

# MINUTES

## Rappahannock Area CSB

### July Personnel Committee Meeting

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

600 Jackson Street Fredericksburg, VA 22401

#### In Attendance

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

#### A. Anthem Presentation

Ryan O'Donnell reviewed the quarterly trends for health insurance use. The data ran through May 31, 2018.

#### ATTACHMENT I

#### B. June 2018 EEO Report and Recruitment Update

Teresa  
McDonnel

Teresa McDonnel presented the EEO Report and Recruitment Update. She told the Committee that RACSB received 201 applications through June 30. This is an increase of 82.7% compared to May 2018 and an increase of 12.3% compared to June 2017. There are now 71 open positions. The website was the recruitment source most cited, and 50 applicants were referred by RACSB employees.

#### ATTACHMENT II

#### C. June 2018 Retention Report

Terry Moore

Terry Moore told the Committee that RACSB processed 12 employee separations in June. All were voluntary; seven were part-time and five were full-time.

#### ATTACHMENT III

#### D. June 2018 Disability Claims Report

Terry Moore

Terry Moore told the Committee that total premiums paid to The Standard for June 2018 were \$49,576.12. The Short-Term Loss Ratio was 52.37% and the Long-Term Loss Ratio was 63.14%. According to June 2018 data there are a total of eight short-term claims and one long-term claim through The Standard.

The short-term claims remain active and the long-term claim has been closed.

Full-time employees hired after Jan. 1, 2014 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. Two are active at this time, and there is one long-term claim active through The Reed Group.

#### ATTACHMENT IV

##### E. FY 2018 Worker's Compensation Report

Terry Moore

Terry Moore reported that claims paid for FY 2018 were \$7,622.82. There were 33 claims incurred and year to date, one claim remains open. The claims paid for FY 2017 changed by \$21.55 over the prior quarterly report. All of the claims from that year are closed.

#### ATTACHMENT V

##### F. Psychiatrist Search, Merritt Hawkins

Jane Yaun

Jane Yaun reported that RACSB has engaged Merritt Hawkins to conduct a search for a Child/Adolescent Psychiatrist. This agency will conduct on-site evaluation, screen potential candidates, provide reference information, arrange travel, conduct consultant interview, act as liaison in negotiations, and assist RACSB in relocation and licensing of selected candidate. RACSB will be assigned a personal recruiter who will coordinate and conduct the search on behalf of the agency.

#### ATTACHMENT VI

##### G. Compensation/Classification Study

Jane Yaun

Jane Yaun reported that RACSB will conduct a Compensation and Classification Study and has selected Gallagher HR and Compensation Consulting Practice as a consultant. Gallagher has consulted other CSBs and will sign an addendum to the state contract with UVa.

#### ATTACHMENT VII

The Committee passed a motion recommending the Board approve hiring Gallagher to conduct the Compensation and Classification Study.

Move: Beth Elkins Second: Lawrence Davies Status: Passed

##### H. Proposal, In-service Day

Jane Yaun

Jane Yaun proposed to the Committee an in-service day for RACSB staff to be held on March 21, 2019. This would provide opportunities for training and

wellness activities for staff. She told the Committee that this would be the first in-service day for RACSB and that it would be evaluated after the first year to determine its success.

Debbie Draper recommended staff complete an evaluation at the end of the in-service day so the Board could decide whether or not to continue the initiative.

## ATTACHMENT VIII

The Committee passed a motion recommending the Board approve the in-service day as presented by staff.

Move: Beth Elkins Second: Ken Lapin Status: Passed

### I. Bathroom Renovation

Jane Yaun

Jane Yaun told the Committee that the bathrooms would be demolished this weekend.

### J. August Committee Meeting

The Committee passed a resolution to suspend the August meeting of the Personnel Committee.

Move: Ken Lapin Second: Lawrence Davies Status: Passed

### K. Elevator Key Pad

Jane Yaun and Terry Moore reported that the elevator would have a key pad in the next week and that Board Members would have to use a badge to access the elevator.

### L. Adjournment

The meeting adjourned at 12:11 p.m.