

MINUTES

Rappahannock Area CSB

January Personnel Committee Meeting

Wednesday, January 16, 2019, 10:30 am - 11:30 am

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

In Attendance

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

Not In Attendance

Diane Deibel; Linda Carter; Nancy Beebe

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

Greg
Sokolowski

It was moved by Ken Lapin and seconded by Debbie Draper 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:

Karen Kallay--aye Debra Draper--aye
Ken Lapin--aye Beth Elkins--aye
Greg Sokolowski--aye

Move: Ken Lapin Second: Debra Draper Status: Passed

B. December EEO Report and Recruitment Update

Teresa
McDonnel

Teresa McDonnell told the Committee that RACSB received 124 applications through Dec. 31. There are 51 open positions. RACSB hired 82 part-time employees and 65 full-time in the past year, for a total of 147 new hires. Most employees listed the agency website as their recruiting source.

ATTACHMENT I

C. December Retention Report

Terry Moore

Terry Moore told the Committee that RACSB processed nine employee separations in December. All were voluntary. The annual turnover rate was nearly unchanged from the prior year.

ATTACHMENT II

D. December Disability Claims Report

Terry Moore

Terry Moore reported that the total premiums paid to The Standard through December were \$97,744.47. The Short-Term Disability Loss Ratio was 70.2% and the Long-Term Loss Ratio was 37.5%. There were 18 short-term claims and two long-term claims through The Standard. All are closed. Full-time employees hired after Jan. 1, 2014 are covered under the Virginia Local Disability Program. A total of 14 short-term claims have been filed; three remain open.

ATTACHMENT III

E. Workers Compensation FY 2019--July 1-December 31, 2018

Terry Moore

Terry Moore reported that the claims paid for FY 2019 were \$54,756.69. There were 25 claims incurred and five remain open. The claims paid for FY 2018 changed by \$191.35 over the prior quarterly report. One claim remains open. The loss ratio through the first quarter of FY 2019 is 97.65% due to a claim for lost wages and \$12,350 in legal expense reserves. RACSB pays \$28,037 per quarter for Workers' Compensation Coverage. Total premiums paid year-to-date are \$56,074.

ATTACHMENT IV

1. Director's Updates

Jane Yaun

Jane Yaun told the Committee that the next meeting would include a report on the Compensation and Classification Study and an update on benefits.

She also said that the staff in-service day was coming together.

F. Other Business

Greg Sokolowski

G. Adjournment

The meeting adjourned at 11:05 a.m.