

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**PERSONNEL COMMITTEE MEETING**

Wednesday, September 13, 2017, 10:30 a.m.

Ronald W. Branscome Building

Board Room 208, 600 Jackson Street, Fredericksburg, VA

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**PRESENT**

Debbie Draper  
Jack Rowley, Chairman  
Rev. Lawrence Davies  
Diane Deibel  
Ken Lapin  
Karen Kallay  
Tina Sears

**ABSENT**

Beth Elkins  
Kheia Hilton

**OTHERS PRESENT**

Jane Yaun, *Executive Director*  
Terry Moore, *Human Resources Manager*  
Andrea Merwin, *Administrative Associate*  
Amy Umble, *Public Information Officer*  
Rhonda Pellicano, *Director of Finance and Administration*  
Brandie Williams, *Director of Operations*  
Joe Wickens, *Community Support Services Coordinator*  
Teresa McDonnel, *Staffing Specialist*

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

**ACTION TAKEN:** It was moved by Ken Lapin and seconded by Lawrence Davies 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 TC, SH, and NE.

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:

Lawrence Davies—aye	Diane Deibel—aye
Jack Rowley—aye	Debbie Draper—aye
Tina Sears—aye	Karen Kallay—aye
Ken Lapin—aye	Linda Carter—aye

The motion was unanimously approved, and no action was taken following the closed session.

**ISSUE: JULY 2017 EEO REPORT**

**DISCUSSION:** Terry Moore presented to the Committee the EEO Report and Recruitment update for June 2017. RACSB received 212 applications through July 31, 2017. This is an increase of 15.8% compared to the month of June 2017, and a decrease of 39.1 % when compared to the month of July 2016.

The RACSB jobs website was the top recruitment source during this time period. There are currently 71 open positions.

**ATTACHMENT I**

**ACTION TAKEN:** It was moved by Lawrence Davies and seconded by Karen Kallay that the Committee recommends the Board approve the EEO Report as presented by staff. The motion was unanimously approved.

**ISSUE: AUGUST 2017 EEO REPORT**

**DISCUSSION:** Teresa McDonnel presented to the Committee the EEO Report and Recruitment update for August 2017. RACSB received 144 applications through August 31, 2017. This is a decrease of 32.1% compared to the month of August, 2017, and a decrease of 62.2% when compared to the month of August, 2016.

The RACSB jobs website was the top recruitment source during this time period. There are currently 68 open positions.

**ATTACHMENT II**

**ACTION TAKEN:** It was moved by Lawrence Davies and seconded by Karen Kallay that the Committee recommends the Board approve the EEO Report as presented by staff. The motion was unanimously approved.

**ISSUE: JULY 2017 RETENTION REPORT**

**DISCUSSION:** Terry Moore presented the Committee with a report on employee retention. During July 2017, RACSB processed fourteen employee separations for the month of July, 2017. Twelve of the separations were

voluntary and two were involuntary. The retention rate for July 2017 was 98.60% and the turnover rate was 1.40%.

### **ATTACHMENT III**

**ACTION TAKEN:** It was moved by Debbie Draper and seconded by Ken Lapin that the Committee recommends the Board approve the Retention Report as presented by staff. The motion was unanimously passed.

**ISSUE: AUGUST 2017 RETENTION REPORT**

**DISCUSSION:** Terry Moore presented the Committee with a report on employee retention. During August 2017, RACSB processed eight (8) employee separations for the month of August, 2017. Seven (7) of the separations were voluntary and one was involuntary. The retention rate for August 2017 was 99.2% and the turnover rate was 0.80%.

### **ATTACHMENT IV**

**ACTION TAKEN:** It was moved by Debbie Draper and seconded by Ken Lapin that the Committee recommends the Board approve the Retention Report as presented by staff. The motion was unanimously passed.

**ISSUE: JULY 2017 DISABILITY CLAIMS REPORT**

**DISCUSSION:** Terry Moore presented to the Committee the Disability Claims Report for January 1 through July 31, 2017. Premiums paid through July 31, 2017 were \$61,621.25. The Short-Term Disability Loss Ratio was 42.01% and the Long-Term Loss Ratio was 57.23%.

For the reporting period there were a total of eight (8) short term claims and one long term claim filed with The Standard. One short term claim and one long term claim is active.

All three CIGNA short term claims are closed. The long term claim filed with CIGNA has been closed. There should not be any further reporting required for CIGNA going forward.

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. A total of 9 short term claims have been filed , two of which remain active while two are still pending.

### **ATTACHMENT V**

**ACTION TAKEN:** It was moved by Ken Lapin and seconded by Lawrence Davies that the Committee recommends the Board approve the Disability Claims Report as presented by staff. The motion was unanimously approved.

**ISSUE: AUGUST 2017 DISABILITY CLAIMS REPORT**

**DISCUSSION:** Terry Moore presented to the Committee the Disability Claims Report for January 1 through August 31, 2017. Premiums paid through August 31, 2017 were \$70,050.93. The Short-Term Disability Loss Ratio was 42.99% and the Long-Term Loss Ratio was 60.06%.

Since January 2017 there were a total of nine (9) short term claims and one long term claim filed with The Standard. One short term claim and one long term claim is active.

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. A total of nine (9) short term claims have been filed, three of which remain active. There are currently no claims pending.

**ATTACHMENT VI**

**ACTION TAKEN:** It was moved by Ken Lapin and seconded by Lawrence Davies that the Committee recommends the Board approve the Disability Claims Report as presented by staff. The motion was unanimously approved.

**ISSUE: HANDBOOK POLICY UPDATES**

**DISCUSSION:** Terry Moore presented to the Committee updates to the Employee Handbook. These changes include a wording change to reflect the addition of "post-accident" drug screens.

Ken Lapin suggested that the wording change have its own category in the drug screen section of the Employee Handbook. Mrs. Moore said she would do so.

**ACTION TAKEN:** It was moved by Ken Lapin and seconded by Linda Carter that the Committee recommends the Board approve the Handbook Policy updates as presented by staff. The motion was unanimously approved.

**ATTACHMENT VII**

There being no further business, the Personnel Committee adjourned at 11:26 a.m. The next meeting of the Personnel Committee is scheduled for Wednesday, October 11, 2017 at 10:30 a.m. in Board Room 208 at 600 Jackson Street, Fredericksburg, Virginia.

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