

## **PERSONNEL COMMITTEE MEETING FEBRUARY 8, 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.

### **JANUARY 2017 EEO REPORT**

**Terry Moore**, *Human Resources Manager*, presented to the Committee the EEO Report and Recruitment update for for January 2017. RACSB received 176 applications in January 2017. This was a 37.4% decrease compared to January 2016 and a 24.8% increase when compared to December 2016.

The RACSB jobs website was the top recruitment source during this time period. At the time of the report, there were 55 positions open.

### **JANUARY 2017 RETENTION REPORT**

**Terry Moore**, *Human Resources Manager*, presented to the Committee a report on employee retention. During January 2017, RACSB processed 10 employee separations, seven (7) of which were voluntary. The retention rate for January 2017 was 98.21% and the turnover rate was 1.79%.

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

### **JANUARY 2017 DISABILITY CLAIMS REPORT**

**Terry Moore**, *Human Resources Manager*, reported to the Committee that RACSB awarded disability coverage to The Standard Insurance Company for employees eligible for benefits prior to January 1, 2014. The change was effective January 1, 2017.

Premiums paid to Standard through January 30, 2017 totaled \$8,912.44 The Short-Term Disability Loss Ratio was 75.59% and the Long-Term Loss Ratio was 49.97%. For the reporting period, there were three (3) short-term claims and no long-term claims filed with The Standard. There are two (2) short-term claims reported through CIGNA. One (1) claim has been closed and the other remains active. One long-term claim remains active through CIGNA.

Full-time employees hired January 1, 2014 and later are covered under the Virginia Local Disability Program. No claims are active or pending at this time.

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*, presented to the Committee the results of a review of our Human Resource Handbook by a representative of the Virginia Municipal League and our attorney. As a result of this review, staff requested that the Personnel Committee recommend that the Board approve the revisions to the Human Resource Handbook as outlined in the Memorandum dated January 31, 2017 from Mrs. Moore to **Executive Director Ron Branscome**.

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### **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.