

Personnel Committee

Meeting Highlights

May 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 NE.

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.

APRIL 2017 EEO REPORT

Terry Moore, *Human Resources Manager*, presented to the Committee the EEO Report and Recruitment update for April 2017. RACSB received 124 applications in April 2017. This was a 34.5% decrease compared to March 2017 and a 62.9% decrease when compared to April 2016. The RACSB jobs website was the top recruitment source during this time period. There are currently 64 open positions, and 14 of those are new.

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

APRIL 2017 RETENTION REPORT

Terry Moore, *Human Resources Manager*, presented to the Committee a report on employee retention. During April 2017, RACSB processed 11 employee separations, all of which were voluntary. The retention rate for April 2017 was 97.99% and the turnover rate was 2.01%.

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

APRIL 2017 DISABILITY CLAIMS REPORT

Terry Moore, *Human Resources Manager*, presented to the Committee the Disability Claims Report for for January 1 through April 30, 2017. Premiums paid through April 30, 2017 to The Standard for full-time employees hired before January 1, 2014 totaled \$35,746.24. The short-term disability loss ratio was 69.44% and the long-term loss ratio was 49.85%.

There are five (5) short-term claims pending and no long-term claims filed through The Standard. One claim remains active at the time of the report. There are three (3) short-term claims reported with the agency's previous disability insurance carrier, CIGNA, that have been closed and one (1) long-term claim remains active.

Full-time employees hired on January 1, 2014 and later are covered under the Virginia Local Disability Program, administered by the Reed Group. One claim was pending and one claim was active at the time of the report.

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

LEADERSHIP TRAINING UPDATE

Terry Moore, *Human Resources Manager*, reported to the Committee that a leadership training session was held on May 9, 2017 for RACSB supervisors. The training covered employment laws, including Equal Employment Opportunity Act, Americans with Disabilities Act, Family and Medical Leave Act, Sexual Harassment, Fair Labor Standards Act, and Workplace Violence Avoidance. A total of 98 RACSB employees and four (4) Rappahannock United Way employees attended the training sessions.

Debbie Draper (King George County) suggested customer service as a topic for an upcoming training.

OPIOID SUMMIT UPDATE

Jane Yaun, *Deputy Executive Director*, reported that a summit on the opioid epidemic held May 10, 2017 drew a large crowd. She said that about 50 people attended a session for professionals. In the evening, nearly 200 people attended a screening of "Chasing the Dragon" and a town hall meeting.

Jack Rowley (Stafford County) said that the event was interesting and informative.

MYERS DRIVE RESPITE HOME OPEN HOUSE UPDATE

Joe Wickens, *Community Support Services Coordinator*, reported that 17 new families attended the recent open house and seemed interested in the respite program. Myers Drive staff are now following up with the attendees and other interested families who could not make the event.