

Voice/TDD (540) 373-3223 | Fax (540) 371-3753

NOTICE

To:

Personnel Committee: Susan Gayle, Linda Carter, Glenna Boerner, Claire Curcio,

Sarah Ritchie, Greg Sokolowski, Carol Walker

From:

Joseph Wickens

Executive Director

Subject:

Personnel Committee Meeting

April 11, 2023, 1:00 PM

600 Jackson Street, Board Room 208. Fredericksburg, VA

Date:

April 06, 2023

A Personnel Committee meeting has been scheduled for Tuesday, April 11, 2023 at 1:00 PM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg, VA 22401.

Looking forward to seeing you on April 11, 2023 at 1:00 PM.

Cc: Susan Gayle, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

Personnel Committee Meeting

April 11, 2023 – 1:00 PM

600 Jackson Street, Room 208 Fredericksburg, VA 22401

Agenda

I.	March Retention Report, Runyon	3
	March EEO Report, Runyon	
	Other Business, Gayle	



MEMORANDUM

To:

Joe Wickens, Executive Director

From:

Michelle Runyon, Human Resources Director

Date:

April 4, 2023

Re:

Summary – Retention Report – March 2023

Human Resources processed a total of <u>12</u> employee separations for the month of **March**, **2023**. Ten of the separations were voluntary and 2 were terminations for cause, all 12 employees were full-time.

Five resignations were submitted due to other employment & two were submitted due to personal reasons, two were due to job abandonment and 1 moved. We processed 3 additional terminations, one retired and two didn't complete NEO.

According to the attached report, the Retention Rate for **March** was 98.00% and the turnover rate was 2.0%. Annualized turnover comparison is included.

RACSB RETENTION & TURNOVER REPORT Feb-23

ORGANIZATIONAL UNIT	NUMBER OF TERMS	VOLUNTARY	INVOLUNTARY	EXPLANATION
Administrative	0	1	0	Other Employment
Unit Totals	0	1	0	
Clinical Services	0	1	0	Other Employment
Unit Totals	0		1	Cause
Community Support Services				
	0	0	1	Cause
	0	æ	0	Other Employment
	0	2	0	Personal
	0	2	0	Job Abandonment
		1	0	Moving
Unit Totals	0	8		
				1 Exhausted Leave
Grand Totals for the Month	0	10	2	

The second secon	909
Retention Rate	88.00%
Turnover Rate	2.00%

Total Separations	12
Part-time Separations	%00:0
Full-time Separations	100.00%

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
	624	624	624	624	624	624	624	624	624	624	624	624	624
Monthly Terminations*	∞	3	10	7	4	7	11	16	11	17	12	9	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%	%96.0	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	109	601	601	109	601	109	109	109	601	601
Monthly Terminations*	10	4	9	13	13	13	13	9	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%	7.50%	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

Tara Laurent account	7												
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	009	009	009	900	009	909	009	009	009	009	009	009	009
Average Number of PRN's	43	43	42	41	39	38	38	43	42	42	45	45	42
Monthly Terminations*	11	13	11	7	80	16	17	13	13	6	2	2	125
Turnover by Month YTD	1.83%	2.17%	1.83%	1.17%	1.33%	2.67%	2.83%	2.17%	2.17%	1.50%	0.83%	0.33%	20.83%
Cumulative Turnover YTD	0.17%	4.00%	5.83%	7.00%	8:33%	11.00%	13.83%	16.00%	18.17%	19.67%	20.50%	20.83%	20.83%
Average % Turnover per Month YTD	0.17%	2.00%	1.94%	1.75%	1.67%	1.83%	1.98%	7.00%	2.02%	2.19%	2.05%	1.89%	1.89%

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

RACSB Turnover 2023

CTOT INCIDING							İ	1					
Employees	Jan-23 Feb-23	Feb-23	Mar-23	Apr-23 May-23 Jun-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Aug-23 Sep-23 Oct-23 Nov-23	Dec-23	2023 Year End
Average Total Positions	009	009	009	009	009	009	009	009	009	009	009	009	009
Monthly Terminations*	11	6	12										32
Turnover by Month YTD	1.83%	1.50%	2.00%										5.33%
Cumulative Turnover YTD	0.17%		5.33%										0.00%
Average % Turnover per Month YTD	0.17%		1.11%										0.00%

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

RECRUITMENT REPORT 2023

MONTHLY RECRUITMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	IOTALYID
External Applicants Hired:													
Part-time	7	2	3										12
Full-time	9	10	13										16
Sub Total External Applicants Hired	13	15	16										28
Internal Applicants Moved:													
Full-time to PRN As Needed	4	3	ĸ										7
Full-time to Part-time		1											1
Part-time to PRN As Needed													0
Part-time to Full-time													0
PRN As Needed to Part-time		1											1
Lateral Transfer		1											1
Non-Lateral Change in Position													0
Promotion	1	1	7										2
Temporary to Regular													0
PRN As Needed to Full-Time													0
Temporary Promotion													0
Intern to Full-time	ti												1
Sub Total Internal Applicant Moves	9	7	10										13
													0
		ļ	1										41
Total Positions Filled:	119	77	34										7
Total Applications Received:													
Actual Total of Applicants:	75	62	83										137
Total External Offers Made:	20	15	18										35
Total Internal Offers Made:	6	7	18										16



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

MEMORANDUM

To:

Joe Wickens, Executive Director

From:

Teresa McDonnel, Human Resources Specialist

Date:

April 4, 2023

Re:

Summary - March 2023 EEO Report and Recruitment Update

RACSB received **106** applications through March 31, 2023. This is an **increase** of **7.07%** compared to the month of February 2023, and an **increase** of **47.22%** when compared to the month of March 2022.

RACSB received 1,008 resumes and advertised 22 positions through Indeed for March 2023.

Of the applications received, 45 applicants listed the RACSB applicant website as their recruitment source, 35 stated employee referrals as their recruitment source, and 22 listed Indeed.com as their recruitment source.

According to the attached list, there are currently **136** open positions. New positions account for **5** 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 **March 2023**.

EEO Report 2023

220110011				fre and	CC 11	A 112 23	500.33	04-22	Nov-22	Dec-22	lan-73	Feh-73	Mar-73
APPLICANT DATA	Mar-22	Apr-22	May-22	77-unr	77-INF	AUE-22	35D-62	OC1-22	NOV-22	700	27 1105	2001	
Female	35	24	31	45	30	41	35	29	25	22	46	33	51
Male	11	3	13	11	6	11	12	4	2	∞	2	27	9
Not Supplied	26	30	25	33	44	38	36	35	29	41	54	39	49
Total	72	57	69	88	83	90	83	89	92	71	105	66	106
ETHNICITY												Tal	
Caucasian	13	13	22	08	19	30	28	14	17	6	39	27	31
African American	27	16	17	24	17	18	19	16	7	19	18	26	25
Hispanic	5	5	5	3	7	5	2	5	1	2	8	7	7
Asian		1	1			1		1	2	τ-1	П	Э	2
American Indian	1		1	1	1		1	1					
Native Hawaiian												2	
Two or More Races													
RECRUITMENT SOURCE													
Newspaper Ads								1		4	2	3	
RACSB Website	33	27	28	39	28	31	28	26	25	27	48	53	45
RACSB Intranet	5	2	5	7	3	9	9	2	1	2	2	7	4
Employee Referrals	15	23	18	30	29	30	27	23	19	22	37	26	35
Radio Ads			1			4			1				
Indeed.com	17	6	11	15	11	13	24	13	9	16	19	6	22
VA Employment Commission	3	2	7	2	2	1			2	4		2	2
Monster.com													
Other -	3		3	4	5	2	2	2	2	2	1	9	П
Colleges/Handshake				1									П
Facebook								-			1		
Multi Site Search				1	1	2	2						1
NHSC													
Linked In						1							
Goodwill referral													
Zip Recruiter							1	3	1		2	5	œ ·
Job Fair	1						2		2	2		2	1
Total # of Applicants	59	47	52	77	59	72	64	57	42	09	75	62	83

ate	Position		Position			Full-time
osted	No.		Title	Location	RU	Part-time
5/27/2022		ADMIN	Property Maintenance Technician	Fredericksburg	1000	
1/24/2023		ADMIN	Finance Office Associate	Fredericksburg	1000	
2/17/2023		ADMIN	IT Specialist (PC & Network Support)	Fredericksburg	1000	
3/21/2023		ADMIN	Coordinator, Information Technology	Fredericksburg	1000	
3/28/2023		ADMIN	Accounting Specialist	Fredericksburg	1000	
3/28/2023	078-2023	ADMIN	Accounts Payable Technician	Fredericksburg	1000	
3/28/2023	063-2023	ADMIN	Landscape Technician 1 - Seasonal	Fredericksburg	1100	FT
				7		
	003-2022	CLINICAL	Psychiatrist	Fredericksburg		FT
3/27/2023	071-2023	ADMIN	Office Associate II	Fredericksburg	1100	
3/27/2023	072-2023	ADMIN	Office Associate II	Fredericksburg	1100	
3/29/2023	080-2023	ADMIN	Office Associate II	Fredericksburg	1100	
7/20/2022	183-2022	CLINICAL	Emergency Services Therapist - Overnight	Fredericksburg	2000/4000	
1/20/2023	005-2023	CLINICAL	Emergency Services Therapist	Fredericksburg	2000/4000	
3/28/2023	076-2023	CLINICAL	Asst. Coordinator, Emergency Svcs - Comm Based	Fredericksburg	2000/4000	
6/9/2021	123-2021	CLINICAL	Child/Adolescent ES Therapist	Fredericksburg	2070	
1/20/2023	003-2023	CLINICAL	Child/Adolescent ES Therapist	Fredericksburg	2070	
1/20/2023	004-2023	CLINICAL	Child/Adolescent ES Therapist	Fredericksburg	2070	
	265-2021	CLINICAL	Peer Recovery Specialist MH	Fredericksburg	2200	FT
	030-2022		MH Therapist (Jail Based)	RRJ Stafford	2200-4200/6430	FT
	246-2022	CLINICAL	MH Nurse - LPN/RN	Outpatient Clinics	2201	FT
	125-2022		MH Therapist	Caroline	2210	FT
11/18/2022			MH/SA Outpatient Therapist	Caroline	2210	FT
12/27/2022		CLINICAL	Office Manager I	Caroline	2210	
	048-2023	CLINICAL	MH/Substance Abuse Therapist	Fredericksburg	2220/4200/6430	
	227-2022	CLINICAL	Child/Adolescent Therapist	Stafford	2200/6430	
812212022	221-2022	CLINICAL	Ciliu/Adolescent Therapist	Stanoru		
4/00/0000	000 2022	CLINICAL	MH Therapist	Stafford	2250/6430	FT
	029-2022		MH/Substance Abuse Therapist	Stafford	2250/4250	
	325/2022			Spotsylvania	2400	
	106-2022		Child/Adolescent Therapist (Safe Harbour)		2500	
	199-2021		Family Support Peer	Spotsylvania	2500	
7/8/2022	172-2022	CLINICAL	Child/Adolescent MH Case Manager	Stafford	2500	
8/30/2022	240-2022		Senior Child & Adolescent Case Manager	Stafford		PT/FT
	200-2021	CLINICAL	Therapist/Office On Youth	Fredericksburg		
	306-2022		Substance Abuse Therapise (P&P)	RRJ Stafford	4200	
	174-2021		S. A. Therapist	Fredericksburg	4220	
	092-2022		S.A. Therapist, Women's Services	Spotsylvania	4220	
	350-2021	CLINICAL	SA Therapist, Women's Services	Fredericksburg	4260	
	006-2023		SA Peer Recovery Specialist	RRJ	4261	
4/28/2021	083-2021	CLINICAL	MH/SA Therpaist - Detention Based	RRJ	4290	
	056-2021	CLINICAL	SA Therapist/Case Manager	Fredericksburg	4296	
8/11/2022	217-2022	CLINICAL	Project LINK Specialist, SUD	RC	4970	
2/24/2023	030-2023	CLINICAL	MH Therapist - Intakes	Fredericksburg	6430	FT
				35		
3/3/2023	043-2023	CSS	Coordinator	Crisis Stabilization	2770	
	059-2023	CSS	Therapist	Crisis Stabilization	2770	
	148-2022	CSS	Nurse Manager - RN	Crisis Stabilization	2770	
	182-2022	CSS	MH Nurse - RN/LPN	Crisis Stabilization	2770	
	231-2022	CSS	MH Nurse - RN/LPN	Crisis Stabilization	2770	FT
	253-2022	css	MH Nurse - RN/LPN	Crisis Stabilization	2770	
12/28/2022		css	MH Nurse - RN/LPN	Crisis Stabilization	2770	
	322-2022	CSS	MH Residential Specialist	Crisis Stabilization	2770	
	034-2023	CSS	MH Residential Specialist	Crisis Stabilization	2770	
	057-2023	CSS	MH Residential Specialist	Crisis Stabilization	2770	
	057-2023	CSS	MH Residential Specialist	Crisis Stabilization	2770	
	303-2022	CSS	Cook	Crisis Stabilization	2770	
	320-2022	CSS	Peer Recovery Specialist	Crisis Stabilization	2770	
1212012022	320-2022	033	I sel Macovery opecialist	13		1
49/00/000	240 2022	CSS	Psychoosocial Advocate	Kenmore Club	2680	FT
	318-2022				2786	
	019-2023	CSS	MH Supv Apartment Asst. Mgr	Lafayette	2786	
	345-2021	CSS	MH Residential Counselor	Lafayette		
	2 220-2022	CSS	MH Residential Counselor II	Home Rd	2778	
	170-2022	css	MH Residential Counselor I	Home Rd	2778	
	2 305-2022	CSS	Office Associate II - ACT South	401 Bridgewater	2372	
	060-2023	CSS	Devlelpmental Svcs Support Coordinator	River Club	3400	
	2 242-2022	CSS	Devielpmental Svcs Support Coordinator	Caroline	3400	
E 10 4 1000	129-2022	CSS	Devlelpmental Svcs Support Coordinator	Stafford	3400) FT

Date	Position		Position			Full-time/
	No.		Title	Location	RU	Part-time
8/17/2022	AND DOOR OF THE PARTY OF THE PA	css		PEID	3500	
	309-2021	CSS	Speech/Language Pathologist	PEID	3910	
	023-2023	CSS	Office Associate II	PEID	3910	FT
				12		
3/21/2023	064-2023	CSS	Tiornouture opposition	RAAI	Split	
2/17/2023	032-2023	CSS		RAAI KH	3652	
3/9/2023	049-2023	CSS		RAAI KH	3652	
3/28/2023	074-2023	CSS		RAAI KH	3652	
3/28/2023	077-2023	CSS	Direct Support Professional - Day Support	RAAI KH	3652	FT
					0050	DT
6/24/2021		CSS	Direct Support Professional - Day Support	RAAI KH	3652 3652	
6/24/2021		CSS	Direct Support Professional - Day Support	RAAI KH	3652	
7/26/2021		CSS	Direct Support Professional - Day Support	RAAI KH	3652	
	046-2022	CSS	Direct Support Professional - Day Support	RAAI KH	3652	
	308-2022	CSS	Direct Support Professional - Day Support	RAAI KH		
3/20/2023		CSS	Direct Support Professional - Day Support	RAAI KG	3653	
3/20/2023		CSS	Direct Support Professional - Day Support	RAAI Spotsylvania	3654	
1/13/2023		CSS	Direct Support Professional - Day Support	RAAI Stafford	3655	
3/28/2023		CSS	Direct Support Professional - Day Support	RAAI Stafford	3655 3655	
	046-2023	CSS	Direct Support Professional - Day Support	RAAI Stafford	3656	
	326-2022	CSS	Direct Support Professioanl - ICF Team	RAALISE	3656	
7/11/2022	174-2022	CSS	Direct Support Professional - Day Support	RAAI ICF		E1
			D	Wolfe Street ICF	3771	FT
	079-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF	3771	
7/27/2020		CSS	ICF Nurse - LPN	Wolfe Street ICF	3771	
	089-2021	CSS	ICF Nurse - LPN ICF Nurse - LPN	Wolfe Street ICF		FT or PT
	218-2020	CSS	Direct Support Professional - ICF	Wolfe Street ICF	3771	
	247-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF	3771	
	309-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF	3771	
	213-2022			Wolfe Street ICF	3771	
	054-2023	CSS	Direct Support Professional - ICF	ICF Ross	3792	
	021-2023	CSS	Intermediate Care Facility Manager	ICF Ross	3792	
10/13/2022		CSS	Direct Support Professional - ICF		3792	
	012-2023	CSS	Direct Support Professional - ICF	ICF Ross	3792	
	052-2023	CSS	Direct Support Professional - ICF	ICF Ross	3792	
	179-2022	CSS	Direct Support Professional - ICF	ICF Ross		
	053-2023	CSS	Direct Support Professional - ICF	ICF Ross	3792 3792	
	141-2020	CSS	ICF Nurse - LPN	ICF Ross	3792	
	029-2023	CSS	Assistant Group Home Manager	ICF Lucas	3793	
	010-2023	CSS	Direct Support Professional - ICF	ICF Lucas	3793	
	017-2023	CSS	Direct Support Professional - ICF	ICF Lucas	3793	
	045-2023	CSS	Direct Support Professional - ICF	ICF Lucas	3793	
	292-2022	CSS	Direct Support Professional - ICF	ICF Lucas	3793	
	196-2020	CSS	ICF Nurse - LPN	ICF Lucas	3793	
1/30/2023	018-2023	CSS	ICF NUISE - LPN	22		
0/47/0000	024 2022	cee	Group Home Manager	Leeland Road	3772	FT
	031-2023	CSS	Assistant Group Home Manager	Leeland Road	3772	
	244-2022	CSS	Direct Support Professional - Residential	Leeland Road	3772	
10/13/2022		CSS	Direct Support Professional - Residential	Leeland Road	3772	
11/18/2022		CSS	Direct Support Professional - Residential	Stonewall Estates	3773	FT
	038-2023	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	
	187-2022	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	PT
	188-2022	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	
	211-2022	CSS	Direct Support Professional - Residential	Devon Drive	3774	
	056-2022	CSS	Direct Support Professional - Residential	Ruffins Pond	3775	
	062-2023	CSS	Assistant Group Home Manager	Piedmont	3776	
	289-2022	css	Direct Support Professional - Residential	Piedmont	3776	
1/13/2023	009-2023	CSS	Direct Support Professional - Residential	Piedmont	3776	
2/10/2023	026-2023	CSS	Direct Support Professional - Residential	Piedmont	3776	
The second district the se	078-2022	CSS	Direct Support Professional - Residential	Igo Rd	3777	
	324-2022	CSS	Direct Support Professional - Residential	New Hope	3778	
	008-2023	css	Direct Support Professional - Residential	Scottsdale Estates	3779	
	026-2022	CSS	Direct Support Professional - Residential	Scottsdale Estates	3779	
9/10/2021	1 102-2021	CSS	Direct Support Professional - Residential	Scottsdale Estates	3779	
3/15/2023	3 055-2023	css	Direct Support Professional - Residential	Belmont SAP	3781 3784	
	1070 2022	CSS	Direct Support Professional - Residential	Merchants Square SAP		
3/28/2023				Marchanta Carrera CAD	7701	DT
3/28/2023 4/20/2022	2 105-2022 3 327-2022	CSS	Direct Support Professional - Residential Direct Support Professional - Residential	Merchants Square SAP Galveston Rd	3784 3790	

Date	Position	1	Position			Full-time/
	No.		Title	Location	RU	Part-time
12/29/2021	-	css	Direct Support Professional - Residential	Churchill	3791	
2/10/2023		CSS	Direct Support Professional - Residential	Churchill	3791	PT
9/30/2022		CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	
9/29/2022		CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	
9/29/2022		css	Direct Support Professional - Residential	Myers Drive Respite	3794	PT
	214 2022			2	9	
3/15/2023	051-2023	HF	Family Support Specialist	Healthy Families	5560	FT
					2	
Positions on	Hold				1000	
3/29/2021	058-2021	ADMIN	Administration Office Support	Fredericksburg	1000	-
3/23/2020	056-2020	CLINICAL	Lead, ES Therapist	Fredericksburg	2000/4000	-
9/25/2019	189-2019	CLINICAL	Psychologist II	Stafford	2250	
8/18/2020		CLINICAL	Drug Court Surveillance Officer	Fredericksburg	4200	
9/15/2022		css	Nurse Manager II	ID/DD	Split	FT
				Total Open Positions: 136		