialist	Crisis Stabilization	2770	PT
				4		
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
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
2/17/2022	057-2022	CSS	MH Residential Counselor I	Home Rd	2778	
1/22/2022	023-2022	CSS	MH Residential Specialist - SAP	River Place	2782	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
2/15/2022	052-2022	CSS	Team Leader, ACT	401 Bridgewater	2372	FT
2/18/2022	054-2022	CSS	PSH Peer Specialist	401 Bridgewater	2760	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
2/4/2022	041-2022	CSS	Occupational Therapist	PEID	3910	FT
				19		
1/22/2022	020-2022	CSS	Direct Support Professional	RAAI Caroline	3651	PT
2/9/2022	045-2022	CSS	Day Support Lead Specialist	RAAI KH	3652	FT
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
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
2/9/2022	046-2022	CSS	Direct Support Professional	RAAI KH	3652	PT
10/26/2021	292-2021	CSS	Direct Support Professional	RAAI KG	3653	PT

[illegible]

RECRUITMENT REPORT 2022

MONTHLY RECRUITMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL YTD
External Applicants Hired:													
Part-time	8	8											
Full-time	15	11											
Sub Total External Applicants Hired	23	19											
Internal Applicants Moved:													
Full-time to PRN As Needed	1	1											
Full-time to Part-time													
Part-time to PRN As Needed	1												
Part-time to Full-time		1											
PRN As Needed to Part-time													
Lateral Transfer	1												
Non-lateral Change in Position													
Promotion	4	6											
Temporary to Regular													
PRN As Needed to Full-Time													
Sub Total Internal Applicant Moves	7	8											
Total Positions Filled:	30	27											
Total Applications Received:													
Actual Total of Applicants:	62	65											
Total External Offers Made:	20	16											
Total Internal Offers Made:	8	11											





## MEMORANDUM

To: Jane Yaun, Executive Director

From: Michelle Runyon, Human Resources Director

Date: March 3, 2022

Re: Summary – Retention Report – February 2022

Human Resources processed a total of thirteen employee separations for the month of February, 2022. Of the separations eleven were voluntary. Ten of the employees were full-time, three were part-time.

Resignations were submitted due to other employment (1), personal reasons (7), and job abandonment (2).

According to the attached report, the Retention Rate for January was 96% and the turnover rate was 2 %. Annualized turnover comparison is included.

**RACSB RETENTION & TURNOVER REPORT**  
Feb-22

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER OF TERMS</u>	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>	<u>EXPLANATION</u>
Administrative	1	1	0	Resigned w/out notice
	1	1	0	Other Employment
<b>Unit Totals</b>	<b>2</b>	<b>2</b>	<b>0</b>	
Clinical Services	1	1	0	Staying home
<b>Unit Totals</b>	<b>1</b>	<b>1</b>	<b>0</b>	
Community Support Services	3	3	0	Job Dissatisfaction
	2	0	2	Termination
	2	2	0	Job Abandonment
	3	3	0	Personal Reasons
<b>Unit Totals</b>	<b>10</b>	<b>8</b>	<b>2</b>	
<b>Grand Totals for the Month</b>	<b>13</b>	<b>11</b>	<b>2</b>	

<b>Total Employees for the Month</b>	<b>600</b>
<b>Retention Rate</b>	<b>96.00%</b>
<b>Turnover Rate</b>	<b>4.00%</b>
<b>Total Separations</b>	<b>13</b>
<b>Part-time Separations</b>	<b>23.00%</b>
<b>Full-time Separations</b>	<b>77.00%</b>

# 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	43											24
Monthly Terminations*	11	13											4.00%
Turnover by Month YTD	1.83%	2.17%											0.00%
Cumulative Turnover YTD	0.17%	4.00%											0.00%
Average % Turnover per Month YTD	0.17%	2.00%											0.00%

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