

Personnel Committee

Meeting Highlights

December 14, 2016

CLOSED MEETING, VA CODE §2.2-3711 A(4), A(7) AND A(15)

The Personnel Committee of the Rappahannock Area Community Services Board unanimously approved a motion to convene in a closed meeting pursuant to Virginia Code §2.2 – 3711 A(4) for the protection and privacy of individuals in personal matters not related to public business; Virginia Code §2.2 – 3711 A(7) to receive a briefing by staff pertaining to litigation, where such briefing would affect the litigation posture of RACSB if held in open session; and Virginia Code §2.2 – 3711 A(15) to discuss medical records excluded from 2.2 – 3711 pursuant to subdivision 1 of 2.2 – 3705.5, specifically to deliberate in the case of JF and TH.

Upon reconvening, all Committee members certified that, to the best of their knowledge, the Committee discussed only matters lawfully exempted from statutory open meeting requirements of the Freedom of Information Act; and only public business matters identified in the motion to convene the closed meeting.

No action was taken by the Personnel Committee.

DISABILITY INSURANCE RENEWAL

Sam Rosenthal, *Insurance Consultant*, updated the Committee on the Request for Proposal process to renew group short-term and long-term disability insurance. A total of five organizations submitted bids. Mr. Rosenthal recommended that RACSB choose the Standard, which offered the lowest pricing and met all the requirements outlined in the RFP.

The Committee unanimously approved a motion accepting the recommendations of staff to contract with The Standard for group Short Term and Long Term Disability Insurance effective January 1, 2016.

FINAL OVERTIME RULE

Terry Moore, *Human Resources Manager*, presented to the Committee an update on the Final Overtime Rule from the United States Department of Labor. A Federal Judge issued an order delaying the original December 1 deadline for changes to the Department of Labor's exemption salary increase. RACSB pulled back proposed changes to the Compensation Scale and no adjustments took place.

NOVEMBER 2016 EEO REPORT

Terry Moore, *Human Resources Manager*, presented to the Committee the EEO Report and Recruitment update for November 2016. RACSB received 175 applications through November 30, 2016. This was a 19.9% decrease compared to November 2015 and a 16.5% decrease when compared to October 2016.

The RACSB jobs website was the top recruitment source during this time period. At the time of the report, there were 61 positions open, and nine (9) of those were new jobs.

The Committee unanimously approved a motion recommending the Board approve the EEO Report as presented by staff.

NOVEMBER 2016 RETENTION REPORT

Terry Moore, *Human Resources Manager*, presented the Committee with a report on employee retention. During November 2016, RACSB processed five (5) employee separations, four (4) of which were voluntary and one (1) was involuntary. The retention rate for November 2016 was 99.1% and the turnover rate was 0.8%.

Jack Rowley (Stafford County) noted that the annualized turnover rate has decreased since 2014.

A motion by the Committee recommending the Board approve the Retention Report as presented by staff was unanimously approved.

NOVEMBER 2016 DISABILITY CLAIMS REPORT

Terry Moore, *Human Resources Manager*, presented to the Committee the Disability Claims Report for November 2016. Premiums paid through November to CIGNA for full-time employees hired before January 1, 2014 totaled \$102,630.23. The short-term disability loss ratio was 50.11% and the long-term loss ratio was 91.19%.

Full-time employees hired January 1, 2014 and after are covered under the Virginia Local Disability Program (VLDP), administered by the Reed Group. This plan is self-funded by RACSB and a total of \$25,530.72 has been paid year to date. There have been ten claims processed year to date. One claim is pending and the others have been closed.

The Committee unanimously approved a motion recommending the Board approve the Disability Claims Report as presented by staff.

ONE-TIME SALARY SUPPLEMENT

Executive Director Ron Branscome recommended a one-time salary supplement for employees based on hours worked over the past 12 months from December 6, 2015 through December 2, 2016. Employees who worked 200-499 hours in the past twelve (12) months would receive \$50; employees who worked 500-899 hours would receive \$100; employees who worked 900-1199 hours would receive \$150; and employees who worked 1200 or more hours would receive \$200.

A motion by the Committee recommending the Board approve the Salary Supplement as presented by staff was unanimously approved.

CARF ACCREDITATION

Executive Director Ron Branscome reported that RACSB has received its eighth consecutive three-year national accreditation from CARF International.

COMPUTER VIRUS UPDATE

Karen Kallay (Fredericksburg) asked about the computer virus that infected the RACSB network on December 6, 2016. **Executive Director Ron Branscome** reported that staff did a remarkable job getting the system back online, and that while administrative productivity dipped, staff continued to provide services to the community.