

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

**PERSONNEL COMMITTEE MEETING**

Wednesday, October 11, 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  
Linda Carter  
Diane Deibel  
Ken Lapin  
Karen Kallay

**ABSENT**

Lawrence Davies  
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 Linda Carter and seconded by Ken Lapin 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 SH.

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:

|                  |                   |
|------------------|-------------------|
| Beth Elkins—aye  | Diane Deibel—aye  |
| Jack Rowley—aye  | Debbie Draper—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: SEPTEMBER 2017 EEO REPORT**

**DISCUSSION:** Teresa McDonnel presented to the Committee the EEO Report and Recruitment update for September 2017. RACSB received 246 applications through September 29, 2017. This is an increase of 70.6% compared to the month of August 2017, and a decrease of 5.6% when compared to the month of September 2016.

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

Jack Rowley asked about the trade-offs for carrying so many open positions at a time. He asked if staff could explore options for filling those positions and for retaining employees.

**ATTACHMENT I**

**ACTION TAKEN:** It was moved by Linda Carter 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: SEPTEMBER 2017 RETENTION REPORT**

**DISCUSSION:** Terry Moore presented the Committee with a report on employee retention. During September 2017, RACSB processed ten employee separations for the month of September 2017. Eight of the separations were voluntary and two were involuntary. Six of the employees were full-time and four were part-time.

**ATTACHMENT II**

**ACTION TAKEN:** It was moved by Karen Kallay 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: SEPTEMBER 2017 DISABILITY CLAIMS REPORT**

**DISCUSSION:** Terry Moore presented to the Committee the Disability Claims Report for January 1 through September 30, 2017. Premiums paid through September 30, 2017 were \$78,320.34. The Short-Term Disability Loss Ratio was 48.31 % and the Long-Term Loss Ratio was 27.63%.

Since January, 2017 there were a total of 12 short term claims and one long term claim filed with The Standard. One short term claim is active and one is pending. There is one long term claim that remains 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 9 short term claims have been filed, all of which have been closed.

### **ATTACHMENT III**

**ACTION TAKEN:** It was moved by Beth Elkins and seconded by Karen Kallay that the Committee recommends the Board approve the Disability Claims Report as presented by staff. The motion was unanimously approved.

**ISSUE:** **WORKERS COMPENSATION REPORT**

**DISCUSSION:** Terry Moore presented to the Committee the Workers Compensation Report for July 1, 2017 through September 29, 2017.

She reported that the claims paid for FY 2018 were \$616.43. There were 6 claims incurred and year to date no claims remain open. The claims paid for FY 2017 changed by \$2,336.88 over the prior quarterly report. One claim for the prior year remains open. The loss ratio for the first quarter of FY 2018 is 2.6%.

**ACTION TAKEN:** It was moved by Linda Carter and seconded by Karen Kallay that the Committee recommends the Board approve the Workers Compensation Report as presented by staff. The motion was unanimously approved.

### **ATTACHMENT IV**

**ISSUE:** **BOARD RETREAT**

**DISCUSSION:** Jane Yaun reminded the Committee that the Board Retreat was approaching. She told them that Andrea Merwin would need to know by Friday if they would need a hotel room for the retreat.

**ACTION TAKEN:** No action necessary.

There being no further business, the Personnel Committee adjourned at 11:33 a.m. The next meeting of the Personnel Committee is scheduled for Wednesday, November 15, 2017 at 10:30 a.m. in Board Room 208 at 600 Jackson Street, Fredericksburg, Virginia.

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