
October 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 **October 11, 2022**. Attendees included Susan Muerdler, Nancy Beebe, Matt Zurasky, Glenna Boerner, Ken Lapin, Jacob Parcell, Melissa White, Susan Gayle, Jacque Kobuchi, Amy Jindra, Joe Wickens, Brandie Williams, Stephanie Terrell, Amy Umble, Tina Cleveland, Michelle Runyon, Hosanna Gifford, and Joel Zurasky.

September 2022 Retention Report

Michelle Runyon reported that Human Resources processed a total of 13 employee separations for the month of September, 2022. Some of the reasons given were other employment (6), continuing education (1), moving (1), and personal/health reasons (1). The retention rate was 97.83%.

Matt Zurasky asked if there's a breakdown on how much experience is being lost through employee separations. Michelle Runyon said at the moment there isn't, but she can track it. Matt Zurasky asked about the tenures of the people leaving, wondering if they're one to two years or upwards of five. Michelle Runyon said it is a mix of both.

September 2022 EEO Report and Recruitment Update

Michelle Runyon told the Committee that RACSB received 83 applications through September 30 2022. This is a decrease of 7.78% compared to the month of August 2022, and a decrease of 15.31% when compared to the month of September 2021. RACSB received 823 resumes through Indeed for September 2022. There are currently 138 open positions.

Jacob Parcell asked if referrals are incentivized. Michelle Runyon said yes, there is a bonus for employee referrals. Nancy Beebe asked if there was a report breaking down the benefits that are offered to new hires. Michelle Runyon said she would bring it to the next meeting. Joe Wickens added that this ties in with the work being done for the compensation study. Nancy Beebe asked if an OPEB explanation could be provided as well. Tina Cleveland said she would provide it in the next Finance Committee Meeting.

Indeed RACSB Overview

Michelle Runyon reviewed a report from Indeed regarding application statistics.

In-Service

Michelle Runyon shared that RACSB's In-Service event went well and was well-received. Amy Umble is sending out a survey to capture information to inform the next In-Service event. Jacque Kobuchi added that her staff enjoyed getting to know each other and liked the event.

Events

Michelle Runyon briefly reviewed the job fair, which had five in attendance, and Barbershop Talk, which may have another event. She also noted that flu shot clinics will occur soon, and the compensation study kickoff meeting was shortly upcoming.

Other Business

No other business was discussed.

Adjournment

The meeting adjourned at 1:17 PM.