

AGENDA

Joint Administrative Services Board
Monday September 25, 2023 10:00 a.m.
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Approval of Minutes. (April 10, 2023 Attached).**
4. **Update regarding remaining outstanding issues with Benefit Plan Administrators (BPA):**
(See attached memo p. 4)
5. **FY23 Audit Schedule:**
 - The audit firm Robinson, Farmer, Cox is scheduled to be onsite during the week of October 30, 2023 for the FY23 financial audit.
6. **MUNIS upgrades:** (information only)
7. **JAS Update.**
8. **Next Meeting October 23, 2023**
9. **Adjournment**

Joint Administrative Services Board
April 10, 2023 Special Meeting 10:00 am

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

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

Members Participating Remotely via Telephone: Chuck Bishop

Members Absent: None

Staff Present: Brenda Bennett, Catherine Marsten

Others Present: None

1. Call to Order

At 2:00 pm, Chairman Chip Schutte called the meeting to order.

2. Determination of Quorum

Chairman Chip Schutte determined that a quorum was present.

Via telephone, Chuck Bishop advised that he was at his residence and requested to participate remotely.

David Weiss made a motion, seconded by Chris Boies, to allow Chuck Bishop to participate remotely due to a personal matter. The motion carried as follows:

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

3. Closed Session Pursuant to §2.2-3711(A)(29)

At 2:01 pm, Chris Boies made a motion, seconded by Sharon Keeler, to enter closed session pursuant to §2.2-3711(A)(29): Discussion of the award of a public contract involving the expenditure of public funds and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. The topic was a contract for employee health insurance. The motion carried by the following vote:

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

At 3:14 pm, with the members of the Joint Administrative Services Board being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, Chip Schutte made a motion, seconded by Chris Boies, to reconvene in open session. The motion carried as follows:

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

Chris Boies further moved, seconded by David Weiss, to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Joint Administrative Services Board of the County of Clarke, Virginia, has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Joint Administrative Services Board of the County of Clarke, Virginia, that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Joint Administrative Services Board of the County of Clarke, Virginia, hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the

certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Joint Administrative Services Board of the County of Clarke, Virginia. The motion carried by the following roll-call vote:

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

Chris Boies made a motion, seconded by Sharon Keeler, to enter into a contract for employee health insurance coverage with Anthem Local Choice, and to set the premium contribution increase for the employee at 2% of current total premium with the County covering 16%. The motion carried as follows:

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

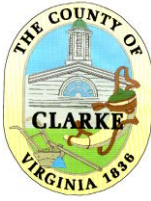
4. Next Meeting

The next meeting will be April 24, 2023.

5. Adjournment

At 3:15 pm, Chairman Chip Schutte adjourned the meeting.

Minutes Recorded and Transcribed by Catherine Marsten



County of Clarke, Virginia

Department of Joint Administrative Services

To: Joint Administrative Services Board

From: Brenda Bennett

Date: 9/25/2023

Re: Benefit Plan Administrators (BPA) update:

JAS is still working to resolve the following items with BPA-

1. BPA owes Clarke \$2,217 for retiree credits.
-BPA indicated the check had been mailed, however, that was several weeks ago and it hasn't been received yet.
2. Clarke paid \$47,353 in duplicate claims.
-Waiting for detail from BPA to show if duplicate payments were made to providers.
3. Beacon HCI refunds due to Clarke.
- Beacon facilitated refunds to BPA for provider overcharges. BPA states that all of those refunds are tied to "spec claims". JAS is still waiting for additional detail to support the amounts collected by Beacon and the associated Beacon fees paid by Clarke.
4. Processing run-out claims (claims paid after June 2023).
-Per BPA, run-out claims beyond September 2023 total \$528,183 and the administrative fees owed to BPA for those claims total \$42,254 (8% of the claim amount). JAS has requested the flat rate be extended through December 31, 2023 which would result in a savings to Clarke of approximately \$8,000. BPA hasn't responded to the request as of this date.

BPA still holds a fund account on Clarke's behalf. A balance will be provided at the meeting.

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