
October 2021 Personnel Committee Meeting Minutes

Call to order

A meeting of the Personnel Committee of Rappahannock Area Community Services Board was held at **600 Jackson Street** on **October 12, 2021**. Attendees included Melissa White, Susan Gayle, Debbie Draper, Nancy Beebe, Lawrence Davies, Jacque Kobuchi, Joe Wickens, Michelle Runyon, Tina Cleveland, Jane Yaun, Brandie Williams, Amy Umble, Stephanie Terrell, Topher Gibbs, and Teresa McDonnel. Members not in attendance included Linda Carter, Ken Lapin, and Greg Sokolowski.

September 2021 EEO Report and Recruitment Update

Michelle Runyon told the Committee that RACSB received 98 applications through September 30, 2021. This is a decrease of 27% compared to the month of August 2021, and a decrease of 15% when compared to the month of September 2020. There are currently 111 open positions.

ATTACHMENT I

September 2021 Retention Report

Michelle Runyon reported that Human Resources processed a total of 13 employee separations for the month of September 2021. Some of the reasons given were other employment, personal reasons, family emergencies, and moving out of state. The retention rate was 99%.

ATTACHMENT II

Annual Leave Balances Calendar Year 2022

Jane Yaun stated to the Committee that according to our Employee Handbook's Annual Leave Policy (4.1) unused annual leave in excess of the maximum accumulation allowed, if not taken before December 31, will be lost. RACSB is requesting, for 2022 year only, employees may carry up to an additional 80 hours over their annual cap into 2022 since many of the employees on the list did not have an opportunity to take leave due to the current pandemic. This is only for the 2022 Payroll Year.

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

Moved by: Lawrence Davies Seconded by: Debbie Draper

ATTACHMENT III

Assessment of Virginia's License Behavioral Health Workforce

Jane Yaun reviewed presentation regarding behavioral health workforce issues. This includes all of behavioral health, not just CSBs.

ATTACHMENT IV

Adjournment

The meeting adjourned at 1:14 p.m.