

MINUTES

Rappahannock Area CSB

Personnel Committee

Wednesday, June 13, 2018, 11:00 am - 12:00 pm

Room 208, 600 Jackson Street, Fredericksburg, VA 22401

In Attendance

Amy Umble; Andrea Merwin; Beth Elkins; Brandie Williams;
Debra Draper; Diane Deibel; Jane Yaun; Karen Kallay; Ken
Lapin; Lawrence Davies; Linda Ball; Rhonda Pellicano; Teresa
McDonnel; Terry Moore; Tina Sears

Not In Attendance

Kheia Hilton; Linda Carter

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

Jack
Rowley

It was moved by Lawrence Davies and seconded by Karen Kallay 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:

Jack Rowley--aye	Lawrence Davies--aye
Tina Sears--aye	Linda Ball--aye
Beth Elkins--aye	Debbie Draper--aye
Ken Lapin--aye	Diane Deibel--aye
Karen Kalley--aye	

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

Move: Lawrence Davies Second: Karen Kallay Status: Passed

B. May 2018 EEO Report and Recruitment Update

Teresa
McDonnel

Teresa McDonnel reported that RACSB received 110 applications through May 31. This is an increase of 4.8% compared to the month of April 2018 and a decrease of 43.6% when compared to the month of May 2017.

ATTACHMENT I

The Committee passed a motion recommending the Board approve the EEO Report and Recruitment Update as presented.

Move: Ken Lapin Second: Lawrence Davies Status: Passed

C. May 2018 Retention Report

Terry Moore

Terry Moore reported that RACSB processed 11 employee separations in May. Nine were voluntary and two were involuntary.

Jack Rowley discussed the importance of monitoring retention rates and thinking creatively about recruiting efforts.

ATTACHMENT II

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

Move: Ken Lapin Second: Lawrence Davies Status: Passed

D. May 2018 Disability Claims Report

Terry Moore

Terry Moore reported that the total premiums paid to The Standard for May 2018 were \$41,542.28. The Short-Term Disability Loss Ratio was 47.5% and the Long-Term Loss Ratio was 75.35%. As of May 2018, there are seven short-term claims open and one long-term claim through The Standard. Two short-term claims remain open and the one long-term claim has been closed.

Full-time employees hired Jan. 1, 2014 and after are covered under the Virginia Local Disability Program, administered by the Reed Group. The plan is self-funded by RACSB. A total of eight short-term claims have been filed. One is active and one claim is pending. There is one long-term claim active through VLDP.

ATTACHMENT III

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

Move: Ken Lapin Second: Lawrence Davies Status: Passed

Terry Moore

E. Annual Review

Jane Yaun reviewed the Code of Ethics, Mission Statement, and Organizational Chart. She reminded the Committee that these are reviewed annually at the end of the Fiscal Year.

ATTACHMENT IV

The Committee passed a motion recommending the Board approve the Code of Ethics, Mission Statement, and Organizational Chart.

Move: Ken Lapin Second: Karen Kallay Status: Passed

F. Other Business (Jack Rowley)

G. Adjournment

The meeting adjourned at 11:42 a.m.