
December 2020 Personnel Committee Meeting Minutes

Call to order

A meeting of the Personnel Committee of Rappahannock Area Community Services Board was held via Zoom on December 9, 2020. Attendees included Nancy Beebe, Linda Ball, Greg Sokolowski, Beth Elkins, Michelle Runyon, Jane Yaun, Andrea Merwin, Brandie Williams, Rhonda Pellicano, and Amy Umble. Members not in attendance included Lawrence Davies, Ken Lapin and Linda Carter.

November 2020 EEO Report and Recruitment Update

Michelle Runyon told the Committee that RACSB received 74 applications through November 30, 2020. This is a decrease of 29% compared to the month of September 2020, and a decrease of 17% when compared to the month of November 2019.

ATTACHMENT I

November 2020 Retention Report

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

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 September, three day support staff 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

Inclusion Survey

Jane Yaun reported that RACSB staff had been invited to complete an anonymous survey developed and endorsed by the agency's Diversity, Equity, and Conclusion Committee. One hundred ninety-five staff responded to the survey. Themes that came up in responses included: most staff did not feel excluded, but there were some concerns which will be studied and addressed, and staff showed a dedication to the agency's mission and the individuals served.

ATTACHMENT IV

Annual Leave Changes

Jane Yaun reported some RACSB staff have not been able to take their leave because of the pandemic. Typically, employees lose hours above a maximum accumulation. She requested that for 2021 only,

employees do not lose their excess leave carried into 2021.

ATTACHMENT V

ACTION TAKEN: The Committee unanimously approved a motion recommending the Board of Directors vote to allow employees to roll over unused leave for the year of 2021 only.

Moved by: Greg Sokolowski Seconded: Linda Ball

Adjournment

The meeting adjourned at 11:32 a.m.