
July 2020 Personnel Committee Meeting Minutes

Call to order

A meeting of the Personnel Committee of Rappahannock Area Community Services Board was held at River Club on July 8, 2020. Attendees included Beth Elkins, Nancy Beebe, Jane Yaun, Terry Moore, Andrea Merwin, and Amy Umble. Members not in attendance included Lawrence Davies, Ken Lapin, Greg Sokolowski, and Linda Carter.

June 2020 EEO Report and Recruitment Update

Terry Moore told the Committee that RACSB received 100 applications in June 2020. This was an increase of 61% compared to May 2020 and a decrease of 30% compared to June 2019.

ATTACHMENT I

June 2020 Retention Report

Terry Moore reported that Human Resources processed a total of seven employee separations for June 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. At the end of June, 21 day support staff and seven transportation employees remained in layoff status. Additionally, three day support program employees and one Kenmore Club employee remained on furlough. And, 10 employees from day support and respite remained transferred to residential programs.

ATTACHMENT III

Workers Compensation Report

Terry Moore reported that claims incurred in FY 2020 totaled \$33,595. There were 21 claims and three remained open at the time of the report.

ATTACHMENT IV

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

It was moved by Beth Elkins and seconded by Nancy Beebe 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:

Mrs. Elkins—aye

Mrs. Beebe—aye

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

Adjournment

The meeting adjourned at 11:30 a.m.