
April 2022 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 **April 19, 2022**. Attendees included Nancy Beebe, Ken Lapin, Carol Walker, Linda Ball, Jacque Kobuchi, Michelle Runyon, Tina Cleveland, Amy Jindra, Joe Wickens, Amy Umble, Hosanna Gifford, and Teresa McDonnel. Members not in attendance included Linda Carter, Lawrence Davies, and Greg Sokolowski.

March 2022 EEO Report and Recruitment Update

Michelle Runyon told the Committee that RACSB received 72 applications through March 31, 2022. This is a decrease of 16.3% compared to the month of February 2022, and an increase of 26.3% when compared to the month of March 2021. RACSB received 364 resumes through Indeed for March 2022. There are currently 101 open positions.

March 2022 Retention Report

Michelle Runyon reported that Human Resources processed a total of 11 employee separations for the month of March 2022. Some of the reasons given were personal reasons, job dissatisfaction, and job abandonment. The retention rate was 94.17%.

Health Insurance – Renewal Meeting Update (Handout)

Michelle Runyon reported to the Committee that a pre-renewal meeting with our benefit broker (USI) was held on March 23, 2022. Renewal rates for our current trends with claims and costs experience were discussed. A follow up meeting was held this morning in which two options were presented. After review of the two options, we are recommending Option 2 – BAFO & Specialty RX. This option has a slight increase in our health insurance premiums for 2022-2023 fiscal year. Michelle will be meeting with USI again tomorrow at 3:00 pm regarding the renewal.

Other Business

Michelle Runyon stated open enrollment will be held the first 2 weeks of May. Human Resources and Executive management team members will be meeting with employees to assist with open enrollment forms and time clock access.

Adjournment

The meeting adjourned at 1:14 p.m.