



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

NOTICE

To: Personnel Committee: Glenna Boerner, Linda Carter, Claire Curcio, Susan Gayle, Sarah Ritchie, Greg Sokolowski , Carol Walker

From: Joseph Wickens
Executive Director

Subject: Personnel Committee Meeting
March 14, 2023, 1:00 PM
600 Jackson Street, Board Room 208. Fredericksburg, VA

Date: March 09, 2023

A Personnel Committee meeting has been scheduled for Tuesday, March 14, 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 March 14th at 1:00 PM.

Cc: Susan Gayle, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

Personnel Committee Meeting

March 14, 2023 – 1:00 PM

600 Jackson Street, Room 208 Fredericksburg, VA 22401

Agenda

I. February Retention Report, *Runyon*3
II. February EEO Report, *Runyon*6
III. Other Business, *Gayle*



MEMORANDUM

To: Joe Wickens, Executive Director

From: Michelle Runyon, Human Resources Director

Date: March 5, 2023

Re: Summary – Retention Report – **February 2023**

Human Resources processed a total of 9 employee separations for the month of **February, 2023**. Five of the separations were voluntary and 4 were terminations for cause, 8 employees were full-time and 1 was part-time.

Two resignations were submitted due to other employment & three were submitted due to personal reason (job too hard, medical reasons). We processed 3 additional terminations, all were no call/no shows after attending NEO and didn't return to work in the program in which they were hired.

According to the attached report, the Retention Rate for **February** was 98.50% and the turnover rate was 1.50%. Annualized turnover comparison is included.

RACSB RETENTION & TURNOVER REPORT
Feb-23

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER OF TERMS</u>	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>	<u>EXPLANATION</u>
Administrative	0	1	0	Other Employment
Unit Totals	0	1	0	
Clinical Services	0	1	0	Other Employment
Unit Totals	0	1	0	
Community Support Services	0	2	0	Job Too Hard
	0	1	0	Medical Reasons
	0	0	2	For Cause
	0	0	2	Background Check
Unit Totals	0	3	4	
Grand Totals for the Month	0	5	4	1 Exhausted Leave

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

Total Separations	9
Part-time Separations	11.00%
Full-time Separations	89.00%

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
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	42	41	39	38	38	43	42	42	45	45	42
Monthly Terminations*	11	13	11	7	8	16	17	13	13	9	5	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%	2.00%	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

Employees	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	2023 Year End
Average Total Positions	600	600	600	600	600	600	600
Monthly Terminations*	11	9					20
Turnover by Month YTD	1.83%	1.50%					3.33%
Cumulative Turnover YTD	0.17%	3.33%					0.00%
Average % Turnover per Month YTD	0.17%	1.67%					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: Joe Wickens, Executive Director

From: Teresa McDonnel, Human Resources Specialist

Date: March 7, 2023

Re: Summary – February 2023 EEO Report and Recruitment Update

RACSB received **99** applications through February 28, 2023. This is a **decrease** of **5.72%** compared to the month of January 2023, and an **increase** of **15.12%** when compared to the month of February 2022.

RACSB received **586** resumes and advertised **16** positions through Indeed for **February 2023**.

Of the applications received, 53 applicants listed the RACSB applicant website as their recruitment source, 26 stated employee referrals as their recruitment source, and 9 listed Indeed.com as their recruitment source.

According to the attached list, there are currently **131** 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 **February 2023**.

EEO Report 2023

APPLICANT DATA	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
Female	46	35	24	31	45	30	41	35	29	25	22	46	33
Male	7	11	3	13	11	9	11	12	4	2	8	5	27
Not Supplied	33	26	30	25	33	44	38	36	35	29	41	54	39
Total	86	72	57	69	89	83	90	83	68	56	71	105	99
ETHNICITY													
Caucasian	25	13	13	22	30	19	30	28	14	17	9	39	27
African American	20	27	16	17	24	17	18	19	16	7	19	18	26
Hispanic	6	5	5	5	3	4	5	2	5	1	2	8	7
Asian	3		1	1			1		1	2	1	1	3
American Indian	2	1		1	1	1		1					
Native Hawaiian													2
Two or More Races													
RECRUITMENT SOURCE													
Newspaper Ads									1		4	2	3
RACSB Website	32	33	27	28	39	28	31	28	26	25	27	48	53
RACSB Intranet	7	5	2	5	7	3	6	6	2	1	2	2	7
Employee Referrals	32	15	23	18	30	29	30	27	23	19	22	37	26
Radio Ads		1		1			4			1			
Indeed.com	7	17	9	11	15	11	13	24	13	9	16	19	9
VA Employment Commission	2	3	2	7	2	2	1			2	4		2
Monster.com													
Other -	8	3		3	4	5	2	2	2	2	2	1	6
Colleges/Handshake					1								
Facebook												1	
Multi Site Search					1	1	2	2					
NHSC													
Linked In							1						
Goodwill referral													
Zip Recruiter								1	3	1		2	5
Job Fair	2	1			1			2		2	2	2	2
Total # of Applicants	65	59	47	52	77	59	72	64	57	42	60	75	62

RECRUITMENT REPORT 2023

MONTHLY RECRUITMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL YTD
External Applicants Hired:													
Part-time	7	5											12
Full-time	6	10											16
Sub Total External Applicants Hired	13	15											28
Internal Applicants Moved:													
Full-time to PRN As Needed	4	3											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											2
Temporary to Regular													0
PRN As Needed to Full-Time													0
Temporary Promotion													0
Intern to Full-time	1												1
Sub Total Internal Applicant Moves	6												6
Total Positions Filled:	19	7											26
Total Applications Received:													
Actual Total of Applicants:	75	62											137
Total External Offers Made:	20	15											35
Total Internal Offers Made:	9	7											16

Open Positions Report - March 3, 2023						
Date Posted	Position No.	ADMIN	Position Title	Location	RJ	Full-time/ Part-time
5/27/2022	127-2022	ADMIN	Property Maintenance Technician	Fredericksburg		1000 FT
8/8/2022	210-2022	ADMIN	Lead Landscape Technician	Fredericksburg		1000 FT
8/11/2022	216-2022	ADMIN	Landscape Technician I	Fredericksburg		1000 PT
1/24/2023	016-2023	ADMIN	Finance Office Associate	Fredericksburg		1000 PT
2/10/2023	027-2023	ADMIN	IT Data Analyst	Fredericksburg		1000 FT
2/17/2023	035-2023	ADMIN	IT Specialist (PC & Network Support)	Fredericksburg		1000 FT
					6	
1/10/2022	003-2022	CLINICAL	Psychiatrist	Fredericksburg		FT
10/17/2022	276-2022	CLINICAL	Office Associate II	Spotsylvania		1100 FT
7/20/2022	183-2022	CLINICAL	Emergency Services Therapist - Overnight	Fredericksburg		2000/4000 FT
1/20/2023	005-2023	CLINICAL	Emergency Services Therapist	Fredericksburg		2000/4000 FT
6/9/2021	123-2021	CLINICAL	Child/Adolescent ES Therapist	Fredericksburg		2070 FT
1/20/2023	003-2023	CLINICAL	Child/Adolescent ES Therapist	Fredericksburg		2070 FT
1/20/2023	004-2023	CLINICAL	Child/Adolescent ES Therapist	Fredericksburg		2070 FT
9/20/2021	265-2021	CLINICAL	Peer Recovery Specialist MH	Fredericksburg		2200 FT
1/28/2022	030-2022	CLINICAL	MH Therapist (Jail Based)	RRJ Stafford		2200-4200/6430 FT
9/27/2022	246-2022	CLINICAL	MH Nurse - LPN/RN	Outpatient Clinics		2201 FT
6/1/2022	125-2022	CLINICAL	MH Therapist	Caroline		2210 FT
11/18/2022	298-2022	CLINICAL	MH/SA Outpatient Therapist	Caroline		2210 FT
12/27/2022	323-2022	CLINICAL	Office Manager I	Caroline		2210 FT
8/22/2022	227-2022	CLINICAL	Child/Adolescent Therapist	Stafford		2200/6430 FT
1/28/2022	029-2022	CLINICAL	MH Therapist	Stafford		2250/6430 FT
1/5/2023	325/2022	CLINICAL	MH/Substance Abuse Therapist	Stafford		2250/4250 FT
4/15/2022	106-2022	CLINICAL	Child/Adolescent Therapist (Safe Harbour)	Spotsylvania		2400 FT
8/30/2022	236-2022	CLINICAL	Adult MH Case Manager	Fredericksburg		2400 FT
11/2/2022	294-2022	CLINICAL	Adult MH Care Coordinator	Fredericksburg		2400 FT
9/21/2021	199-2021	CLINICAL	Family Support Peer	Spotsylvania		2500 PT
7/8/2022	172-2022	CLINICAL	Child/Adolescent MH Case Manager	Stafford		2500 FT
8/30/2022	240-2022	CLINICAL	Senior Child & Adolescent Case Manager	Stafford		2500 FT
7/23/2021	200-2021	CLINICAL	Therapist/Office On Youth	Fredericksburg		4200 PT/FT
12/1/2022	306-2022	CLINICAL	Substance Abuse Therapist (P&P)	RRJ Stafford		4200 FT
7/13/2021	174-2021	CLINICAL	S. A. Therapist	Fredericksburg		4220 FT
3/30/2022	092-2022	CLINICAL	S.A. Therapist, Women's Services	Spotsylvania		4220 FT
1/26/2021	350-2021	CLINICAL	SA Therapist, Women's Services	Fredericksburg		4260 FT
1/20/2023	006-2023	CLINICAL	SA Peer Recovery Specialist	RRJ		4261 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
8/11/2022	217-2022	CLINICAL	Project LINK Specialist, SUD	RC		4970 FT
2/24/2023	030-2023	CLINICAL	MH Therapist - Intakes	Fredericksburg		6430 FT
					32	
3/3/2023	043-2023	CSS	Coordinator	Crisis Stabilization		2770 FT
1/13/2023	001-2023	CSS	Assistant Coordinator	Crisis Stabilization		2770 FT
6/10/2022	148-2022	CSS	Nurse Manager - RN	Crisis Stabilization		2770 FT
7/15/2022	182-2022	CSS	MH Nurse - RN/LPN	Crisis Stabilization		2770 FT
9/9/2022	231-2022	CSS	MH Nurse - RN/LPN	Crisis Stabilization		2770 FT
9/13/2022	253-2022	CSS	MH Nurse - RN/LPN	Crisis Stabilization		2770 FT
12/28/2022	321-2022	CSS	MH Nurse - RN/LPN	Crisis Stabilization		2770 FT
9/13/2022	256-2022	CSS	MH Residential Specialist	Crisis Stabilization		2770 FT
12/28/2022	322-2022	CSS	MH Residential Specialist	Crisis Stabilization		2770 FT
2/17/2023	034-2023	CSS	MH Residential Specialist	Crisis Stabilization		2770 FT
12/1/2022	303-2022	CSS	Cook	Crisis Stabilization		2770 FT
12/28/2022	320-2022	CSS	Peer Recovery Specialist	Crisis Stabilization		2770 FT
					12	
12/28/2022	318-2022	CSS	Psychoosocial Advocate	Kenmore Club		2680 FT
1/30/2023	019-2023	CSS	MH Supv Apartment Asst. Mgr	Lafayette		2786 FT
12/21/2021	345-2021	CSS	MH Residential Counselor	Lafayette		2786 PT
8/12/2022	220-2022	CSS	MH Residential Counselor II	Home Rd		2778 FT
7/11/2022	170-2022	CSS	MH Residential Counselor I	Home Rd		2778 FT
9/29/2022	273-2022	CSS	Peer Specialist III - ACT	401 Bridgewater		2372 FT
12/1/2022	305-2022	CSS	Office Associate II - ACT South	401 Bridgewater		2372 FT
12/13/2022	313-2022	CSS	PSH Peer Specialist	401 Bridgewater		2760 FT
8/30/2022	242-2022	CSS	Developmental Svcs Support Coordinator	Caroline		3400 FT
2/10/2023	028-2023	CSS	Developmental Svcs Support Coordinator	Caroline		3400 FT
8/30/2022	241-2022	CSS	Developmental Svcs Support Coordinator	Spotsylvania		3400 FT
5/24/2022	129-2022	CSS	Developmental Svcs Support Coordinator	Stafford		3400 FT
8/17/2022	225-2022	CSS	Infant/Child Support Coordinator	PEID		3500 FT
8/1/2022	309-2021	CSS	Speech/Language Pathologist	PEID		3910 FT

Date Posted	Position No.	Position	Position Title	Location	RU	Full-time/Part-time
2/1/2023	023-2023	CSS	Office Associate II	PEID	15	3910 FT
1/30/2023	014-2023	CSS	Direct Support Professional - Day Support	RAAI KH		3652 FT
1/30/2023	015-2023	CSS	Direct Support Professional - Day Support	RAAI KH		3652 FT
2/17/2023	032-2023	CSS	Direct Support Professional - Day Support	RAAI KH		3652 FT
6/24/2021	156-2021	CSS	Direct Support Professional - Day Support	RAAI KH		3652 PT
6/24/2021	158-2021	CSS	Direct Support Professional - Day Support	RAAI KH		3652 PT
6/24/2021	159-2021	CSS	Direct Support Professional - Day Support	RAAI KH		3652 PT
7/26/2021	196-2021	CSS	Direct Support Professional - Day Support	RAAI KH		3652 PT
2/9/2022	046-2022	CSS	Direct Support Professional - Day Support	RAAI KH		3652 PT
2/6/2022	308-2022	CSS	Direct Support Professional - Day Support	RAAI KH		3652 PT
1/13/2023	007-2023	CSS	Direct Support Professional - Day Support	RAAI Stafford		3655 FT
1/6/2023	326-2022	CSS	Direct Support Professional - ICF Team	RAAI KH		3656 FT
7/11/2022	174-2022	CSS	Direct Support Professional - Day Support	RAAI ICF		3656 PT
					12	
3/21/2022	079-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF		3771 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
9/8/2022	247-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF		3771 FT
12/6/2022	309-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF		3771 FT
8/10/2022	213-2022	CSS	Direct Support Professional - ICF	Wolfe Street ICF		3771 PT
2/1/2023	021-2023	CSS	Intermediate Care Facility Manager	ICF Ross		3792 FT
10/13/2022	278-2022	CSS	Direct Support Professional - ICF	ICF Ross		3792 FT
1/20/2023	012-2023	CSS	Direct Support Professional - ICF	ICF Ross		3792 FT
1/20/2023	013-2023	CSS	Direct Support Professional - ICF	ICF Ross		3792 FT
7/12/2022	179-2022	CSS	Direct Support Professional - ICF	ICF Ross		3792 PT
8/27/2020	141-2020	CSS	ICF Nurse - LPN	ICF Ross		3792 PT
2/1/2023	022-2023	CSS	Intermediate Care Facility Manager	ICF Lucas		3793 FT
2/17/2023	029-2023	CSS	Assistant Group Home Manager	ICF Lucas		3793 FT
1/13/2023	010-2023	CSS	Direct Support Professional - ICF	ICF Lucas		3793 FT
1/30/2023	017-2023	CSS	Direct Support Professional - ICF	ICF Lucas		3793 FT
3/3/2023	045-2023	CSS	Direct Support Professional - ICF	ICF Lucas		3793 FT
5/25/2022	126-2022	CSS	Direct Support Professional - ICF	ICF Lucas		3793 PT
11/1/2022	292-2022	CSS	Direct Support Professional - ICF	ICF Lucas		3793 PT
11/9/2020	196-2020	CSS	ICF Nurse - LPN	ICF Lucas		3793 FT
1/30/2023	018-2023	CSS	ICF Nurse - LPN	ICF Lucas		3793 FT
					22	
2/17/2023	031-2023	CSS	Group Home Manager	Leeland Road		3772 FT
2/24/2023	039-2023	CSS	Assistant Group Home Manager	Leeland Road		3772 FT
8/30/2022	244-2022	CSS	Direct Support Professional - Residential	Leeland Road		3772 PT
10/13/2022	275-2022	CSS	Direct Support Professional - Residential	Leeland Road		3772 PT
11/18/2022	300-2022	CSS	Direct Support Professional - Residential	Stonewall Estates		3773 FT
2/24/2023	037-2023	CSS	Direct Support Professional - Residential	Stonewall Estates		3773 FT
2/24/2023	038-2023	CSS	Direct Support Professional - Residential	Stonewall Estates		3773 FT
7/18/2022	187-2022	CSS	Direct Support Professional - Residential	Stonewall Estates		3773 PT
7/18/2022	188-2022	CSS	Direct Support Professional - Residential	Stonewall Estates		3773 PT
3/3/2023	042-2023	CSS	Assistant Group Home Manager	Devon Drive		3774 FT
3/3/2023	041-2023	CSS	Direct Support Professional - Residential	Devon Drive		3774 FT
8/10/2022	211-2022	CSS	Direct Support Professional - Residential	Devon Drive		3774 PT
2/18/2022	056-2022	CSS	Direct Support Professional - Residential	Ruffins Pond		3775 PT
10/30/2022	289-2022	CSS	Direct Support Professional - Residential	Piedmont		3776 FT
1/13/2023	009-2023	CSS	Direct Support Professional - Residential	Piedmont		3776 FT
2/10/2023	026-2023	CSS	Direct Support Professional - Residential	Piedmont		3776 PT
6/15/2022	153-2022	CSS	Direct Support Professional - Residential	Igo Rd		3777 PT
6/3/2022	078-2022	CSS	Direct Support Professional - Residential	Igo Rd		3777 PT
1/20/2023	324-2022	CSS	Direct Support Professional - Residential	New Hope		3778 PT
1/13/2023	008-2023	CSS	Direct Support Professional - Residential	Scottsdale Estates		3779 FT
1/26/2022	026-2022	CSS	Direct Support Professional - Residential	Scottsdale Estates		3779 PT
9/10/2021	102-2021	CSS	Direct Support Professional - Residential	Scottsdale Estates		3779 PT
4/20/2022	105-2022	CSS	Direct Support Professional - Residential	Merchants Square SAP		3784 PT
1/6/2023	327-2022	CSS	Direct Support Professional - Residential	Galveston Rd		3790 FT
6/23/2022	178-2021	CSS	Direct Support Professional - Residential	Galveston Rd		3790 PT
12/29/2021	348-2021	CSS	Direct Support Professional - Residential	Churchill		3791 PT
2/10/2023	025-2023	CSS	Direct Support Professional - Residential	Churchill		3791 PT
5/3/2022	112-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite		3794 FT
7/20/2022	189-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite		3794 FT
9/30/2022	270-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite		3794 FT
9/29/2022	271-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite		3794 PT
9/29/2022	274-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite		3794 PT

