
October 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 **October 14, 2020**. Attendees included Karen Kallay, Debbie Draper, Beth Elkins, Nancy Beebe, Lawrence Davies, Terry Moore, Michelle Runyon, Jane Yaun, Andrea Merwin, Brandie Williams and Amy Umble. Members not in attendance included Greg Sokolowski, Ken Lapin and Linda Carter.

Michelle Runyon Introduction

Jane Yaun and Terry Moore introduced the committee to the newly hired Human Resources Manager, Michelle Runyon. Both noted that she has more than 30 years of experience in human resources. Michelle said she was honored to serve her community by working at RACSB.

September 2020 EEO Report and Recruitment Update

Terry Moore told the Committee that RACSB received 115 applications through September 30, 2020. This is a decrease of 28% compared to the month of August 2020, and a decrease of 34% when compared to the month of September 2019.

ATTACHMENT I

September 2020 Retention Report

Terry Moore reported that Human Resources processed a total of eleven employee separations for the month of September, 2020. Three of the separations were involuntary. Seven of the employees were full-time and four were part-time. RACSB continues to see resignations relative to certain situations brought about by the COVID 19 pandemic.

ATTACHMENT II

Workers Compensation Report, First Quarter 2021

Terry Moore told the Committee that claims incurred thus far in FY 2021 total \$5,000.00. There are 4 claims year to date, 3 of which remain open.

ATTACHMENT III

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 September, three day support staff and seven transportation employees remained in layoff status. Additionally, one Kenmore Club employee remained on furlough.

ATTACHMENT IV

Cultural Competencies Review

Terry Moore reported that a review of RACSB's cultural competencies for FY 2020 found that the race/ethnicity of RACSB employees is somewhat reflective of the general population of Planning District 16, as well as the individuals served by the Agency. The race/ethnicity of individuals applying for positions with RACSB varies slightly from the census estimates population for the region, which was last updated and published in 2018.

Annual training on cultural diversity via elearning continues to be required for all RACSB staff, as part of the Cultural Competency Plan. Additionally, a Diversity, Equity and Inclusion Committee has been formed.

ATTACHMENT V

ACTION TAKEN: The Committee unanimously approved a motion recommending the Board of Directors accept the Cultural Competencies Reports as presented.

Moved by Beth Elkins Seconded: Lawrence Davies

Closed Meeting

CLOSED MEETING – VA CODE § 2.2 – 3711 A (4)

Nancy Beebe requested a motion for a closed meeting.

It was moved by Lawrence Davies and seconded by Karen Kallay 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. The motion was unanimously approved.

Upon reconvening, Nancy Beebe called for a certification from all Committee members that, to the best of their knowledge, the Committee discussed only matter 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:

Lawrence Davies – voted aye

Karen Kallay – voted aye

Nancy Beebe – voted aye

Beth Elkins – voted aye

Debbie Draper – voted aye

The motion was unanimously approved and no action was taken in Closed Meeting.

Other business

The Committee decided to cancel the November 11 Personnel Committee meeting in honor of Veterans Day.

Adjournment

The meeting adjourned at 11:54 a.m.