

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

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

NOTICE

To: Personnel Committee

Susan Gayle, Glenna Boerner, Claire Curcio, Sarah Ritchie, Greg Sokolowski,

Carol Walker

From: Joseph Wickens

Executive Director

Subject: Personnel Committee Meeting

June 13, 2023, 12:30 PM

600 Jackson Street, Board Room 208, Fredericksburg, VA

Date: June 9, 2023

A Personnel Committee Meeting has been scheduled for Tuesday, June 13, 2023 at 12:30 PM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg VA 22401.

Looking forward to seeing you on June 13, 2023 at 12:30PM.

Cc: Susan Gayle, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

June 13, 2023 12:30 PM In-person 600 Jackson Street, Room 208 Fredericksburg, VA 22401



I.	MAY 2023 EEO REPORT and RECRUITMENT UPDATE, McDonnel	5
П	MAY 2023 RETENTION REPORT McDonnel	S



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MEMORANDUM

To: Joe Wickens, Executive Director

From: Teresa McDonnel, Lead Human Resources Specialist

Date: June 2, 2023

Re: Summary – May 2023 EEO Report and Recruitment Update

RACSB received **155** applications through May 31, 2023. This is an **increase** of **7.64%** compared to the month of April 2023, and an **increase** of **124.64%** when compared to the month of May 2022.

RACSB received **1,500** resumes and advertised **20** positions through Indeed for **May 2023**.

Of the applications received, 81 applicants listed the RACSB applicant website as their recruitment source, 32 stated employee referrals as their recruitment source, and 28 listed Indeed.com as their recruitment source.

According to the attached list, there are currently **99** 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 **May 2023.**

EEO Report 2023

APPLICANT DATA	May-22	<u>Jun-22</u>	<u>Jul-22</u>	Aug-22	<u>Sep-22</u>	Oct-22	<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>
Female	31	45	30	41	35	29	25	22	46	33	51	65	60
Male	13	11	9	11	12	4	2	8	5	27	6	11	23
Not Supplied	25	33	44	38	36	35	29	41	54	39	49	68	72
Total	69	89	83	90	83	68	56	71	105	99	106	144	155
<u>ETHNICITY</u>													
Caucasian	22	30	19	30	28	14	17	9	39	27	31	44	42
African American	17	24	17	18	19	16	7	19	18	26	25	32	37
Hispanic	5	3	4	5	2	5	1	2	8	7	7	3	3
Asian	1			1		1	2	1	1	3	2	1	1
American Indian	1	1	1		1	1							1
Native Hawaiian										2			
Two or More Races													
RECRUITMENT SOURCE													
Newspaper Ads						1		4	2	3		1	2
RACSB Website	28	39	28	31	28	26	25	27	48	53	45	42	81
RACSB Intranet	5	7	3	6	6	2	1	2	2	7	4	5	11
Employee Referrals	18	30	29	30	27	23	19	22	37	26	35	48	32
Radio Ads	1			4			1					2	2
Indeed.com	11	15	11	13	24	13	9	16	19	9	22	31	28
VA Employment Commission	7	2	2	1			2	4		2	2		1
Monster.com													
Other -	3	4	5	2	2	2	2	2	1	6	1	4	5
Colleges/Handshake		1									1		
Facebook									1				
Multi Site Search		1	1	2	2						1	1	1
NHSC													
Linked In				1									
Goodwill referral													
Zip Recruiter					1	3	1		2	5	3	3	5
Job Fair		1			2		2	2	2	2	1	2	
Total # of Applicants	52	77	59	72	64	57	42	60	75	62	83	115	110

\$5520220 1078-2032 ADMIN Accounts Psyable Technician Fredericksburg 1000 FT Non-Exempt Other	Open Position	ons Report	5/31/2023						
Das Potation No. Position Title							Full-time/	Evemnt/	Leadershin/
ACCESSION 1992 ADMIN Assistant IT Coordinator Fredericksburg 1000 FT Non-Earning 1000 FT Non-Earning	Date Posted	Position No.		Position Title	Location	<u>RU</u>			
S952/2023 107-2023 ADMIN Accounts Payable Technician Fredericksburg 1000 FT Non-Exempt Other 107-2023 ADMIN Truba Analyst Fredericksburg 1000 FT Non-Exempt Other 107-2023 107-2022 LBNCAL Mit Therapist Caroline 2210 FT Exempt Other 107-2023 107-2022 LBNCAL Mit Therapist Caroline 2210 FT Exempt Other 107-2023 107-2022 LBNCAL Mit SA Upusiter Therapist Caroline 2200 FT Exempt Other 107-2023 107-2022 LBNCAL Mit SA Upusiter Therapist Fredericksburg 420 FT Exempt Other 107-2023 107-2023 LBNCAL Mit SA Upusiter Therapist Fredericksburg 420 FT Exempt Other 107-2023 107-2023 LBNCAL Mit SA Therapist Fredericksburg 420 FT Exempt Other 107-2023 107-2023 LBNCAL Mit SA Therapist Fredericksburg 420 FT Exempt Other 107-2023 LBNCAL Mit SA Therapist Fredericksburg 420 FT Exempt Other 107-2023 LBNCAL Mit SA Therapist Fredericksburg 2000-4000 FT Exempt Other 107-2023 LBNCAL Mit SA Upusiter Fredericksburg 2000-4000 FT Exempt Other 107-2023 LBNCAL Mit SA Upusiter Fredericksburg 2000-4000 FT Exempt Other 107-2023 LBNCAL Mit Salas Fredericksburg 2000-4000 FT Exempt Other 107-2023 LBNCAL Mit Salas Fredericksburg 2000-4000 FT Exempt Other 107-2023 Mit Salas LBNCAL Mit Salas Fredericksburg 2000-4000 FT Exempt Other 107-2023 Mit Salas Mit Salas Fredericksburg 2000-4000 FT Exempt Other 107-2023 Mit Salas Mit Salas Fredericksburg 2000-4000 FT Exempt Other 107-2023 Mit Salas Mit Salas Fredericksburg 2000-4000 FT Exempt Other 107-2023 Mit Salas Mit Salas Fredericksburg 2000-4000 FT Exempt Other 107-2023 Mit Salas Mit Salas Mit Salas Fredericksburg 2000-4000 FT Exempt Other 107-2023 Mit Salas Mit Salas Fredericksburg 2000-4000 FT Exempt Other 107-2023 Mit Salas Mit Salas Mit Salas Mit Salas Mit Salas Mit Salas			ADMIN	Property Maintenance Technician	Fredericksburg			Non-Exempt	
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						Full-time/	Exempt/	Leadership/
Date Posted	Position No	o.	Position Title	Location	RU	Part-time	Non-Exempt	Other
5/4/2021	089-2021	CSS	ICF Nurse - LPN	Wolfe Street ICF	3771	FT	Exempt	Other
4/10/2023	087-2023	CSS	Intermediate Care Facility Manager	Wolfe Street ICF	3771		Exempt	Leadership
			, 5	12				
3/15/2023	055-2023	CSS	Direct Support Professional - Residential	Belmont SAP	3781	FT	Non-Exempt	Other
12/29/2021	348-2021	CSS	Direct Support Professional - Residential	Churchill	3791	PT	Non-Exempt	Other
2/10/2023	025-2023	CSS	Direct Support Professional - Residential	Churchill	3791	PT	Non-Exempt	Other
6/23/2022	178-2021	CSS	Direct Support Professional - Residential	Galveston Rd	3790	PT	Non-Exempt	Other
6/3/2022	078-2022	CSS	Direct Support Professional - Residential	Igo Rd	3777	PT	Non-Exempt	Other
4/18/2023	153-2022	CSS	Direct Support Professional - Residential	Igo Rd	3777	PT	Non-Exempt	Other
8/30/2022	244-2022	CSS	Direct Support Professional - Residential	Leeland Road	3772	PT	Non-Exempt	Other
10/13/2022	275-2022	CSS	Direct Support Professional - Residential	Leeland Road	3772	PT	Non-Exempt	Other
2/17/2023	031-2023	CSS	Group Home Manager	Leeland Road	3772	FT	Exempt	Leadership
2/24/2023	039-2023	CSS	Assistant Group Home Manager	Leeland Road	3772	FT	Exempt	Leadership
3/28/2023	070-2023	CSS	Direct Support Professional - Residential	Merchants Square SAP	3784	FT	Non-Exempt	Other
9/29/2022	271-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	PT	Non-Exempt	Other
9/29/2022	274-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	PT	Non-Exempt	Other
9/30/2022	270-2022	CSS	Direct Support Professional - Residential	Myers Drive Respite	3794	FT	Non-Exempt	Other
1/20/2023	324-2022	CSS	Direct Support Professional - Residential	New Hope	3778	PT	Non-Exempt	Other
2/10/2023	026-2023	CSS	Direct Support Professional - Residential	Piedmont	3776	PT	Non-Exempt	Other
3/15/2023	062-2023	CSS	Assistant Group Home Manager	Piedmont	3776	FT	Exempt	Leadership
4/5/2023	084-2023	CSS	Asst. Coordinator, ID Residential Svcs	River Club	14	FT	Exempt	Leadership
2/18/2022	056-2022	CSS	Direct Support Professional - Residential	Ruffins Pond	3775	PT	Non-Exempt	Other
1/26/2022	026-2022	CSS	Direct Support Professional - Residential	Scottsdale Estates	3779	PT	Non-Exempt	Other
1/13/2023	008-2023	CSS	Direct Support Professional - Residential	Scottsdale Estates	3779	FT	Non-Exempt	Other
7/18/2022	187-2022	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	PT	Non-Exempt	Other
7/18/2022	188-2022	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	PT	Non-Exempt	Other
2/24/2023	038-2023	CSS	Direct Support Professional - Residential	Stonewall Estates	3773	FT	Non-Exempt	Other
				24			-	
Positions on	Hold							
3/23/2020	056-2020	CLINICAL	Lead, ES Therapist	Fredericksburg	2000/4000	FT	Exempt	Leadership
8/18/2020	127-2020	CLINICAL	Drug Court Surveillance Officer	Fredericksburg	4200	PT	Non-Exempt	Other
3/29/2021	058-2021	ADMIN	Administration Office Support	Fredericksburg	1000	FT	Non-Exempt	Other
9/15/2022		CSS	Nurse Manager II	ID/DD	Split	FT	Exempt	Leadership
9/25/2019	189-2019	CLINICAL	Psychologist II	Stafford	2250			Other
			Total Open Positions:	99				

RECRUITMENT REPORT 2023

MONTHLY RECRUITMENT	JANUARY	<u>FEBRUARY</u>	MARCH	<u>APRIL</u>	<u>MAY</u>	JUNE	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	OCTOBER	NOVEMBER	<u>DECEMBER</u>	TOTAL YTD
External Applicants Hired:													
Part-time	7	5	3	4	6								25
Full-time	6	10	13	13	19								61
Sub Total External Applicants Hired	13	15	16	17	25								86
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													0
PRN As Needed to Part-time		1											1
Lateral Transfer		1		4	5								10
Non-Lateral Change in Position				1									1
Promotion	1	1	7	3	6								18
Temporary to Regular													0
PRN As Needed to Full-Time				1									1
Temporary Promotion					1								1
Intern to Full-time	1												1
Sub Total Internal Applicant Moves	6	7	10	10	12	0	0	0	0	0	0	0	45
													0
Total Positions Filled:	19	22	26	27	37								131
Total Applications Received:													
Actual Total of Applicants:	75	62	83	115	110								137
Total External Offers Made:	20	15	18	26	29								35
Total Internal Offers Made:	9	7	18	4	13								16



MEMORANDUM

To: Joe Wickens, Executive Director

From: Teresa McDonnel, Lead Human Resources Specialist

Date: June 2, 2023

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

Human Resources processed a total of **twelve** employee separations for the month of **May 2023**. Seven of the separations were voluntary and five were terminations for cause. Six of the employees were full-time, four were part-time, and two were PRN.

Three resignations were submitted due to other employment, five were for cause, two were due to personal reasons, one quit without notice, and one was unable to fulfill their PRN requirements.

According to the attached report, the Retention Rate for **May** was 98.31% and the turnover rate was 1.69%. Annualized turnover comparison is included.

RACSB RETENTION & TURNOVER REPORT May-23

ORGANIZATIONAL UNIT	NUMBER OF TERMS	<u>VOLUNTARY</u>	INVOLUNTARY	<u>EXPLANATION</u>
Administrative	0	1	0	Personal
Unit Totals	0	1	0	
Clinical Services	0	0	0	Personal
	0	2	0	Other Employment
Unit Totals	0	2	0	
Community Support Services				
	0	0	5	Cause
	0	1	0	Other Employment
	0	1	0	Personal
	0	1	0	Quit without notice
	0	0	0	Moving
	0	1	0	PRN unable to fullfil PRN requirements
Unit Totals	0	4	5	
Grand Totals for the Month	0	7	5	

Total Employees for the Month	585
Retention Rate	98.31%
Turnover Rate	1.69%

Total Separations	12
Part-time Separations	50.00%
Full-time Separations	50.00%

RACSB Turnover 2020

<u>Employees</u>	Jan-20	Feb-20	Mar-20	Apr-20	May-20	<u>Jun-20</u>	<u>Jul-20</u>	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/Voluntee

RACSB Turnover 2021

<u>Employees</u>	<u>Jan-21</u>	Feb-21	Mar-21	Apr-21	May-21	<u>Jun-21</u>	<u>Jul-21</u>	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/Voluntee

RACSB Turnover 2022

<u>Employees</u>	<u>Jan-22</u>	<u>Feb-22</u>	Mar-22	Apr-22	May-22	Jun-22	<u>Jul-22</u>	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/Voluntee

RACSB Turnover 2023

<u>Employees</u>	<u>Jan-23</u>	Feb-23	Mar-23	Apr-23	May-23	<u>Jun-23</u>	<u>Jul-23</u>	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								50
Turnover by Month YTD	1.83%	1.50%	2.00%	1.20%	1.69%								8.22%
Cumulative Turnover YTD	0.17%	3.33%	5.33%	6.53%	8.22%								0.00%
Average % Turnover per Month YTD	0.17%	1.67%	1.11%	1.78%	1.63%								0.00%

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