
Personnel Committee Meeting Minutes

Call to order

A meeting of the **Personnel Committee of Rappahannock Area Community Services Board** was held at **online via Zoom** on **June 10, 2020**. Attendees included Debbie Draper, Beth Elkins, Karen Kallay, Ken Lapin, Linda Ball, Greg Sokolowski, Jane Yaun, Rhonda Pellicano, Terry Moore, Brandie Williams, Andrea Merwin, and Amy Umble. Members not in attendance included Lawrence Davies, Nancy Beebe, and Linda Carter.

May 2020 EEO Report and Recruitment Update

Terry Moore told the Committee that RACSB received 39 applications in May 2020. This was an increase of 25% compared to April 2020 and a decrease of 80% compared to May 2019.

ATTACHMENT I

May 2020 Retention Report

Terry Moore reported that Human Resources processed a total of four employee separations for May 2020. All were voluntary.

ATTACHMENT II

COVID 19 Reorganization Structure

Terry Moore reviewed personnel changes that occurred due to COVID-19. Reorganization happened at Rappahannock Adult Activities, transportation, Kenmore Club, and specialized transportation. A total of 54 employees were temporarily placed in other positions, and five full-time employees were furloughed and 27 part-time employees were placed in layoff status.

ATTACHMENT III

Closed Meeting VA Code §2.2-3711 A(4) & A(15)

It was moved by Beth Elkins and seconded by Linda Ball 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 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.

Upon reconvening, 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:

Ms. Kallay – aye

Mrs. Elkins—aye

Mr. Sokolowski – aye

Mr. Lapin – aye

Mrs. Ball—aye

Mrs. Draper—aye

The motion was unanimously approved and no action was taken by the Personnel Committee.

Adjournment

The meeting adjourned at 11:34 a.m.