

# MINUTES

## Rappahannock Area CSB

### December Personnel Meeting

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

Board Room 208, 600 Jackson Street, Fredericksburg, VA 22401

#### In Attendance

Amy Umble; Andrea Merwin; Beth Elkins; Brandie Williams;  
Diane Deibel; Greg Sokolowski; Jacque Kobuchi; Jane Yaun;  
Lawrence Davies; Nancy Beebe; Rhonda Pellicano; Teresa  
McDonnel; Terry Moore

#### Not In Attendance

Ken Lapin; Linda Carter

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

Greg  
Sokolowski

It was moved by Greg Sokolowski and seconded by Diane Deibel 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 cases of CD and SH.

Upon reconvening, Greg Sokolowski 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 Nancy Beebe--aye  
Lawrence Davies--aye Beth Elkins--aye  
Greg Sokolowski--aye

Move: Greg Sokolowski Second: Diane Deibel Status: Passed

B. November 2018 EEO Report and Recruitment Update

Teresa McDonnel reported that Rappahannock Area Community Services Board received 128 applications through Nov. 30. This is an increase of 8.5% compared to the month of October 2018 and an increase of 7.6% when compared to the month of November 2017. There are currently 51 open positions.

ATTACHMENT I

Terry Moore

C. November 2018 Retention Report

Terry Moore said that human resources staff processed seven employee separations on November 2018. Six were voluntary and one was involuntary. The turnover rate improved this month.

ATTACHMENT II

Terry Moore

D. November 2018 Disability Claims Report

Terry Moore reported that total premiums paid to The Standard through November 2018 were \$89,9797.68. The Short-Term Disability Loss Ratio was 67.8% and the Long-Term Loss Ratio was 40.8%. According to November data, there were 14 short-term claims and two long-term claims through The Standard. Two short-term claims remain 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 11 short-term claims have been filed; all have been closed.

ATTACHMENT III

Terry Moore

E. YMCA Wellness Initiative

Terry Moore reported that RACSB entered an agreement with the Rappahannock Area YMCA in January 2018. One initiative offered is Diabetes Prevention, and 11 RACSB employees participated in this program. Results were positive. RACSB will partner with the YMCA in 2019 to provide the wellness programs to staff again. The program will begin February 2019. Jane Yaun said that RACSB is exploring other wellness initiatives with the agency's benefits partner.

ATTACHMENT IV

Greg Sokolowski

F. Other Business

G. Adjournment

The meeting adjourned at 11:40 a.m.