

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

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

Members Present: Chip Schutte, Rick Catlett, Sharon Keeler, Chris Boies

Members Absent: David Weiss

Staff Present: Brenda Bennett, Catherine Marsten

Others Present: None

1. Call to Order

At 10:00 am, Chairman Chip Schutte called the meeting to order.

2. Determination of Quorum

Chairman Chip Schutte determined that a quorum was present.

3. Approval of Minutes

Chris Boies made a motion, seconded by Rick Catlett, to approve the minutes of the September 25, 2023 regular meeting as presented. The motion carried by the following vote:

Rick Catlett	-	Aye
Chris Boies	-	Aye
Sharon Keeler	-	Aye
Chip Schutte	-	Aye
David Weiss	-	Absent

4. Update on Remaining Outstanding Issues with Benefit Plan Administrators (BPA)

Brenda Bennett presented the following:

- There have been some new developments since last month’s report on the four outstanding issues with BPA.
- The first issue, retiree credits, is now settled. The total due to Clarke was \$2,217. \$1,949 of that amount was a single COBRA payment and was finally paid to Clarke on Monday, October 16. The remaining \$268 is multiple small payments and staff feels that the amount is not worth the considerable time it would take to track each one down.
- The next issue, duplicate claims, is also resolved. Clarke funded \$47,000 in duplicate claims into the Pinnacle fund account that BPA holds in Clarke’s name. BPA claims that funds for these payments are sitting in Clarke’s fund account. BPA outsources accounts payable transactions, so staff has no way to track specific claim payments. After lengthy discussions with staff, BPA states that there have not been any duplicate payments to providers, because their system does not allow it.

Chip Schutte

- Asked when that fund account will be closed out.
 - Brenda Bennett answered staff plans to close that account after all issues are resolved.

Brenda Bennett continued:

- The third issue is not resolved. Beacon HCI is a third party that BPA contracts with to collect refunds from providers for overbilled amounts. BPA has finally provided a breakdown showing refund payments from providers that BPA received and then deposited into Clarke’s fund account. Staff has been able to trace these deposits. Refunds totaling \$147,617 were deposited and have been confirmed. However, all the amounts and data are not quite matching. One claim refund was \$107,000, but any claim amounts over \$100,000 were spec claims.
- BPA provided detailed records showing that Clarke paid \$8,275 to Beacon HCI in fees, but staff’s records indicate Clarke paid closer to \$32,000.
- Clarke’s fund account shows a significant amount of refunds from the Beacon collections; however, staff wants to verify that those refunds were not then paid back out to the reinsurer.
- Staff is still working on these reconciliations, and BPA staff has been more responsive recently.

Chris Boies

- Asked what the timeframe is.
 - Brenda Bennett advised that it depends, because staff needs BPA to provide specific information in order to resolve these issues.

Brenda Bennett continued:

- The fourth issue is remaining run-out claims. BPA contends that they processed and paid \$520,054 in claims after September 30, 2022. BPA did not provide detail on this until last Thursday, October 19.

- In reviewing what BPA provided, staff discovered that Clarke funded some of those claims in April and May of 2022 but BPA did not pay them until December and is charging 8% for processing claims during the run-out period.
- A third party, Sam Irby, indicated to staff that BPA advised him that they would be charging Clarke the flat rate to process claims during October, November, & December 2022 instead of 8%. If so, Clarke would pay \$29,000 instead of \$41,000. Staff is still working through this issue with BPA.
- Last week, staff discovered a new issue. BPA initially denied a \$57,000 claim for services provided in April 2022. The employee who received these services just got a bill in September 2023, because the claim was on hold for months. Staff, with permission, has spoken with the provider to get some more details. A coordination of benefits form was not received, which is why the claim was denied. However, that form was received in December 2022, which is within the contract term, so the claim should have been paid and processed by BPA. Sam Irby has indicated that it could be negotiated down and resolved, but staff has not yet heard from BPA on this matter.

Rick Catlett

- Advised that he has spoken with contacts at the Virginia School Boards Association (VSBA) to share Clarke’s negative experience with BPA, who they list as a preferred provider.

5. Next Meeting

The next meeting will be November 27, 2023.

6. Adjournment

At 10:22 am, Chairman Chip Schutte adjourned the meeting.

Minutes Recorded and Transcribed by Catherine Marsten