

Personnel Committee

Meeting Highlights

June 14, 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, SH, 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.

The Committee unanimously passed a motion recommending the Board approve an appeal to the State Human Rights Commission regarding RACSB vs. guardian of NE.

MAY 2017 EEO REPORT

Terry Moore, *Human Resources Manager*, presented to the Committee the EEO Report and Recruitment update for May 2017. RACSB received 195 applications in May 2017. This was a 36.6% increase compared to April 2017 and a 28.3% decrease when compared to May 2016. The RACSB jobs website was the top recruitment source during this time period. There are currently 64 open positions, and 12 of those are new.

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

MAY 2017 RETENTION REPORT

Terry Moore, *Human Resources Manager*, presented to the Committee a report on employee retention. During May 2017, RACSB processed six (6) employee separations, all of which were voluntary. The retention rate for May 2017 was 98.81% and the turnover rate was 1.09%.

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

MAY 2017 DISABILITY CLAIMS REPORT

Terry Moore, *Human Resources Manager*, presented to the Committee the Disability Claims Report for January 1 through May 31, 2017. Premiums paid through May 31, 2017 to The Standard for full-time employees hired before January 1, 2014 totaled \$44,551.34. The short-term disability loss ratio was 67.17% and the long-term loss ratio was 50.01%.

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. Four claims were 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.

HOLIDAY POLICY UPDATE

Terry Moore, *Human Resources Manager*, reported to the Committee that the Holidays Policy required a minor change for programs and services requiring the program remain in a work status on a holiday.

A motion to recommend the Board approve the Holiday Policy Update as presented passed unanimously.

CODE OF ETHICS ANNUAL REVIEW

Jane Yaun, *Deputy Executive Director*, reported that a paragraph has been added to the Code of Ethics. The paragraph is consistent with the ethical standards used by the American Psychological Association.

A motion to recommend the Board approve the Code of Ethics as presented was passed unanimously.

MISSION STATEMENT ANNUAL REVIEW

Jane Yaun, *Deputy Executive Director*, reported that no changes are recommended for the Mission Statement at this time. She noted that the Mission Statement would be a topic for an upcoming Board Retreat.

A motion recommending the Board approve the Mission Statement passed unanimously.

ORGANIZATIONAL CHART ANNUAL REVIEW

Jane Yaun, *Deputy Executive Director*, reported that changes are recommended for the Organizational Chart. Those changes include dividing the Prevention and Public Information positions and moving Project LINK to the Substance Abuse Services category.

A motion recommending the Board approve the Organizational Chart as presented was passed unanimously.

CHANGE TO THE EXECUTIVE DIRECTOR CONTRACT

Jack Rowley (Stafford County) recommended that the Board will change Ms. Yaun's contract to reflect the pay increase presented in the FY 2018 Budget.

A motion recommending the Board approve the suggested change to the executive director contract passed unanimously.