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# March 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 **March 8, 2022**. Attendees included Linda Ball, Susan Gayle, Melissa White, Carol Walker, Nancy Beebe, Stephanie Terrell, Jacque Kobuchi, Amy Jindra, Tina Cleveland, Joe Wickens, Jane Yaun, Amy Umble, Brandie Williams, Michelle Runyon, and Teresa McDonnel. Members not in attendance included Linda Carter, Lawrence Davies, and Ken Lapin.

## February 2022 EEO Report and Recruitment Update

Michelle Runyon told the Committee that RACSB received 86 applications through February 28, 2022. This is an increase of 13.8% compared to the month of January 2022, and an increase of 19.4% when compared to the month of February 2021. RACSB received 369 resumes through Indeed for February 2022. There are currently 103 open positions.

## February 2022 Retention Report

Michelle Runyon reported that Human Resources processed a total of 13 employee separations for the month of February 2022. Some of the reasons given were other employment, personal reasons, and job abandonment. The retention rate was 96%.

## Other Business

Jacque Kobuchi stated that some of the reason for turnover and large number of open positions is because our salary isn't competitive for the area. Jane informed the Committee that the VACSB was conducting a salary study to help with this issue.

Michelle Runyon informed the Committee that we were moving forward with Dominion Payroll. Human Resources and Payroll were in training today. Additionally, open enrollment will be conducted through Dominion Payroll and Human Resources staff would be going to every location to conduct training and assist employees to complete the process.

Tina Cleveland stated that with currently it takes 3 – 4 days to compete the payroll process, with Dominion Payroll it will take 2 – 3 hours.

## Adjournment

The meeting adjourned at 12:33 p.m.