

**Personnel Committee**  
**Meeting Highlights**  
**July 12, 2017**

**ANTHEM QUARTERLY INSURANCE UPDATE**

**Ryan O'Donnell**, *Anthem Account Manager*, presented to the Committee a review of RACSB's health insurance use. From June 1, 2016 through May 31, 2017, RACSB's membership in the health insurance plan increased by 7.7% while paid claims decreased by 32.4%. Ms. O'Donnell recommended RACSB target some of the preventable emergency room visits and lifestyle-related conditions with wellness initiatives and education about LiveHealth Online, Anthem Care Coordination for chronic conditions, and healthy living.

**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.

**JUNE 2017 EEO REPORT**

**Terry Moore**, *Human Resources Manager*, presented to the Committee the EEO Report and Recruitment update for June 2017. RACSB received 179 applications in June 2017. This was a 7.9% decrease compared to May 2017 and a 33.1% decrease when compared to June 2016.

The RACSB jobs website was the top recruitment source during this time period. There are currently 67 open positions.

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

**JUNE 2017 RETENTION REPORT**

**Terry Moore**, *Human Resources Manager*, presented to the Committee a report on employee retention. During June 2017, RACSB processed twelve employee separations, all of which were voluntary. The retention rate for June 2017 was 98.8% and the turnover rate was 1.2%.

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

## **JUNE 2017 DISABILITY CLAIMS REPORT**

**Terry Moore**, *Human Resources Manager*, presented to the Committee the Disability Claims Report for for January 1 through June 30, 2017. Premiums paid through June 30, 2017 to The Standard for full-time employees hired before January 1, 2014 totaled \$53,122.25. The short-term disability loss ratio was 46.25% and the long-term loss ratio was 50.33%.

There are six (6) 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.

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 is active and one claim is pending.

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

## **FY 2017 WORKERS' COMPENSATION REPORT**

**Terry Moore**, *Human Resources Manager*, presented to the Committee Committee the Workers' Compensation Report for FY 2017. The claims paid totaled \$23,813.64. There were 41 claims incurred from July 1, 2016 to June 30, 2017 and four claims remain open.

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

## **HANDBOOK POLICY UPDATES**

Mrs. Moore presented to the Committee updates to the Employee Handbook. These changes include a wording change to reflect the Classification and Compensation Study from 2016 and a change to the Employee Referral Bonus Policy to aid in recruitment efforts.

The Committee unanimously approved a motion recommending the Board approve the Handbook Policy updates as presented.