

Personnel Committee
Meeting Highlights
November 8, 2016

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.

FINAL OVERTIME RULE

Terry Moore, *Human Resources Manager*, presented to the Committee an update on the Final Overtime Rule from the United States Department of Labor. RACSB has identified 26 employees in Grade 11 of the RACSB Classification/Compensation Scale that earn less than \$47,476 per year, who will receive a 1.44% increase in salary on December 1, 2016 to meet the new Fair Labor Standards Act overtime protections and remain in exempt status and not eligible for overtime. Employees in Grade 10 of the Classification/Compensation Scale will no longer be classified as exempt and will be eligible for overtime compensation. Assistant Group Home Managers in Grade 10 will continue to be classified as exempt status until March 17, 2019, due to a Time-Limited Non-Enforcement Policy for providers of Medicaid-funded services for individuals with intellectual or developmental disabilities in residential homes and facilities with 15 or fewer beds.

OCTOBER 2016 EEO REPORT

Terry Moore, *Human Resources Manager*, presented to the Committee the EEO Report and Recruitment update for October 2016. RACSB received 210 applications through October 31, 2016. This was a 15.1% decrease compared to October 2015 and a 23.7% decrease when compared to September 2016.

The RACSB jobs website was the top recruitment source during this time period. At the time of the report, there were 64 positions open, and 11 of those were new.

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

OCTOBER 2016 RETENTION REPORT

Terry Moore, *Human Resources Manager*, presented the Committee with a report on employee retention. During October 2016, RACSB processed nine (9) employee separations, eight (8) of

which were voluntary and one (1) was involuntary. The retention rate for October 2016 was 98.4% and the turnover rate was 1.6%.

Jack Rowley (Stafford County) noted that the annualized turnover report notes significant improvement when compared to the previous two (2) years..

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

OCTOBER 2016 DISABILITY CLAIMS REPORT

Terry Moore, *Human Resources Manager*, presented to the Committee the Disability Claims Report for October 2016. Premiums paid through September to CIGNA for full-time employees hired before January 1, 2014 totaled \$93,441.63. The short-term disability loss ratio was 55.03% and the long-term loss ratio was 93.57%.

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 \$23,559.12 has been paid year to date. There have been ten claims processed year to date. 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.

MANAGEMENT TRAINING SESSIONS UPDATE

Terry Moore, *Human Resources Manager*, reported that a training session for supervisory staff members will be scheduled in December 2016 or January 2017 and cover topics concerning communication, corrective action, and coaching for optimal performance.