

MINUTES

Rappahannock Area CSB

March Personnel Committee

Wednesday, March 13, 2019, 10:30 am - 11:03 am

Room 208, 600 Jackson Street

In Attendance

Amy Umble; Andrea Merwin; Brandie Williams; Diane Deibel;
Jane Yaun; Karen Kallay; Ken Lapin; Lawrence Davies; Rhonda
Pellicano; Teresa McDonnel; Terry Moore

Not In Attendance

Beth Elkins; Greg Sokolowski; Linda Carter; Nancy Beebe

A. Impact of Compensation/Classification Recommendations

Terry
Moore

Terry Moore reviewed the impact of the compensation/classification study recently conducted. Some recommendations included changing pay grades for some specific positions. If this change went into effect March 24, that would impact the budget by \$5,565.00 for FY19. Going forward, the change would be about \$20,000.

ATTACHMENT I

The Committee passed a motion recommending the Board approve the pay scale changes as presented.

Move: Lawrence Davies Second: Karen Kallay Status: Passed

B. February 2019 EEO Report and Recruitment Update

Teresa
McDonnel

Teresa McDonnel told the Committee that RACSB received 91 applications through the end of February, which is a decrease of 24.2% compared to the month of January 2019 and a decrease of 5.2% when compared to February 2018. There are 50 open positions.

She also reported that she is registered to train to become a People Admin Certified Administrator to be able to manage the RACSB jobs web page.

ATTACHMENT II

C. February 2019 Retention Report

Terry Moore

Terry Moore reported that RACSB processed six employee separations in February. Five were voluntary and one was involuntary. The retention rate for February was 99.4% and the turnover rate was .06%.

ATTACHMENT III

D. February 2019 Disability Claims Report

Terry Moore

Terry Moore reported that the total premiums paid to The Standard through February was \$16,009 and the short-term loss ratio was 28.75% and the long-term loss ratio was 0%. There was one short-term claim filed and no long-term claims through The Standard. The short-term claim has been closed.

Full-time employees hired after Jan. 1, 2014 are covered under the Virginia Local Disability Program. This plan is self-funded by RACSB. Five short-term claims have been filed. Two claims are active, and the remaining claims have been closed. There have been no long-term claims filed with VLDP.

ATTACHMENT IV

E. Recommendation for Addition to Employee Handbook, Benefits Policy

Terry
Moore

Terry Moore told the Committee that as a result of the recent compensation/classification study, staff recommends an addition to the employee handbook. This would be the Hope Starter Bonus Policy, which would recognize employees on the spot for going above and beyond. This is to promote productivity and to provide visible and immediate recognition of employee contributions.

Rev. Davies asked about identifying criteria for the award so there would be some consistency throughout the agency.

Jane Yaun said that she would report on progress in three months.

ATTACHMENT V

The Committee passed a motion recommending the Board approve the addition to the Employee Handbook as presented.

Move: Lawrence Davies Second: Diane Deibel Status: Passed

F. Other Business

Ken Lapin

G. Adjournment

The meeting adjourned at 11:03 a.m.