

**PERSONNEL COMMITTEE MEETING
MARCH 8, 2017**

CLOSED MEETING, VA CODE §2.2-3711 A(4), A(7) AND A(15) DISCUSSION: Mr. Rowley requested a motion for a closed meeting.

It was moved by Mrs. Elkins 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:

Ms. Kallay – aye	Mrs. Elkins—aye
Mr. Rowley – aye	Mr. Lapin – aye
Mrs. Carter—aye	Mrs. Draper—aye

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

FEBRUARY 2017 EEO REPORT

Terry Moore, *Human Resources Manager*, presented to the Committee the EEO Report and Recruitment update for February 2017. RACSB received 146 applications in February 2017. This was a 22.5% decrease compared to February 2016 and a 16.8% decrease when compared to January 2017.

The RACSB jobs website was the top recruitment source during this time period.

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

FEBRUARY 2017 RETENTION REPORT

Terry Moore, *Human Resources Manager*, presented the Committee with a report on employee retention. During February 2017, RACSB processed 10 employee separations, all of which were voluntary. The retention rate for February 2017 was 98.9% and the turnover rate was 1.18%.

FEBRUARY 2017 DISABILITY CLAIMS REPORT

Terry Moore, *Human Resources Manager*, presented to the Committee the Disability Claims Report for January and February 2017. Premiums paid through February 27, 2017 to The Standard for full-time employees hired before January 1, 2014 totaled \$17,903.71. The short-term disability loss ratio was 14.65% and the long-term loss ratio was 28.83%.

There are three (3) short-term claims reported for the agency's previous disability insurance carrier, CIGNA.

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

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

FY 2018 HEALTH INSURANCE RENEWAL PROPOSAL FROM ANTHEM

Brian Van Huss, *Anthem Account Manager*, reported that Anthem's health premiums would drop by 3.5% in the next fiscal year. He also stressed the importance of Live Health Online and reviewed some options RACSB could use to reduce health insurance costs.

DELTA DENTAL RENEWAL PROPOSAL

Sam Rosenthal, *Insurance Consultant*, reviewed the renewal proposal from Delta Dental. He reported that there would be no changes to the plan, but the premiums would increase by 5%.

FY 2018 HEALTH INSURANCE PREMIUMS

Executive Director Ron Branscome presented the Committee with a plan for insurance premiums in Fiscal Year 2018. The plan was based on Anthem premiums dropping by 3.5% and Delta Dental increasing by 5%.

The Committee unanimously approved a motion to recommend that the Board approve the Fiscal Year 2018 Health Insurance Premiums as presented by staff.