

MINUTES

Rappahannock Area CSB

October Personnel Committee Meeting

Wednesday, October 10, 2018, 10:30 am - 11:30 am

Board Room 208; 600 Jackson Street; Fredericksburg, Va. 22401

In Attendance

Amy Umble; Andrea Merwin; Debra Draper; Diane Deibel; Jane Yaun;
Lawrence Davies; Nancy Beebe; Teresa McDonnel; Terry Moore

Not In Attendance

Beth Elkins; Greg Sokolowski; Ken Lapin; Linda Carter

A. Agenda

B. Job Fair Summary

Terry Moore

Terry Moore said that a job fair was held Sept. 25 at the Workforce Center. The event targeted residential counselors and nurse vacancies. In three hours, there were 22 applicants and 19 interviews. A licensed practical nurse applicant has accepted a position in an intermediate care facility, and seven other applicants are being pursued.

ATTACHMENT I

C. September 2018 EEO Report and Recruitment Update

Teresa McDonnel

Teresa McDonnel reported that RACSB received 183 applications in September. This is a decrease of 8.9% compared to August 2018 and a decrease of 25.6% compared to September 2017. The RACSB website was the main recruitment source.

ATTACHMENT II

D. September 2018 Retention Report

Terry Moore

Terry Moore reported that human resources processed a total of six employee separations in September. All were voluntary.

ATTACHMENT III

E. September 2018 Disability Claims Report

Terry Moore

Terry Moore reported that the total premiums paid to The Standard through September 2018 were \$73,684.32. The short-term disability loss ratio was 57.3% and the long-term loss ratio was 47.7%. There were a total of 11 short-term claims as of September and two long-term claims through The Standard. One short-term claim remains active and both long-term claims are closed.

Full-time employees hired after Jan. 1, 2014 are covered under the Virginia Local Disability Program, administered by the Reed Group. A total of 10 short-term claims have been filed. One is active.

ATTACHMENT IV

F. Worker's Compensation Report for First Quarter FY19

Terry Moore

Terry Moore reported that claims paid for FY 2019 were \$2,768. There were 12 claims incurred and four remain open. The claims paid for FY 2018 changed by \$4,064.87 over the prior quarterly report. One claim remains open.

ATTACHMENT V

G. Cultural Competencies--Annual Demographics Review

Terry Moore

Terry Moore reviewed the Cultural Competencies and demographics. The race/ethnicity of RACSB employees is somewhat reflective of the general population of Planning District 16. The race/ethnicity of individuals served is also reflective of the general population. The race/ethnicity of individuals applying for positions with RACSB varies slightly from the census estimates for the region. Annual training on cultural diversity via eLearning continues to be required for all RACSB staff.

ATTACHMENT VI

The Committee passed a motion recommending the Board approve the Cultural Competencies Annual Demographics Review as presented.

Move: Lawrence Davies Second: Debra Draper Status: Passed

H. Agency Updates

Jane Yaun

Jane Yaun told the Committee that Sharon Killian was on a panel at an opioid event hosted by Congressman Rob Wittman happening at the same time as the meeting. She also said that she would be speaking at a Chamber of Commerce event that evening.

I. Adjournment

Nancy Beebe

The meeting adjourned at 11:08 a.m.