

MINUTES

Rappahannock Area CSB

May Personnel Committee

Wednesday, May 9, 2018, 11:00 am - 12:00 pm

Board Room 208 600 Jackson Street Fredericksburg, VA 22401

In Attendance

Amy Umble; Andrea Merwin; Diane Deibel; Jack Rowley; Jane Yaun; Joe Wickens; Karen Kallay; Lawrence Davies; Linda Carter; Teresa McDonnel; Terry Moore

Not In Attendance

Beth Elkins; Ken Lapin; Kheia Hilton

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 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, 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:

Diane Deibel—aye Linda Carter—aye
Jack Rowley--aye Lawrence Davies--aye
Karen Kallay--aye

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

Move: Lawrence Davies Second: Linda Carter Status: Passed

B. April 2018 EEO Report and Recruitment Update

Teresa McDonnel reported to the Committee that RACSB received 105 applications through the end of April, which is a decrease of 22.2% compared to the month of March 2018 and a decrease of 15.3% compared to the month of April 2017. Some of this decrease was due to website problems. For about seven days, the public could not access the jobs site through the RACSB website. There are currently 60 open positions.

Attachment I

The Committee voted to recommend the Board approve the EEO Report as presented.

Move: Lawrence Davies Second: Karen Kallay Status: Passed

C. April 2018 Retention Report

Terry Moore

Terry Moore told the Committee that human resources processed a total of seven employee separations for the month of April 2018. Three were part-time and four were full-time.

Attachment II

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

Move: Lawrence Davies Second: Karen Kallay Status: Passed

D. April 2018 Disability Claims Report

Terry Moore

Terry Moore reported that the total premiums paid to the Standard for April 2018 were \$33,446.82. The short-term disability loss ratio was 51.89% and the long-term was 93.59%. Through April, there are six short-term claims and one long-term claim through the Standard. One short-term and one long-term claim remain 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. A total of six short-term claims have been filed. One claim is active. There is one long-term claim pending with VDLP.

Attachment III

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

Move: Lawrence Davies Second: Karen Kallay Status: Passed

E. Employee Handbook Review--Travel Policy

Terry Moore reported that staff recommended some minor changes to the travel policy, including an increase in the amount approved for meal compensation.

Attachment IV

The Committee passed a motion recommending the Board approve the changes to the Employee Handbook's travel policy with a change to \$12 for breakfast, \$14 for lunch and \$20 for dinner.

Move: Jack Rowley Second: Linda Carter Status: Passed

F. Other Business (Jack Rowley)

G. Adjournment