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Subject: Processing Time for Background Checks in Childcare for YMCA Staff in North Dakota

Date: June 18, 2024

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Introduction: We appreciate the opportunity to address the North Dakota Juvenile Justice Committee regarding the time required to complete background checks for new staff members at the YMCAs in our state. The purpose of this testimony is to provide a detailed account of the typical timeline involved in scheduling and receiving the necessary documentation to allow staff to commence work.

Background Check Process Overview: The process for background checks at the YMCAs involves several key steps:

1. **HR Meeting:** The initial meeting between the new hire and the Human Resources (HR) department.
2. **Fingerprinting Appointment:** Scheduling and attending an appointment for fingerprinting.
3. **Preliminary Background Check:** A preliminary check is conducted following fingerprinting.
4. **Comprehensive Background Check:** A thorough and final background check.

Data Analysis: An analysis of recent data from our new hires indicates the following:

- **HR Meeting to Fingerprinting Appointment:** The time between the HR meeting and the fingerprinting appointment varies. On average, this step takes about 4-5 days
- **Preliminary Background Check Completion:** For those who receive preliminary checks, this can take approximately 10-14 days.
- **Comprehensive Background Check Completion:** The comprehensive background check is the longest step, taking an average of 27-29 days from the fingerprinting date to completion.
- **Additional Wages Paid:** The YMCA of Cass and Clay Counties has paid \$40,000 through the first quarter of the year to staff who are unable to work at a site to hold on to them until the preliminary or comprehensive background check is received. This could be upwards of \$120,000 by the end of the year.

Total Length of Time: The total time from the HR meeting to receiving comprehensive background check results, which allows the staff member to begin work, generally ranges from 13 to 29 days.

The exact time can vary based on several factors, including the efficiency of the fingerprinting process and the responsiveness of background check agencies.

Challenges and Recommendations: The variability in processing times poses a challenge for staffing and scheduling at the YMCAs. It also adds additional costs to the YMCA. Finally, it reduces the state's workforce by limiting the number of openings as we await the background check's return so that the new staff can begin work and parents can return to work. To address this, we recommend:

1. **Streamlining the Fingerprinting Process:** Establishing more fingerprinting locations or appointments can reduce wait times.
2. **Enhanced Coordination with Background Check Agencies:** Improved communication and expedited processing agreements with these agencies could help reduce overall processing times.
3. **Reduce Hiring Timeline Process:** Shorten the delay for staff to earn wages. Most individuals cannot wait for two to four weeks without pay from a job.
4. **Temporary Hiring Policies:** Implementing provisional hiring policies, allowing staff to begin work under supervised conditions while waiting for comprehensive background check results, could mitigate staffing challenges.

Conclusion: Timely completion of background checks is crucial for ensuring the safety and smooth operation of childcare services at the YMCAs. While the current average processing time ranges from 13 to 29 days, there are opportunities to reduce this timeline through process improvements and policy changes. We look forward to collaborating with the North Dakota Juvenile Justice Committee and other stakeholders to enhance the efficiency of background checks, thereby ensuring that our facilities are staffed promptly and safely.

Thank you for your attention to this important matter.

Bill Bauman, CEO
Missouri Valley YMCA

Steve Smith
YMCA of Cass and Clay Counties



Employee X+C2:K5	HR Meeting	Fingerprinting Date	Days Between HR & Fingerprint Appointment	Date Preliminary Received from CBCU	Number of Days (From Fingerprinting Date to Preliminary or Comprehensive if No Preliminary)	Date Comprehensive Received from CBCU	Total Number of Days (From Date of HR Meeting to Date of Cleared CBCU)
X	1/2/2024	1/2/2024	0	1/8/2024	6	1/8/2024	6
X	1/4/2024	1/5/2024	1	1/16/2024	11	2/14/2024	12
X	1/4/2024	1/9/2024	5	1/19/2024	10	2/6/2024	15
X	1/8/2024	1/11/2024	3	1/19/2024	8	2/5/2024	11
X	1/8/2024	1/11/2024	3	1/23/2024	12	2/6/2024	15
X	1/8/2024	1/9/2024	1	1/17/2024	8	1/17/2024	9
X	1/8/2024	1/10/2024	2	1/17/2024	7	1/17/2024	9
X	1/10/2024	1/11/2024	1	1/25/2024	14	2/14/2024	15
X	1/10/2024	1/12/2024	2	1/22/2024	10	1/22/2024	12
X	1/11/2024	1/11/2024	0	1/23/2024	12	2/1/2024	12
X	1/11/2024	1/11/2024	0	1/22/2024	11	1/22/2024	11
X	1/11/2024	1/17/2024	6	1/23/2024	6	1/23/2024	12
X	1/15/2024	1/17/2024	2	1/25/2024	8	2/14/2024	10
X	1/15/2024	1/22/2024	7	2/1/2024	10	2/15/2024	17
X	N/A	1/15/2024	N/A	1/25/2024	10	2/14/2024	10
X	N/A	1/15/2024	N/A	1/25/2024	10	2/14/2024	10
X	N/A	1/15/2024	N/A	1/29/2024	14	1/29/2024	14
X	N/A	1/15/2024	N/A	1/30/2024	15	1/30/2024	15
X	1/16/2024	1/17/2024	1	1/23/2024	6	1/23/2024	7
X	1/17/2024	1/18/2024	1	1/25/2024	7	2/14/2024	8
X	1/22/2024	1/22/2024	0	2/2/2024	11	2/21/2024	11
X	1/22/2024	1/23/2024	1	2/5/2024	13	2/5/2024	14
X	1/30/2024	1/31/2024	1	2/7/2024	7	2/7/2024	8
X	2/1/2024	2/5/2024	4	2/14/2024	9	3/4/2024	13
X	2/5/2024	2/7/2024	2	2/14/2024	7	2/28/2024	9
X	2/5/2024	2/6/2024	1	2/13/2024	7	2/13/2024	8
X	N/A	2/8/2024	N/A	2/21/2024	13	2/21/2024	13
X	2/13/2024	2/14/2024	1	2/26/2024	12	3/11/2024	13
X	2/13/2024	2/15/2024	2	2/23/2024	8	2/23/2024	10
X	2/14/2024	2/16/2024	2	2/27/2024	11	3/11/2024	13
X	2/14/2024	2/16/2024	2	2/29/2024	13	3/7/2024	15
X	2/19/2024	2/25/2024	6	2/27/2024	2	3/13/2024	8
X	2/19/2024	2/20/2024	1	2/27/2024	7	3/13/2024	8
X	2/19/2024	2/20/2024	1	2/29/2024	9	2/29/2024	10
X	2/19/2024	2/20/2024	1	2/26/2024	6	2/26/2024	7
X	2/26/2024	2/27/2024	1	3/1/2024	3	3/1/2024	4
X	2/28/2024	3/1/2024	2	3/7/2024	6	3/26/2024	8
X	2/28/2024	3/22/2024	23	4/1/2024	10	4/6/2024	33
X	2/29/2024	3/13/2024	13	3/21/2024	8	4/10/2024	21
X	3/4/2024	3/28/2024	24	4/8/2024	11	4/8/2024	11
X	N/A	3/7/2024	N/A	3/19/2024	12	4/9/2024	12
X	3/11/2024	3/12/2024	1	3/15/2024	3	3/26/2024	4
X	3/11/2024	3/14/2024	3	3/22/2024	8	4/10/2024	11
X	3/18/2024	3/21/2024	3	4/1/2024	11	5/1/2024	14
X	N/A	3/18/2024	N/A	3/27/2024	9	4/10/2024	9
X	3/20/2024	4/4/2024	15	4/10/2024	6	4/10/2024	6
X	N/A	3/25/2024	N/A	4/8/2024	14	4/16/2024	14
X	3/26/2024	4/10/2024	15	4/19/2024	9	5/2/2024	24
X	3/27/2024	4/3/2024	7	4/19/2024	16	5/1/2024	23
X	3/27/2024	4/3/2024	7	4/10/2024	7	4/10/2024	7
X	4/1/2024	4/26/2024	25	5/2/2024	6	5/2/2024	31
X	4/1/2024	4/3/2024	2	4/8/2024	5	4/8/2024	7
X	4/1/2024	4/8/2024	7	4/15/2024	7	4/15/2024	7



Employee X+C2:K5	HR Meeting	Fingerprinting Date	Days Between HR & Fingerprint Appointment	Date Preliminary Received from CBCU	Number of Days (From Fingerprinting Date to Preliminary or Comprehensive if No Preliminary)	Date Comprehensive Received from CBCU	Total Number of Days (From Date of HR Meeting to Date of Cleared CBCU)
X	4/8/2024	4/19/2024	11	4/24/2024	5	4/24/2024	16
X	N/A	4/15/2024	N/A	4/24/2024	9	5/7/2024	9
X	4/15/2024	4/18/2024	3	4/26/2024	8	5/7/2024	11
X	N/A	4/17/2024	N/A	4/25/2024	8	5/7/2024	8
X	4/16/2024	4/17/2024	1	4/23/2024	6	4/23/2024	7
X	4/16/2024	4/24/2024	8	5/3/2024	9	5/21/2024	17
X	4/22/2024	4/24/2024	2	4/29/2024	5	4/29/2024	7
X	4/22/2024	4/23/2024	1	4/29/2024	6	4/29/2024	7
X	4/23/2024	4/25/2024	2	5/3/2024	8	5/21/2024	10
X	4/29/2024	5/1/2024	2	5/7/2024	6	5/7/2024	8
X	5/2/2024	5/3/2024	1	5/9/2024	6	5/28/2024	7
X	5/6/2024	5/8/2024	2	5/14/2024	6	5/14/2024	8
X	5/9/2024	5/10/2024	1	5/16/2024	6	5/16/2024	7
X	5/9/2024	5/9/2024	0	5/16/2024	7	5/16/2024	7
X	5/10/2024	5/10/2024	0				
X	5/15/2024	5/15/2024	0	5/20/2024	5	5/20/2024	5
X	5/15/2024	5/15/2024	0				
X	5/16/2024	5/20/2024	4	5/28/2024	8	5/28/2024	12
X	5/16/2024	5/20/2024	4				
X	5/16/2024	5/21/2024	5				
X	5/20/2024	5/21/2024	1	5/30/2024	10		
X	5/20/2024	5/20/2024	0				
X	5/20/2024	5/21/2024	1	5/29/2024	9	5/29/2024	9
X	5/20/2024	5/28/2024	8				

Average Days Wait	4.0	8.6	11.30
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