
March 2021 Personnel Committee Meeting Minutes

Call to order

A meeting of the Personnel Committee of Rappahannock Area Community Services Board was held via Zoom on **March 10, 2021**. Attendees included Debbie Draper, Greg Sokolowski, Nancy Beebe, Michelle Runyon, Jane Yaun, Andrea Merwin, Brandie Williams, Rhonda Pellicano, Amy Umble. Members not in attendance included Lawrence Davies, Ken Lapin, and Linda Carter.

February 2021 Retention Report

Michelle Runyon reported that Human Resources processed a total of four employee separations for the month of February 2021. The retention rate for February was 99.52%.

ATTACHMENT I

February 2021 EEO Report and Recruitment Update

Michelle Runyon told the Committee that RACSB 72 applications through February 28, 2021. This is a decrease of 10% compared to the month of January 2021, and a decrease of 53% when compared to the month of February 2020.

ATTACHMENT II

Handbook Amendment—Inclement Weather Policy

Michelle Runyon told the Committee that staff recommend the Inclement Weather Policy be amended to due to the large number of employees (not working in residential programs) now having the capability to telework during inclement weather. Amending this policy would allow the agency to continue to serve individuals in need during inclement weather if the employee is able to telework. If the employee is unable to telework for some reason (childcare, school closing, etc.) they would be required to use leave for the time not worked.

ATTACHMENT III

Action Taken: The Committee voted to recommend the Board approve the amendment as presented.

Moved: Greg Sokolowski, **Seconded:** Debbie Draper

Health Insurance Pre-Renewal

Michelle Runyon told the Committee that the agency is projected to have a substantial increase in health insurance premiums for the 2021-2022 fiscal year (projected increase is 13.41 %). With this information, RACSB will be distributing an RFP to determine if there are other options available to us.

ATTACHMENT IV

Adjournment

The meeting adjourned at 11:25 a.m.