
August 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 **August 11, 2021**. Attendees included Nancy Beebe, Michelle Runyon, Brandie Williams, Tina Cleveland, Jane Yaun, and Amy Umble. Members not in attendance included Lawrence Davies, Ken Lapin, Greg Sokolowski, and Linda Carter.

Employee Referral Bonus

Michelle Runyon said that HR staff recommend increasing the Employee Referral Bonus from \$250 to \$500 to help with recruiting.

ATTACHMENT I

July 2021 EEO Report and Recruitment Update

Michelle Runyon told the Committee that RACSB received 90 applications through July 31, 2021. This is a decrease of 13% compared to the month of June 2021, and a decrease of 37.5% when compared to the month of July 2020.

ATTACHMENT II

July 2021 Retention Report

Michelle Runyon reported that Human Resources processed a total of 13 employee separations for the month of July 2021. The retention rate for July was 97.84%.

ATTACHMENT III

Sign-On <https://tjmaxx.tjx.com/store/jump/product/home-shop-by-category/clearance/Peanuts-A-Dog-And-His-Bird-Blanket/1000666766?colorId=NS1003495&pos=1:69&N=3951437597+1689600903>
Bonus

Jane Yaun requested a sign-on bonus for all positions in light of the current workforce crisis. The bonus would be \$1,000 paid as \$500 at hire and \$500 after six months. Employees would have to repay the bonus if they terminate early.

ATTACHMENT IV

Adjournment

The meeting adjourned at 11:14 a.m.