

Chris Boies – Monica Singh-Smith – David Weiss - Sharon Keeler – Rick Catlett

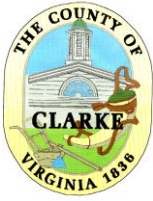
AGENDA

Joint Administrative Services Board

Monday June 24, 2024 10:00 a.m.

Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Approval of Minutes. (March 04, 2024 Attached).**
4. **Self Funded Health Insurance update (including Anthem Self Funded and BPA).**
5. **Discussion regarding current budget permissions in Munis software.** (see attached)
6. **JAS Update**
7. **Next Meeting July 22, 2024**
8. **Adjournment**



County of Clarke, Virginia

Department of Joint Administrative Services

Memo

Date: June 19, 2024

To: Joint Administrative Services Board members

From: Brenda Bennett

Re: Budget permissions in Munis

There has been some recent discussions regarding the budget permission settings in the ERP system software (Munis). The current settings in Munis allow end users to enter requisitions and invoices that exceed the allowed available budget for that account line. This allows Munis users to enter transactions that can cause account lines to be over budget and the potential for the entire department to be over budget. There is interest in changing the current settings so that the Munis program would automatically stop the entry of any purchase that is over the current available budget for that account line. Current processes, issues, and proposed changes are outlined below:

a. Current set up:

- End users are able to enter requisitions and direct invoices even if it means going over the available budget for that particular account line.
- An automated message appears when the available budget is exceeded for that account line, however, it's just a message and doesn't stop the user from proceeding with the transaction.
- Current work-flow processes will direct invoices \$1,000 or higher to a supervisor(s) for approval.
- Invoices below the \$1,000 threshold may be processed and paid without additional approval beyond the department making the purchase.

b. Issues:

- There are invoices being entered and paid that exceed the available budget lines.
 - Administrators aren't held accountable for their individual budget lines.
 - Administrators currently look at the department/school bottom line, not individual account lines.
 - The over budget account lines show up on monthly budget reports but it's after the fact.
 - JAS staff review monthly budget reports but aren't always able to review line by line in detail.
-
-

Emily Johnson, Accountant (540) 955-6156

Melissa Fox, Accounts Payable Specialist (540) 955-6171

Benjamin Williams, HR Benefits Coordinator (540) 955-6178

Nancy Warczyglowa, Accountant (540) 955-6170

Sally Sheckels, Payroll Coordinator (540) 955-6173

Brenda Bennett, Director (540) 955-6172

Fax (540) 955-6174

317 W. Main St, Suite B, Berryville, VA 22611

c. Proposed changes:

- Make changes to Munis settings that would stop requisition entry and direct invoice entry if it causes the account line to be over the available budget amount.
- JAS staff provide training to show account managers what budget reports will provide the information needed and how to get those reports.
- JAS staff would process budget transfers at the request of administrators or provide training so administrators could process their own budget transfers.
- Add a high level override for the County Administrator and School Superintendent to allow the transaction.

d. Pros

- Administrators that are responsible for budgets will be more aware of their budget expenses and available balances.
- Accounts won't be over individual budget lines without transferring from another account line or additional approval.
- Issues will be addressed before the transactions occur and not after the purchase has been made.
- Account lines wouldn't show as negatives, resulting in cleaner looking reports.

e. Cons

- Incorrect encumbrance amounts could prevent future purchases.
- A purchase could be stopped if it is even pennies over the available budget.
- Emergency items needed would require an override to complete.
- Administrators would likely need help with budget transfers.
- If a transaction is stopped by the software, it will take time to address the issues before it can be re-entered.

Most of the Munis users affected by this proposed change share functional roles in the software that apply to both County and School Division users. The separation of County and School Division users would require a change in the way Munis is currently setup, but it would be possible. That setup change would allow the County and School Division to apply the budget controls proposed above separately, rather than across all Munis users.

This is a request that the JAS Board consider approving a change to the current override budget setting in Munis, which would prevent end users from entering transactions that are over budget by individual account lines.

Joint Administrative Services Board
March 4, 2024 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, March 4, 2024, at 10:00 am in Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present: Chris Boies, Sharon Keeler, David Weiss, Rick Catlett, Monica Singh-Smith

Members Absent: None

Staff Present: Brenda Bennett, Catherine Marsten

Others Present: None

1. Call to Order

At 10:06 am, David Weiss called the meeting to order.

2. Determination of Quorum

David Weiss determined that a quorum was present.

3. Approval of Minutes

Chris Boies made a motion, seconded by Sharon Keeler, to approve the minutes of the January 22, 2024 meeting as presented. The motion carried by the following vote:

| | |
|--------------------|-------|
| Chris Boies | - Aye |
| Rick Catlett | - Aye |
| Sharon Keeler | - Aye |
| Monica Singh-Smith | - Aye |
| David Weiss | - Aye |

4. Benefit Plan Administrators (BPA) Update

Brenda Bennett provided the following update:

- Staff is looking at the county’s aggregate costs across the two contracts.
- The county paid just shy of \$5.4 million for claims and administration, but it is hard to separate and compare the data from each contract. A high-level reconciliation suggests that Clarke has overpaid by approximately \$60,000.
- The balance of the Pinnacle bank account that BPA holds in the county’s name is currently about \$83,000. The most recent bank statement shows a \$13,400 deduction from that account, staff is trying to determine why.

David Weiss

- Inquired about the outstanding issues with the third party vendor, Beacon HCI.
 - Brenda Bennett answered that Clarke appears to have overpaid \$16,000 in fees to Beacon HCI, which should be returned. The county paid those fees for Beacon HCI to collect over-charge refunds from providers. However, the refunds collected were paid to the reinsurer instead, so the fees that Clarke paid should be returned.

Chris Boies

- Asked about the timeframe for closing out the bank account.
 - Brenda Bennett responded that staff’s goal is March 31.

Brenda Bennett continued:

- The county’s contract for Anthem self-funded insurance ended on June 30, 2023 and it appears that there is a \$172,000 credit remaining. According to Anthem, those funds can be released on June 30, 2025.

5. The Local Choice Health Insurance FY25 Renewal

Brenda Bennett advised the following:

- Staff received renewal information for Anthem Local Choice, the county’s current health insurance provider, and rates will increase 2%.
- The 2% rate increase will cost \$88,517 overall.
- Within each of the three plan levels, there are five different tiers offered.

Staff provided the Board current plan census and cost information for each plan and tier, as well as the costs for three different scenarios: (1) employer covers entire increase (2) employee covers the entire increase, and (3) employer and employee split the increase evenly.

Chris Boies

- Noted that employees have shared concerns about the cost of benefits, especially compared to other localities, and that the county has made an effort to cover rate increases over the past few years in order to improve this.

Rick Catlett

- Opined that it was remarkable that the county covered all but 2% of last year’s 18% insurance rate increase.

David Weiss

- Offered that it would be reasonable for the County to cover the increase this year, and cautioned against setting an expectation amongst employees that the County will absorb all rate increases going forward.

Chris Boies made a motion, seconded by Monica Singh-Smith, to have the County pay the entire 2% health insurance rate increase using health insurance account fund balance. The motion carried by the following vote:

| | | |
|--------------------|---|-----|
| Chris Boies | - | Aye |
| Rick Catlett | - | Aye |
| Sharon Keeler | - | Aye |
| Monica Singh-Smith | - | Aye |
| David Weiss | - | Aye |

6. Next Meeting

The next meeting will be March 25, 2024.

7. Adjournment

At 10:28 am, Chairman Weiss adjourned the meeting.

Minutes Recorded and Transcribed by Catherine Marsten