

MINUTES

Rappahannock Area CSB

April Personnel Committee

Wednesday, April 11, 2018, 11:00 am - 12:00 pm

Board Room 208, 600 Jackson Street in Fredericksburg

In Attendance

Amy Umble; Andrea Merwin; Beth Elkins; Brandie Williams;
Debra Draper; Diane Deibel; Jack Rowley; Jane Yaun; Karen
Kallay; Linda Ball; Linda Carter; Rhonda Pellicano; Teresa
McDonnel; Terry Moore; Tina Sears

Not In Attendance

Ken Lapin

A. CLOSED MEETING, VA CODE 2.2-3711 A(4), A(7) and A (15) (Jack Rowley)

It was moved by Linda Carter and seconded by Beth Elkins 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, Jack 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

Debbie Draper—aye Linda Carter—aye

Jack Rowley--aye Beth Elkins--aye

Karen Kallay--aye Linda Ball--aye

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

Move: Linda Carter Second: Beth Elkins Status: Passed

B. March 2018 EEO Report and Recruitment Update

Teresa
McDonnel

Teresa McDonnel reported that RACSB received 135 applications through March 30. This is an increase of 40.6% compared to the month of February 2018 and a decrease of 28.6% compared to March 2017. Most applicants listed the RACSB website as their recruitment source. There are 59 open positions.

Attachment I

The Committee passed a motion recommending the Board accept the report as presented.

Move: Linda Carter Second: Beth Elkins Status: Passed

C. March 2018 Retention Report

Terry Moore

Terry Moore reported that RACSB processed 15 employee separations in March 2018. Of those, 14 are voluntary and one was involuntary.

Attachment II

The Committee approved a motion recommending the Board accept the retention report as presented.

Move: Linda Ball Second: Beth Elkins Status: Passed

D. March 2018 Disability Claims Report

Terry Moore

Terry Moore reported that premiums paid to The Standard for March 2018 totaled \$25,168.40. The short-term disability loss ratio was 38.38% and the long-term ratio was 93.28%. Through March 2018, there are five short-term claims and one long-term claim through The Standard. Two short-term claims remain open and the long-term claim remains active at this time. Full-time employees hired after Jan. 1, 2014 are covered under the Virginia Local Disability Program administered by The Reed Group. This plan is self-funded by RACSB. Only one claim is active, and there have been no long-term claims filed with VLDP.

Attachment III

The Committee passed a motion recommending the Board approve the disability claims report as presented.

Move: Karen Kallay Second: Linda Ball Status: Passed

E. FY 2018 Workers Compensation Report

Terry Moore

Terry Moore reported that claims paid for FY 2018 were \$12,685.37. There were 27 claims incurred and year-to-date, six claims remain open.

The claims paid for FY 2017 were changed by \$72.38 over the prior quarterly report. All of the claims from the prior year are closed.

The loss ratio through the fourth quarter of FY 2018 is 8.48%.

VML has offered a discount for coverage renewal for FY 2019. The estimated premium is \$112,148.

Attachment IV

The Committee passed a motion recommending the Board approve the report as presented.

Move: Karen Kallay Second: Linda Ball Status: Passed

F. Ongoing Employee Handbook Review

Terry Moore

Terry Moore reported to the Committee that a wording change has been recommended for the Civil Leave Policy. The change would state that RACSB would not be paid the stipends paid for civil leave such as jury duty.

Attachment V

The Committee passed a resolution recommending the Board approve the change to the Civil Leave Policy as presented.

Move: Debra Draper Second: Beth Elkins Status: Passed

G. Health Insurance Update

Terry Moore

Terry Moore updated the Committee on proposed health insurance plans for the upcoming year. The benefits packages available to employees would remain similar to the current year.

Attachment VI

H. Other Business (Jack Rowley)

I. Adjournment

The meeting was adjourned at 11:46 a.m.