

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

Wednesday, December 13, 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
Linda Carter
Tina Sears
Lawrence Davies

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*
Brandie Williams, *Director of Operations*
Joe Wickens, *Community Support Services Coordinator*
Teresa McDonnel, *Staffing Specialist*

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 Linda Carter 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:

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

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

ISSUE: NOVEMBER 2017 EEO REPORT

DISCUSSION: Teresa McDonnell presented to the Committee the EEO Report and Recruitment update for November 2017. RACSB received 119 applications through November 30, 2017. This is a decrease of 7.75% compared to the month of October 2017, and a decrease of 32.0% when compared to the month of November 2016.

The RACSB jobs website was the top recruitment source during this time period. There are currently 52 open positions.

ATTACHMENT I

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

ISSUE: NOVEMBER 2017 RETENTION REPORT

DISCUSSION: Terry Moore presented the Committee with a report on employee retention. During November 2017, RACSB processed nine (9) employee separations. Seven (7) of the separations were voluntary and two (2) were involuntary.

ATTACHMENT II

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

ISSUE: NOVEMBER 2017 DISABILITY CLAIMS REPORT

DISCUSSION: Terry Moore presented to the Committee the Disability Claims Report for January 1 through November 30, 2017. The total premiums paid to The Standard through November 2017 were \$95,020.94. The Short-Term Disability Loss Ratio was 43.83% and the Long-Term Loss Ratio was 39.24%.

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 and the long-term claim remains active at this time.

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. Two (2) claims are pending, four (4) are active, and the remaining claims are closed. There have been no long-term claims filed with VLDP.

ATTACHMENT III

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

ISSUE: **BOARD RETREAT SUMMARY**
DISCUSSION: Jane Yaun told the Committee that she will present a summary from the Board Retreat during the Program, Planning and Evaluation Committee meeting at 9 a.m. on Jan. 9. She encouraged all Board Members to attend.

ACTION TAKEN: No action necessary.

There being no further business, the Personnel Committee adjourned at 11:34 a.m. The next meeting of the Personnel Committee is scheduled for Wednesday, January 10, 2018 at 10:30 a.m. in Board Room 208 at 600 Jackson Street, Fredericksburg, Virginia.
