

Joint Administrative Services Board
January 23, 2023 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, January 23, 2023, at 10:00 am in Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present: David Weiss, Chris Boies, Chuck Bishop, Chip Schutte, Sharon Keeler

Members Absent: None

Staff Present: Brenda Bennett

Others Present: None

1. Call to Order

At 10:00 am, Brenda Bennett called the meeting to order.

2. Determination of Quorum

Brenda Bennett determined that a quorum was present.

3. Organizational Items

A. Elect Chair

Brenda Bennett called for nominations for 2023 Chair.

David Weiss made a motion, seconded by Chuck Bishop, to nominate and elect Chip Schutte as Chairman of the Joint Administrative Services Board. The motion carried by the following vote:

Chuck Bishop	-	Aye
Chris Boies	-	Aye
Sharon Keeler	-	Aye
Chip Schutte	-	Aye
David Weiss	-	Aye

B. Elect Vice Chair

Brenda Bennett turned the meeting over to Chip Schutte, who called for nominations for 2023 Vice Chair.

Sharon Keeler made a motion, seconded by Chuck Bishop, to nominate and elect David Weiss as Vice Chairman of the Joint Administrative Services Board. The motion carried by the following vote:

Chuck Bishop	-	Aye
Chris Boies	-	Aye
Sharon Keeler	-	Aye
Chip Schutte	-	Aye
David Weiss	-	Aye

C. Establish Meeting Dates, Times, and Locations

Date	Time	Location	Topic
02/27/23	10:00 AM	JGC	Budget, Health Insurance
03/27/23	10:00 AM	JGC	<i>If needed</i>
04/24/23	10:00 AM	JGC	<i>If needed</i>
05/22/23	10:00 AM	JGC	<i>If needed</i>
06/26/23	10:00 AM	JGC	<i>If needed</i>
07/24/23	10:00 AM	JGC	<i>If needed</i>
08/28/23	10:00 AM	JGC	<i>If needed</i>
09/25/23	10:00 AM	JGC	Budget Process
10/23/23	10:00 AM	JGC	<i>If needed</i>
11/27/23	10:00 AM	JGC	<i>If needed</i>
12/18/23	10:00 AM	JGC	<i>If needed</i>
01/22/24	10:00 AM	JGC	Organization, Budget

Chuck Bishop made a motion, seconded by David Weiss, to adopt the 2023 meeting calendar as presented. The motion carried by the following vote:

Chuck Bishop	-	Aye
Chris Boies	-	Aye
Sharon Keeler	-	Aye
Chip Schutte	-	Aye
David Weiss	-	Aye

4. Approval of Minutes

Sharon Keeler made a motion, seconded by Chuck Bishop, to approve the minutes of the December 19, 2022 meeting as presented. The motion carried by the following vote:

Chuck Bishop	-	Aye
Chris Boies	-	Aye
Sharon Keeler	-	Aye
Chip Schutte	-	Aye
David Weiss	-	Aye

5. JAS FY24 Budget Proposal

Brenda Bennett presented the following:

- The total JAS FY24 budget request is \$832,462, which is up from \$818,000 from FY23.
- Originally budgeted \$40,000 for insurance consultant, Sam Irby with Innovative in FY23. Some of that amount was used to cover salary increases instead, leaving \$24,835 in the FY23 budget.
- Staff proposes including \$15,000 within the purchased services line to be used for insurance-type consulting services, such as on boarding. Combined with the cost of actuarial studies and some other training costs, the total for purchased services is \$23,600.
- The auditing firm, Robinson Farmer Cox, has increased their cost to \$57,000 from the \$51,000 that was budgeted for FY23.
- The total for Maintenance Contracts is \$134,000. \$3600 is for printer leasing and maintenance for the Purchasing department and JAS, and the balance is for the Munis maintenance agreement. Exact costs are unknown so staff has projected a 5% increase from FY23.
- The travel line is reduced, as it has not been used much in recent years.
- Materials and Supplies is increased to \$3500, due to increased cost of goods.
- \$1200 in Non-Capital Office Equipment for new chairs and other small office equipment.
- JAS is also submitting a personnel request for an additional full-time employee: a Benefits Coordinator. The salary range would be \$50,000-\$55,000 and the approximate cost to the county and schools would be \$90,000 annually. This employee would be responsible for all VRS and health insurance reporting and reconciliations, managing open enrollment, and troubleshooting benefits issues with employees. Duties have increased a lot in the past few years but the staffing level has remained the same.

Chuck Bishop

- Suggested that this additional position would be very helpful, due to increased reporting requirements and the like. Having someone who is able to navigate insurance and VRS issues with employees would be very valuable.

Chuck Bishop made a motion, seconded by Sharon Keeler, to approve the proposed JAS FY24 budget as presented and to support the additional Benefits Coordinator position requested. The motion carried by the following vote:

Chuck Bishop	-	Aye
Chris Boies	-	Aye
Sharon Keeler	-	Aye
Chip Schutte	-	Aye
David Weiss	-	Aye

6. Benefit Plan Administrators (BPA) Update

Brenda Bennett advised the following:

- Staff had a virtual meeting with Paul LaPradd at BPA on January 5 and presented a list of eleven outstanding issues.
- On the issue of ESI rebates, BPA advised that the dollar amount would be known by mid-January, but the actual disbursement would not happen until the end of the month. As of today, January 23, the dollar amount is still unknown.
- On the \$415,000 reconciling issue: BPA confirmed that the contribution was put into the wrong account, but this has been corrected.
- Staff received an email from Mr. LaPradd this morning, which states that ESI is claiming that there are still unpaid claims, though BPA is showing none.

Chris Boies

- Advised he has tried to contact ESI directly, but no one will provide contact information.

Chip Schutte

- Opined that staff has done everything reasonably expected to try to resolve these issues but BPA is still holding Clarke's funds and not providing answers.

Chuck Bishop

- Asked if any employees have reported instances of claims for services received that still have yet to be processed.
 - Brenda Bennett answered yes; there were a couple but none recently. According to BPA, all claims received from providers were paid.
- Further advised that he knows of an approximately \$350 outstanding bill from last February that has not been processed through insurance yet.

Chris Boies made a motion, seconded by Chuck Bishop, to authorize staff to engage with legal counsel concerning outstanding issues with BPA. The motion carried by the following vote:

Chuck Bishop	-	Aye
Chris Boies	-	Aye
Sharon Keeler	-	Aye
Chip Schutte	-	Aye
David Weiss	-	Aye

7. Next Meeting

The next meeting will be February 27, 2023.

8. Adjournment

At 10:34 am, Chip Schutte adjourned the meeting.

Minutes Recorded by Chris Boies and Transcribed by Catherine Marsten

