

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

Wednesday, January 11, 2017, 10:00 a.m.

Ronald W. Branscome Building

Board Room 208, 600 Jackson Street, Fredericksburg, VA

PRESENT

Debbie Draper
Rev. Lawrence Davies
Jack Rowley, Chairman
David Vaughn
Karen Kallay
Ken Lapin

ABSENT

Linda Carter
Beth Elkins

OTHERS PRESENT

Ronald W. Branscome, *Executive Director*
Terry Moore, *Human Resources Manager*
Jane Yaun, *Deputy Executive Director*
Andrea Merwin, *Administrative Associate*
Joe Wickens, *Community Support Services Director*
Amy Umble, *Public Information Officer*
Rhonda Pellicano, *Director of Finance and Administration*

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

DISCUSSION: Mr. Rowley requested a motion for a closed meeting.

ACTION TAKEN: It was moved by Mr. Lapin and seconded by Ms. Kallay that the Personnel Committee of the Rappahannock Area Community Services Board 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, Mr. Rowley called for a certification from all Committee members 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.

A roll call vote was conducted:

Rev. Davies – aye	Ms. Hilton – aye
Mrs. Ball – aye	Ms. Kallay – aye
Mr. Rowley – aye	Mr. Lapin – aye
Mr. Vaughn – aye	

The motion was unanimously approved and no action was taken by the Personnel Committee.

ISSUE:

WORKERS COMPENSATION REPORT

DISCUSSION:

Mrs. Moore 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.

ATTACHMENT I

ACTION TAKEN:

It was moved by Mr. Lapin and seconded by Ms. Kallay that the Committee recommends the Board approve the Workers Compensation Report as presented by staff. The motion was unanimously approved.

ISSUE:

DECEMBER 2016 EEO REPORT

DISCUSSION:

Mrs. Moore 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 RACSB jobs website was the top recruitment source during this time period. At the time of the report, there were 62 positions open, and eight (8) of those were new jobs.

ATTACHMENT II

ACTION TAKEN:

It was moved by Mr. Lapin and seconded by Ms. Kallay that the Committee recommends the Board approve the EEO Report as presented by staff. The motion was unanimously approved.

ISSUE: DECEMBER 2016 RETENTION REPORT

DISCUSSION: Mrs. Moore presented the Committee with 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%

Mr. Rowley noted that the annualized turnover rate has decreased since 2014 and commended staff for reducing employee turnover.

ATTACHMENT III

ACTION TAKEN: No action necessary.

ISSUE: 2016 DISABILITY CLAIMS REPORT

DISCUSSION: Mrs. Moore 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.

ATTACHMENT IV

ACTION TAKEN: It was moved by Mr. Lapin and seconded by Ms. Kallay that the Committee recommends the Board approve the Disability Claims Report as presented by staff. The motion was unanimously approved.

ISSUE: HUMAN RESOURCES HANDBOOK

DISCUSSION: Mrs. Moore 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.

ACTION TAKEN: No action necessary.

ISSUE: LEADERSHIP TRAINING UPDATE

DISCUSSION: Mrs. Moore 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.

ACTION TAKEN: No action necessary.

There being no further business, the Personnel Committee adjourned at 10:36 a.m. The next meeting of the Personnel Committee is scheduled for Wednesday, February 15, 2017 at 10:00 a.m. in Board Room 208 at 600 Jackson Street, Fredericksburg, Virginia.
