

## **Personnel Committee**

### **Meeting Highlights**

**January 11, 2017**

#### **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.

#### **WORKERS COMPENSATION REPORT**

**Terry Moore**, *Human Resources Manager*, presented to the Committee the Workers Compensation Report for July 1, 2016 through December 31, 2016. The total paid for claims year-to-date is \$5,498.43. There were 22 claims incurred, and two (2) of them were denied. The total expense incurred is \$5,590.08. The claims paid for Fiscal Year 2016 changed by \$26,926.67 over the previous quarterly report. A total of fourteen claims remain open, and one subrogation claim is in litigation.

#### **DECEMBER 2016 EEO REPORT**

**Terry Moore**, *Human Resources Manager*, presented to the Committee the EEO Report and Recruitment update for December 2016. RACSB received 234 applications in December 2016. This was a 7.3% increase compared to December 2015 and a 33.9% increase when compared to November 2016.

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

#### **DECEMBER 2016 RETENTION REPORT**

**Terry Moore**, *Human Resources Manager*, presented to the Committee a report on employee retention. During December 2016, RACSB processed five (5) employee separations, all of which were voluntary. The retention rate for December 2016 was 99.1% and the turnover rate was 0.9%. The annualized turnover rate for 2016 was 17.24%

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

#### **2016 DISABILITY CLAIMS REPORT**

**Terry Moore**, *Human Resources Manager*, presented to the Committee the Disability Claims Report for 2016. Premiums paid through December 31, 2016 to CIGNA for full-time employees hired before January 1, 2014 totaled \$111,949.39. The short-term disability loss ratio was 47.41% and the long-term loss ratio was 89.1%.

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 \$29,310.72 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.

#### **HUMAN RESOURCES HANDBOOK**

**Terry Moore**, *Human Resources Manager*, reported that the Virginia Municipal League reviewed RACSB's employee handbook and made some minor suggestions that will be reviewed by our legal counsel and brought back to Committee for approval next month.

#### **LEADERSHIP TRAINING UPDATE**

**Terry Moore**, *Human Resources Manager*, reported that she led a training last month for 80 RACSB supervisors, covering topics such as communication, coaching and corrective action. Mr. Wickens reported that the course was helpful and staff have given positive feedback.