

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

NOTICE

To: Personnel Committee
Susan Gayle (Chair), Glenna Boerner, Claire Curcio, Sarah Ritchie, Greg Sokolowski, Carol Walker, Jacob Parcell, Ken Lapin, Melissa White

From: Joseph Wickens
Executive Director

Subject: Personnel Committee Meeting
November 14, 2023 12:30 PM
600 Jackson Street, Board Room 208, Fredericksburg, VA

Date: November 9, 2023

A Personnel Committee Meeting has been scheduled for Tuesday, November 14, 2023 at 12:30 PM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg VA 22401.

We are looking forward to seeing you on Tuesday at 12:30PM.

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

November 14, 2023 12:30 PM

600 Jackson Street, Room 208

Fredericksburg, VA 22401

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| I. | SUMMARY – OCTOBER 2023 RETENTION AND
TURNOVER REPORT – | CARRINGTON |
| II. | SUMMARY – OCTOBER 2023 EEO REPORT AND
RECRUITMENT UPDATE - | CARRINGTON |
| III. | CSB WORKFORCE REPORT OVERVIEW | CARRINGTON |
| IV. | BEHAVIORAL HEALTH TECHNICIAN INTERN PROGRAM LUNCH | WILLIAMS |



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

MEMORANDUM

To: Joe Wickens, Executive Director
From: Terri Carrington, Director of Human Resources
Date: November 7, 2023
Re: Summary – Retention Report – October 2023

Human Resources processed a total of seven (7) employee separations for the month of October 2023. Four (4) of the separations were voluntary and three (3) were involuntary. Five (5) of the employees were full-time, one (1) was part-time and one (1) was PRN.

Reasons for Separations

Did Not Meet PRN Requirements	1
For Cause	2
Medical	1
Other Employment	1
Background	1
Unknown	1
Total	7

Retention and Turnover Rates

According to the attached report, the retention rate for September was 99.04% and the turnover rate was 0.96%. Annualized turnover comparison is included.

RACSB RETENTION & TURNOVER REPORT

Oct-23

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER OF TERMS</u>	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>	<u>EXPLANATION</u>
Administrative		1		Other Employment
<i>Unit Totals</i>	<i>1</i>	<i>1</i>	<i>0</i>	
Clinical Services				
<i>Unit Totals</i>	<i>0</i>	<i>0</i>	<i>0</i>	
Community Support Services				
			2	For Cause
			1	Did Not Meet PRN Requirements
		1		Medical
		1		Personal Reasons
		1		Unknown
		3	3	Background
<i>Unit Totals</i>	<i>6</i>	<i>3</i>	<i>3</i>	
Grand Totals for the Month	7	4	3	

Total Employees for the Month	522
Retention Rate	99.04%
Turnover Rate	0.96%

Total Separations	7
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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	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023 Year End
Average Total Positions	600	600	600	600	600	600	600	600	600	600	600	600	600
Monthly Terminations*	11	9	12	6	12	12	13	15	9	7			106
Turnover by Month YTD	1.83%	1.50%	2.00%	1.20%	1.69%	2.27%	2.07%	2.86%	1.54%	0.96%			17.92%
Cumulative Turnover YTD	0.17%	3.33%	5.33%	6.53%	8.22%	10.49%	12.56%	15.42%	16.96%	17.92%			96.96%
Average % Turnover per Month YTD	0.17%	1.67%	1.11%	1.78%	1.63%	2.06%	2.62%	3.14%	3.86%	4.24%			22.27%

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	3	4	6	3	0	2	0	6			36
Full-time	6	10	13	13	19	8	11	16	13	10			119
Sub Total External Applicants Hired	13	15	16	17	25	11	11	18	13	16	0	0	155
Internal Applicants Moved:													
Full-time to PRN As Needed	4	3	3										10
Full-time to Part-time		1		1									2
Part-time to PRN As Needed													0
Part-time to Full-time							1			2			3
PRN As Needed to Part-time		1							1				2
Lateral Transfer		1		4	5	2		2	1				15
Non-Lateral Change in Position				1			3			1			5
Promotion	1	1	7	3	6	2	1	6	10	4			41
Temporary to Regular													0
PRN As Needed to Full-Time				1			1						2
Temporary Promotion					1	1							2
Intern to Full-time	1												1
Sub Total Internal Applicant Moves	6	7	10	10	12	5	6	8	12	7	0	0	83
Total Positions Filled:	19	22	26	27	37	16	17	26	25	23	0	0	238
Total Applications Received:													
Actual Total of Applicants:	75	62	83	115	110	110	112	135	88	126			1016
Total External Offers Made:	20	15	18	26	29	11	11	18	13	16			177
Total Internal Offers Made:	9	7	18	4	13	5	6	9	12	7			16



Office of Human Resources
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RappahannockAreaCSB.org

MEMORANDUM

To: Joe Wickens, Executive Director

From: Teresa McDonnel, Human Resources Coordinator

Date: November 6, 2023

Re: Summary – October 2023 EEO Report and Recruitment Update

RACSB received **126** applications through October 31, 2023. This is an **increase of 43.18%** compared to the month of September 2023, and an **increase of 85.29%** when compared to the month of October 2022.

RACSB received **1,597** resumes and advertised **20** positions through Indeed for **September 2023**.

Of the applications received, 58 applicants listed the RACSB applicant website as their recruitment source, 41 stated employee referrals as their recruitment source, and 12 listed Indeed.com as their recruitment source.

According to the attached list, there are currently **92** open positions. New positions account for **7** 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 **October 2023**.

EEO Report 2023

<u>APPLICANT DATA</u>	<u>Oct-22</u>	<u>Nov-22</u>	<u>Dec-22</u>	<u>Jan-23</u>	<u>Feb-23</u>	<u>Mar-23</u>	<u>Apr-23</u>	<u>May-23</u>	<u>Jun-23</u>	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Oct-23</u>
Female	29	25	22	46	33	51	65	60	48	47	70	39	53
Male	4	2	8	5	27	6	11	23	8	7	11	11	12
Not Supplied	35	29	41	54	39	49	68	72	54	58	54	38	61
Total	68	56	71	105	99	106	144	155	110	112	135	88	126
<u>ETHNICITY</u>													
Caucasian	14	17	9	39	27	31	44	42	24	29	42	23	25
African American	16	7	19	18	26	25	32	37	24	23	33	25	29
Hispanic	5	1	2	8	7	7	3	3	5	6	6	6	9
Asian	1	2	1	1	3	2	1	1	3		4	1	1
American Indian	1							1	1		1	1	2
Native Hawaiian					2				2		1	1	2
Two or More Races													
<u>RECRUITMENT SOURCE</u>													
Newspaper Ads	1		4	2	3		1	2	1		1	1	2
RACSB Website	26	25	27	48	53	45	42	81	50	47	74	24	58
RACSB Intranet	2	1	2	2	7	4	5	11		6	5	3	4
Employee Referrals	23	19	22	37	26	35	48	32	38	39	43	44	41
Radio Ads		1					2	2					
Indeed.com	13	9	16	19	9	22	31	28	15	12	21	10	12
VA Employment Commission		2	4		2	2		1			6	4	3
Monster.com													
Other -	2	2	2	1	6	1	4	5	3	3	4	3	1
VA Peer Recovery Specialist Site													2
Colleges/Handshake						1							5
Facebook				1									
Multi Site Search						1	1	1	3	2		1	1
NHSC													
Linked In													1
Goodwill referral													
Zip Recruiter	3	1		2	5	3	3	5	1	4	1	2	1
Job Fair		2	2	2	2	1	2		1			1	1
Total # of Applicants	57	42	60	75	62	83	115	110	80	89	102	67	100

Open Positions Report		10/31/2023					
Date Posted	Position No.		Position Title	Location	RU	Full-time/ Part-time	Leadership/ Other
7/27/2023	146-2023	ADMIN	Accounting Specialist	Fredericksburg		1000 FT	Other
9/22/2023	191-2023	ADMIN	Benefits Specialist-Human Resources	Fredericksburg		1000 FT	Other
10/26/2023	209-2023	ADMIN	Internal Auditor	Fredericksburg		1000 FT	Other
					3		
11/18/2022	298-2022	CLINICAL	MH/SA Outpatient Therapist	Caroline		2210 FT	Other
1/26/2021	350-2021	CLINICAL	SA Therapist, Women's Services	Fredericksburg		4260 FT	Other
7/23/2021	200-2021	CLINICAL	Therapist/Office On Youth	Fredericksburg		4200 PT/FT	Other
1/10/2022	003-2022	CLINICAL	Psychiatrist	Fredericksburg		2201 FT	Other
7/20/2022	183-2022	CLINICAL	Emergency Services Therapist	Fredericksburg		2000/4000 FT	Other
1/20/2023	004-2023	CLINICAL	Child/Adolescent ES Therapist	Fredericksburg		2070 FT	Other
2/24/2023	030-2023	CLINICAL	MH Therapist - Intakes	Fredericksburg		6430 FT	Other
3/28/2023	076-2023	CLINICAL	Asst. Coordinator, Emergency Svcs - Comm Based	Fredericksburg		2000/4000 FT	Leadership
6/2/2023	114-2023	CLINICAL	Lead Therapist, Veterans & Families	Fredericksburg		2200 FT	Other
6/12/2023	117-2023	CLINICAL	Peer Recovery Specialist - OBOT	Fredericksburg		4261 FT	Other
7/13/2023	138-2023	CLINICAL	Emergency Services Coordinator	Fredericksburg		2000/4000 FT	Leadership
8/4/2023	152-2023	CLINICAL	Adult MH Care Coordinator	Fredericksburg		2400 FT	Other
8/29/2023	161-2023	CLINICAL	Therapist, School Based	Fredericksburg		2200 FT	Other
8/29/2023	173-2023	CLINICAL	Therapist, Emergency Services	Fredericksburg		2000/4000 FT	Other
10/11/2023	198-2023	CLINICAL	Assistant Substance Use Coordinator, OBOT	Fredericksburg		4200 FT	Leadership
9/11/2023	181-2023	CLINICAL	Therapist, MH/SA	King George		2200/4200 FT	Other
12/1/2022	306-2022	CLINICAL	Substance Abuse Therapist (P&P)	RRJ		4200 FT	Other
7/7/2023	133-2023	CLINICAL	Therapist, SA (Jail Based)	RRJ		4200 FT	Other
4/18/2023	092-2023	CLINICAL	Therapist - Jail Diversion	RRJ		5970 FT	Other
5/16/2023	006-2023	CLINICAL	SA Peer Specialist	RRJ		4290 FT	Other
7/27/2023	147-2023	CLINICAL	Therapist, MH (Jail Based)	RRJ		2200/4200/6430 FT	Other
9/19/2023	056-2021	CLINICAL	SA Therapist/Case Manager	RRJ		4296 FT	Other
9/21/2021	199-2021	CLINICAL	Family Support Peer	Spotsylvania		2500 PT	Other
8/17/2023	160-2023	CLINICAL	SA Therapist	Spotsylvania		4200 FT	Other
8/29/2023	162-2023	CLINICAL	Therapist, School Based	Spotsylvania		2200 FT	Other
1/28/2022	029-2022	CLINICAL	MH Therapist	Stafford		2250/6430 FT	Other
7/8/2022	269-2022	CLINICAL	Child/Adolescent MH Case Manager	Stafford		2500 FT	Other
8/29/2023	171-2023	ADMIN	Office Associate II	Stafford		1100 FT	Other
					28		
12/1/2022	303-2022	CSS	Cook	Crisis Stabilization		2770 FT	Other
2/17/2023	034-2023	CSS	MH Residential Specialist	Crisis Stabilization		2770 FT	Other
3/3/2023	043-2023	CSS	Coordinator	Crisis Stabilization		2770 FT	Leadership
7/11/2023	139-2023	CSS	MH Residential Specialist	Crisis Stabilization		2770 FT	Other
7/14/2023	140-2023	CSS	Peer Recovery Specialist	Crisis Stabilization		2770 PT	Other
8/4/2023	157-2023	CSS	Therapist	Crisis Stabilization		2770 FT	Other
					6		
8/22/2023	170-2023	CSS	MH Residential Counselor II	Lafayette		2786 FT	Other
9/26/2023	194-2023	CSS	MH Residential Counselor I	Home Road		2778 FT	Other
8/1/2022	309-2021	CSS	Speech/Language Pathologist	PEID		3910 FT	Other
6/21/2023	120-2023	CSS	Developmental Service Support Coordinator	Caroline		3300 FT	Other
5/12/2023	097-2023	CSS	Peer Specialist	PSH		2760 FT	Other
					5		
6/2/2023	112-2023	CSS	Direct Support Professional - Day Support	RAAI CA		3651 PT	Other
9/15/2023	186-2023	CSS	Direct Support Professional - Day Support	RAAI KG		3653 FT	Other
7/17/2023	196-2021	CSS	Direct Support Professional - Day Support	RAAI KH		3652 PT	Other
10/13/2023	111-2023	CSS	Direct Support Professional - Day Support	RAAI KH		3652 FT	Other
10/20/2023	203-2023	CSS	Direct Support Professional - Day Support	RAAI KH		3652 PT	Other
7/11/2022	174-2022	CSS	Direct Support Professional - ICF Team	RAAI KH		3656 PT	Other
5/19/2023	103-2023	CSS	Direct Support Professional - ICF Team	RAAI KH		3656 PT	Other
8/16/2023	164-2023	CSS	Direct Support Professional - Day Support	RAAI SP		3654 FT	Other
8/29/2023	177-2023	CSS	Direct Support Professional - Day Support	RAAI SP		3654 FT	Other
8/30/2023	179-2023	CSS	Direct Support Professional - Day Support	RAAI SP		3654 PT	Other
10/20/2023	204-2023	CSS	Direct Support Professional - Day Support	RAAI SP		3654 FT	Other
5/19/2023	101-2023	CSS	Direct Support Professional - Day Support	RAAI ST		3655 PT	Other
5/30/2023	007-2023	CSS	Direct Support Professional - Day Support	RAAI ST		3655 FT	Other
7/3/2023	131-2023	CSS	Direct Support Professional - Day Support	RAAI ST		3655 PT	Other
7/27/2023	145-2023	CSS	Direct Support Professional - Day Support	RAAI ST		3655 PT	Other
					15		
11/9/2020	196-2020	CSS	ICF Nurse - LPN	ICF Lucas		3793 FT	Other
1/30/2023	018-2023	CSS	ICF Nurse - LPN	ICF Lucas		3793 FT	Other
6/21/2023	118-2023	CSS	Direct Support Professional - ICF	ICF Lucas		3793 PT	Other
10/11/2023	199-2023	CSS	Direct Support Professional - ICF	ICF Lucas		3793 FT	Other
10/20/2023	201-2023	CSS	ICF Manager I	ICF Lucas		3793 FT	Leadership
10/26/2023	207-2023	CSS	Direct Support Professional - ICF	ICF Lucas		3793 PT	Other
3/10/2023	053-2023	CSS	Direct Support Professional - ICF	ICF Ross		3792 PT	Other
8/4/2023	154-2023	CSS	Direct Support Professional - ICF	ICF Ross		3792 FT	Other
7/27/2020	115-2020	CSS	ICF Nurse - LPN	Wolfe Street ICF		3771 FT	Other
12/8/2020	218-2020	CSS	ICF Nurse - LPN	Wolfe Street ICF		3771 FT or PT	Other
5/4/2021	089-2021	CSS	ICF Nurse - LPN	Wolfe Street ICF		3771 FT	Other
4/10/2023	087-2023	CSS	Intermediate Care Facility Manager	Wolfe Street ICF		3771 FT	Leadership
					12		
6/23/2022	178-2021	CSS	Direct Support Professional - Residential	Galveston Rd		3790 PT	Other
9/22/2023	190-2023	CSS	Direct Support Professional - Residential	Galveston Rd		3790 FT	Other
10/20/2023	205-2023	CSS	Direct Support Professional - Residential	Galveston Rd		3790 FT	Other
10/20/2023	206-2023	CSS	Direct Support Professional - Residential	Galveston Rd		3790 FT	Other
4/18/2023	153-2022	CSS	Direct Support Professional - Residential	Igo Rd		3777 PT	Other
8/30/2022	244-2022	CSS	Direct Support Professional - Residential	Leeland Road		3772 PT	Other
10/13/2022	275-2022	CSS	Direct Support Professional - Residential	Leeland Road		3772 PT	Other
2/24/2023	039-2023	CSS	Assistant Group Home Manager	Leeland Road		3772 FT	Leadership
9/22/2023	187-2023	CSS	Direct Support Professional - Residential	Leeland Road		3772 FT	Other
9/22/2023	188-2023	CSS	Direct Support Professional - Residential	Leeland Road		3772 FT	Other

Date Posted	Position No.		Position Title	Location	RU	Full-time/ Part-time	Leadership/ Other	
9/22/2023	189-2023	CSS	Direct Support Professional - Residential	Leeland Road		3772	FT	Other
6/12/2023	115-2023	CSS	Direct Support Professional - Residential	Merchants Square SAP		3784	FT	Other
9/29/2022	271-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite		3794	FT	Other
9/29/2022	274-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite		3794	PT	Other
3/15/2023	062-2023	CSS	Assistant Group Home Manager	Piedmont		3776	FT	Leadership
8/8/2023	158-2023	CSS	Direct Support Professional - Residential	Piedmont		3776	PT	Other
2/18/2022	056-2022	CSS	Direct Support Professional - Residential	Ruffins Pond		3775	PT	Other
10/5/2023	197-2023	CSS	Direct Support Professional - Residential	Ruffins Pond		3775	FT	Other
10/26/2023	200-2023	CSS	Direct Support Professional - Residential	Ruffins Pond		3775	FT	Other
1/26/2022	026-2022	CSS	Direct Support Professional - Residential	Scottsdale Estates		3779	PT	Other
7/18/2022	187-2022	CSS	Direct Support Professional - Residential	Stonewall Estates		3773	PT	Other
7/18/2022	188-2022	CSS	Direct Support Professional - Residential	Stonewall Estates		3773	PT	Other
6/22/2023	127-2023	CSS	Direct Support Professional - Residential	Stonewall Estates		3773	FT	Other
					23			
Positions on Hold								
8/18/2020	127-2020	CLINICAL	Drug Court Surveillance Officer	Fredericksburg		4200	PT	Other
9/15/2022	260-2022	CSS	Nurse Manager II	ID/DD		Split	FT	Leadership
9/25/2019	189-2019	CLINICAL	Psychologist II	Stafford		2250	FT	Other
1/30/2023	019-2023	CSS	MH Supv Apartment Asst. Mgr	Lafayette		2786	FT	Leadership
Total Open Positions:					92			



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 RappahannockAreaCSB.org

MEMORANDUM

To: Joe Wickens, Executive Director
 From: Terri Carrington, Director of Human Resources
 Date: November 7, 2023
 Re: CSB Workforce Reporting Overview

As of July 2023, the Rappahannock Area Community Services Board is required to submit workforce data to the Department of Behavioral Health and Developmental Services (DBHDS) on a quarterly basis. DBHDS defined certain position categories for the reporting of vacancy rate, turnover rate and salary information. The first baseline data was submitted as required in August. The next submission date was October 30, 2023. Please find an overview of the data below for Quarter 1 (July, August, September). The next data submission will be January 30, 2024 and will include Quarter 2 data.

Quarter 1 Data

July 2023

	July					
	Positions	Filled	Vacant	Terminations	Vacancy Rate	Turnover Rate
Administrative Support	58	52	6	2	10%	4%
Case Manager	142	125	17	4	12%	3%
Clinician	76	71	5	3	7%	4%
Direct Service Provider	235	180	55	8	23%	4%
Executive Leadership	9	9	0	0	0%	0%
Nursing	35	21	14	0	40%	0%
Other	10	9	1	0	10%	0%
Peer	11	9	2	1	18%	11%
Prescriber	8	8	0	0	0%	0%
Overall	584	484	100	18	17%	4%

August 2023

	August					
	Positions	Filled	Vacant	Terminations	Vacancy Rate	Turnover Rate
Administrative Support	60	57	3	5	5%	9%
Case Manager	146	136	10	5	7%	4%
Clinician	96	69	27	6	28%	9%
Direct Service Provider	255	207	48	15	19%	7%
Executive Leadership	9	9	0	0	0%	0%
Nursing	30	24	6	0	20%	0%
Other	10	9	1	1	10%	11%
Peer	15	9	6	0	40%	0%
Prescriber	9	8	1	0	11%	0%
Overall	630	528	102	32	16%	6%

September 2023

	September					
	Positions	Filled	Vacant	Terminations	Vacancy Rate	Turnover Rate
Administrative Support	58	55	3	1	5%	2%
Case Manager	143	136	7	3	5%	2%
Clinician	97	70	27	3	28%	4%
Direct Service Provider	255	206	49	8	19%	4%
Executive Leadership	9	9	0	0	0%	0%
Nursing	30	25	5	0	17%	0%
Other	11	10	1	1	9%	10%
Peer	15	9	6	0	40%	0%
Prescriber	9	8	1	0	11%	0%
Overall	627	528	99	16	16%	3%

Quarter 1 Average

	Vacancy Rate	Turnover Rate
Administrative Support	7%	5%
Case Manager	8%	3%
Clinician	21%	6%
Direct Service Provider	20%	5%
Executive Leadership	0%	0%
Nursing	26%	0%
Other	10%	7%
Peer	33%	4%
Prescriber	7%	0%
Overall	16%	4%

Average Wage by Category

Position Category	Avg. Rate	Position Category	Avg. Rate
Administrative Support	\$ 25.44	Nurses	\$ 33.30
Front-line	\$ 22.88	LPN	\$ 28.04
Middle Management	\$ 34.79	RN	\$ 38.15
Upper Management	\$ 41.48	Peers	\$ 20.47
Other	\$ 27.25	Certified	\$ 20.47
Front-line	\$ 23.72	Prescribers	\$ 115.34
Middle Management	\$ 39.31	Nurse Practitioner	\$ 65.86
Upper Management	\$ 43.40	Psychiatrist	\$ 145.03
Clinician	\$ 35.44	Direct Service Providers	\$ 20.63
Front-line	\$ 34.48	Front-line	\$ 19.31
Middle Management	\$ 38.38	Middle Management	\$ 27.32
Upper Management	\$ 39.82	Case Managers	\$ 28.82
		Front-line	\$ 26.28
		Middle Management	\$ 30.87
		Upper Management	\$ 32.01
		Executive Leadership	\$ 59.90
		0	\$ 59.90
		Grand Total	\$ 28.03

To: Joe Wickens, Executive Director

From: Brandie Williams, Deputy Executive Director

Re: Behavioral Health Technician Intern Program Launch

Date: November 7, 2023

The Rappahannock Area Community Services Board (RACSB) is committed to growing our community's workforce to meet the needs of the individuals we serve. We recognize that internships have been an effective way to recruit, hire, and retain a talented, diverse, and well-trained workforce. The RACSB strategic plan contains a strategy to develop a career ladder in partnership with educational institutions to build and develop behavioral health and developmental disability workforce. More specifically, RACSB will develop and implement process to increase the utilization of interns across program settings and business operations, through broader recruitment partnerships with academic programs, and enhanced retention practices.

On November 1, 2023, RACSB in partnership with Germanna Community College launched an entry level behavioral health technician program which combines foundational curriculum and paid field work experience in a "first of its kind in the Commonwealth" workforce program. This 15-week program will run from November 2023 through February 12, 2023. Nineteen students were offered acceptance into the program, five students completed all orientation and enrollment processes. Students who are successful within the program will be offered ongoing employment through RACSB.

