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# January 2021 Personnel Committee Meeting Minutes

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## Call to order

A meeting of the Personnel Committee of Rappahannock Area Community Services Board was held via Zoom on **January 13, 2021**. Attendees included Debbie Draper, Linda Ball, Greg Sokolowski, Stephanie Williams, Michelle Runyon, Jane Yaun, Andrea Merwin, Brandie Williams, Rhonda Pellicano, Amy Umble, and Rob Koreshetz. Members not in attendance included Lawrence Davies, Ken Lapin, Nancy Beebe, and Linda Carter.

## December 2020 Retention Report

Michelle Runyon reported that Human Resources processed a total of six employee separations for the month of November 2020. RACSB continues to see resignations relative to certain situations brought about by the COVID 19 pandemic.

### **ATTACHMENT I**

## December 2020 EEO Report and Recruitment Update

Michelle Runyon told the Committee that RACSB received 70 applications through December 31, 2020. This is a decrease of 5% compared to the month of November 2020, and a decrease of 23% when compared to the month of December 2019.

### **ATTACHMENT II**

## COVID 19 Reorganization Structure

Michelle Runyon 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 December, one day support employee and seven transportation employees remained in layoff status. Myers Drive Respite Home closed again and those employees were moved to Developmental Disability residential locations to support staffing needs.

### **ATTACHMENT III**

## Handbook Amendment

Michelle Runyon told the Committee that the Employee Handbook's Higher Educational Incentives policy says that the effective date of increase will be awarded the first pay period of the next fiscal year following the presentation of proof of completion to the Human Resources Office.

She requested that, going forward, employees will be awarded beginning the first pay period following proof of completion of certification to the Human Resources Office and final approval by the Executive Director.

### **ATTACHMENT IV**

**ACTION TAKEN:** The Committee unanimously approved a motion recommending the Board of Directors vote to approve the handbook amendment as presented.

Moved by: Greg Sokolowski Seconded: Debbie Draper

## Online Recruitment System with Advertising Proposal

Michelle Runyon reported that The Rappahannock Area Community Services Board has seen a significant decrease in applicants over the last 12 months (this is in part due to the COVID pandemic). With the challenges of a decreasing applicant pool, RACSB staff would like to move from print ads to a digital, web-based platform.

Rob Koreshetz with Brazen reviewed the online recruitment system that his agency would provide. This would include an opportunity to have online job fairs, marketing, one-on-one communication with qualified candidates,

### **ATTACHMENT V**

**ACTION TAKEN:** The Committee unanimously approved a motion recommending the Board of Directors vote to approve the move to an online recruitment platform.

Moved by: Linda Ball Seconded: Greg Sokolowski

## Adjournment

The meeting adjourned at 11:57 a.m.