

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

Wednesday, November 8, 2017, 10:30 a.m.

Ronald W. Branscome Building

Board Room 208, 600 Jackson Street, Fredericksburg, VA

PRESENT

Debbie Draper
Jack Rowley, Chairman
Diane Deibel
Ken Lapin
Karen Kallay
Beth Elkins

ABSENT

Lawrence Davies
Kheia Hilton
Linda Carter

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*
Lacey Fisher, *Day Support Services Coordinator*
Sam Rosenthal, *Insurance Consultant*
Ryan O'Donnell, *Anthem Representative*
Carrie Bolling, *Anthem Representative*

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 Debbie Draper 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
Ken Lapin—aye	

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

ISSUE: **ANTHEM: FIRST QUARTER FY18 UTILIZATION**
DISCUSSION: Ryan O'Donnell presented to the Committee a review of insurance utilization for First Quarter of Fiscal Year 2018. The presentation showed increases in membership and in costs for high claimants. According to the presentation, RACSB pays \$370.93 each month for each plan member.

ATTACHMENT I

ACTION TAKEN: It was moved by Ken Lapin and seconded by Debbie Draper that the Committee recommends the Board approve the First Quarter FY18 Utilization Report as presented by staff. The motion was unanimously approved. Karen Kallay entered the meeting during the discussion.

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 Debbie Draper 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 CB.

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
Ken Lapin—aye	Karen Kallay—aye

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

ISSUE: OCTOBER 2017 EEO REPORT

DISCUSSION: Teresa McDonnell presented to the Committee the EEO Report and Recruitment update for October 2017. RACSB received 129 applications through October 31, 2017. This is a decrease of 47.6% compared to the month of September 2017, and a decrease of 38.6% when compared to the month of October 2016.

The RACSB jobs website was the top recruitment source during this time period. There are currently 57 open positions.

ATTACHMENT II

ACTION TAKEN: It was moved by Ken Lapin and seconded by Beth Elkins that the Committee recommends the Board approve the EEO Report as presented by staff. The motion was unanimously approved.

ISSUE: OCTOBER 2017 RETENTION REPORT

DISCUSSION: Terry Moore presented the Committee with a report on employee retention. During October 2017, RACSB processed eight (8) employee separations. Six (6) of the separations were voluntary and two (2) were involuntary. Six (6) of the employees were full-time and two (2) were part-time.

ATTACHMENT III

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

ISSUE: OCTOBER 2017 DISABILITY CLAIMS REPORT

DISCUSSION: Terry Moore presented to the Committee the Disability Claims Report for January 1 through October 31, 2017. Premiums paid through October 31, 2017 were \$86,671.90. The Short-Term Disability Loss Ratio was 48.06% and the Long-Term Loss Ratio was 33.99%.

Since January 2017 there were a total of 12 short-term claims and one long term claim filed with The Standard. All of the short-term claims have been closed. 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 16 short-term claims have been filed.

ATTACHMENT IV

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: **CULTURAL COMPETENCIES ANNUAL DEMOGRAPHICS REVIEW FY2017**

DISCUSSION: Terry Moore presented to the Committee the Cultural Competencies review for Fiscal Year 2017. She reported that the race/ethnicity of RACSB employees is somewhat reflective of the general population of Planning District 16, as well as the individuals served by the agency. She also told the Committee that RACSB requires annual diversity training for all staff.

ACTION TAKEN: It was moved by Ken Lapin 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 V

There being no further business, the Personnel Committee adjourned at 12:23 p.m. The next meeting of the Personnel Committee is scheduled for Wednesday, December 13, 2017 at 10:30 a.m. in Board Room 208 at 600 Jackson Street, Fredericksburg, Virginia.
