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# November 2022 Personnel Committee Meeting Minutes

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## Call to order

A meeting of the Personnel Committee of Rappahannock Area Community Services Board was held at 600 Jackson Street on **November 8, 2022**. Attendees included Nancy Beebe, Ken Lapin, Claire Curcio, Glenna Boerner, Matt Zurasky, Susan Muedler, Jacob Parcell, Jacque Kobuchi, Michelle Runyon, Tina Cleveland, Joe Wickens, Amy Umble. Members not in attendance included Sarah Ritchie, Susan Gayle, and Greg Sokolowski.

## Cultural Competencies Review

Michelle Runyon reviewed the annual Cultural Competencies Demographics Report. She told the Committee that this policy outlines RACSB's goals to promote cultural diversity. She reviewed local demographics compared to RACSB's employee, individuals served, and applicants demographics.

## Benefits Presentation

Michelle Runyon told the Committee about the benefits offered to RACSB employees, including medical, dental, vision, retirement, flexible spending, employee assistance, and paid leave.

## October 2022 EEO Report and Recruitment Update

Michelle Runyon told the Committee that RACSB received 68 applications through October 31, 2022. This is a decrease of 18.07% compared to the month of September 2022, and a decrease of 62.64% when compared to the month of October 2021. RACSB received 626 resumes through Indeed for October 2022. There are currently 129 open positions.

## October 2022 Retention Report

Michelle Runyon reported that Human Resources processed a total of nine employee separations for the month of October 2022. The retention rate was 948.50%.

will be meeting with employees to assist with open enrollment forms and time clock access.

## Adjournment

The meeting adjourned at 1:39 p.m.