
September 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 **September 13, 2022**. Attendees included Nancy Beebe, Matt Zurasky, Claire Curcio, Joe Wickens, Stephanie Terrell, Jacque Kobuchi, Amy Jindra, Tina Cleveland, Michelle Runyon, Michelle Wagaman, Amy Umble, and Hosanna Gifford.

Annual Leave Payout

Amy Jindra reported that, as a result of staffing shortages, increased use of overtime, and more frequent employee transition, certain programs have been unable to use their annual leave. Employees in 24-hour programs have high annual leave balances and an inability to utilize the paid time off. The agency proposes paying out for up to 80 hours over the maximum accruals for annual leave for employees in 24-hour programs. Paying out for up to 80 hours over the annual leave maximum amounts to 2,313.5 hours or \$57,727. The amount will change in the next few months as staff accrue more annual leave and use some of their paid time off. If approved, the agency wishes to make the payout to staff on January 13, 2023, the first pay period of the new year.

ACTION TAKEN: The Committee unanimously approved a motion to provide the annual leave payout as recommended.

Moved by: Matt Zurasky Seconded by: Claire Curcio

August 2022 Retention Report

Michelle Runyon reported that Human Resources processed a total of 13 employee separations for the month of August, 2022. Some of the reasons given were other employment (12), continuing education (1), moving (2), and personal/health reasons (2). The retention rate was 97.83%.

August 2022 EEO Report and Recruitment Update

Michelle Runyon told the Committee that RACSB received 90 applications through August 31, 2022. This is an increase of 8.43% compared to the month of July 2022, and a decrease of 33.33% when compared to the month of August 2021. RACSB received 733 resumes through Indeed for August 2022. There are currently 128 open positions.

Matt Zurasky asked if the positions that are available integrate with workforce entry from Germanna and the University of Mary Washington. Jacque said that they don't offer programs that staff all of our positions, but do contribute to some programs, particularly at the entry level. Claire Curcio asked if we receive interns from the local schools. Jacque said yes, we regularly have Germanna and University of Mary Washington interns, as well as from other Virginia schools.

Recruitment and Retention Presentation

Michelle Runyon shared her presentation with information regarding recruitment and retention. She highlighted texting as a potential asset to the hiring process and noted that she has already begun implementing its use. There are also plans to restructure New Employee Orientation.

HR September Update

Michelle Runyon provided an overview of employee events upcoming in September, which included a Craft Night September 15, Spirit Day September 16, In-Service Day September 29, and Flu Shot Clinics October 13, 14, 27, and 28.

CSB Turnover and Vacancy Survey

Michelle Runyon reviewed the data that was submitted for the CSB Turnover and Vacancy Survey, noting that results of the survey are not yet available.

Adjournment

The meeting adjourned at 2:37 PM.