

AGENDA

Joint Administrative Services Board
Monday January 22, 2024 10:00 a.m.
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Selection of Chairperson**
Selection of Vice-Chairperson

Establishment of meeting calendar. Please consider the following:

Date	Time	Location
02/26/24	10:00:00 AM	JGC
03/25/24	10:00:00 AM	JGC
04/22/24	10:00:00 AM	JGC
05/20/24	10:00:00 AM	JGC
06/24/24	10:00:00 AM	JGC
07/22/24	10:00:00 AM	JGC
08/26/24	10:00:00 AM	JGC
09/23/24	10:00:00 AM	JGC
10/28/24	10:00:00 AM	JGC
11/25/24	10:00:00 AM	JGC
12/16/24	10:00:00 AM	JGC
01/27/25	10:00:00 AM	JGC

4. **Approval of Minutes - (December 18, 2023 Attached).**
5. **JAS FY25 Budget Proposal.** (Attached)
6. **BPA update.**
7. **Next Meeting:** February 26, 2024

Joint Administrative Services Board
December 18, 2023 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, December 18, 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, David Weiss

Members Absent: None

Staff Present: Brenda Bennett, Catherine Marsten

Others Present: None

1. Call to Order

At 10:04 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

Sharon Keeler made a motion, seconded by David Weiss, to approve the minutes of the October 23, 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	-	Aye

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

Brenda Bennett presented the following:

- Since the last meeting, BPA has agreed to charge the flat rate (\$29,353) for processing run-out claims and the outstanding \$57,000 claim has been processed and paid.
- On December 13, staff asked BPA to provide the ending balance of the Pinnacle fund account that BPA holds in Clarke’s name.
- That account’s balance at the end of September was roughly \$259,000.
- Staff calculated that, after the payment of administrative fees and payment of the outstanding \$57,000 claim, the balance to be returned to Clarke would be about \$170,000.
- BPA reported that the close out balance in the Pinnacle fund account would be \$88,000.
- According to the October and November statements, which BPA only recently provided, Clarke paid \$81,000 to the reinsurer. BPA asserts that this amount was a refund collected by Beacon HCI related to a spec claim that the reinsurer paid two and a half years ago. The refund amount was deposited in March 2022.
- Staff has been unable to speak directly with anyone at BPA so far, but a call is scheduled for this afternoon.
- Through Sam Irby at Innovative Insurance, staff has learned that BPA recently sold to another third-party administrators company based in Philadelphia. Originally, the entire company was for sale, but the buyer instead chose to purchase only select large accounts. There are no anticipated changes for Clarke, given how close we are to closing out this account with BPA.

David Weiss

- Suggested that it was reasonable for staff to dedicate a set amount of hours to attempt to determine whether the reports and data available support what BPA is claiming.
 - Brenda Bennett advised that 24 hours of staff time was reasonable for this work.

Chip Schutte

- Agreed that the issue is worth pursuing but not indefinitely.

Rick Catlett

- Summarized that a significant refund (\$81,000) was collected from a legitimate claim overpayment and that refund is due to whoever actually paid the claim. The question is whether Clarke paid the claim and was reimbursed by the reinsurer or whether the reinsurer paid the claim outright.
 - Brenda Bennett added that BPA also claims there are about \$8,600 in payments to vendors and providers that have not yet cleared.

Chris Boies

- Recommended that staff determine, from the available data and reports, the aggregate amounts that Clarke paid in claims and compare them to the plan’s stated maximums.

By consensus, the Board agreed to keep the Pinnacle fund account open and that staff would look further into the overall claim payment and refund amounts.

5. Upcoming Changes to the VRS Hybrid Plan

Brenda Bennett presented the following:

- The employer contribution rate for the VRS hybrid plan proposes to change July 1, 2024, which could increase the employer cost.
- Employees on the hybrid plan can make voluntary contributions up to 4%. If the employee makes a voluntary contribution, the employer is required to make a certain percentage contribution as well.
- Currently, this voluntary contribution is combined into the total overall rate. However, when this is changed, voluntary employee contribution matches will be in addition to the regular base rate.
- 49% of school employees and 34% of county employees are on the VRS hybrid plan.
- If employees do not change their voluntary contributions, the employer’s share will stay relatively flat. If everyone in the schools, for example, contributes the maximum allowable amount, the employer share cost could increase \$80,000.
- This change makes the employers cost a lot more variable and has the potential for significant budget impact. Additionally, employees will be able to change their contribution amount monthly instead of quarterly.
- Staff hopes to have a better idea of the proposed new rate in mid-January.

Chris Boies

- Suggested that, rather than budgeting the maximum contribution for all employees, the Board of Supervisors could consider designating a portion of fund balance to be used for the increase if it is needed. This change makes the cost too variable to be able to budget accurately.

6. End of Year ACA Reporting (1095 Forms)

Brenda Bennett shared the following:

- Staff requests to pay Innovative Insurance to complete the required ACA reporting again this year.
- Innovative completed the forms last year, at a cost of \$6,500. Due to the complexity of the task, Innovative will charge more for the same service.
- While an exact cost is unknown, staff expects that it will not exceed \$10,000 and will likely be around \$9,000.

By consensus, the Board agreed to hire Innovative Insurance to complete the required end of year ACA Form 1095-B/1095-C reporting.

7. Next Meeting

The next meeting will be January 22, 2024.

8. Adjournment

At 10:49 am, Chairman Chip Schutte adjourned the meeting.

Minutes Recorded and Transcribed by Catherine Marsten

1/17/2024

Joint Administrative Services Dept. Proposed FY25 Budget

Acct	DESCRIPTION	FY23 ACTUAL	FY24 ORIG BUD	FY24		FY24 Revised vs FY25 Proposed	
				REVISED BUD	FY24 ACTUALS	FY25 PROPOSED	
1100	JAS Finance Salaries	421,987	443,992	443,992	221,996	452,450	8,458
1200	JAS Finance Overtime	-	-	-	-	-	
1300	JAS Finance Part Time Salaries	5,981	41,013	41,013	15,601	35,000	(6,013)
1660	JAS Employee Bonuses	-	-	-	-	-	
2100	JAS Finance FICA	31,888	35,615	35,615	17,434	34,612	(1,003)
2210	JAS Finance VRS 1&2	51,213	53,924	53,924	27,030	46,983	(6,941) includes proposed FY25 rate changes
2220	JAS Finance VRS Hybrid	18,922	19,866	19,866	9,947	21,574	1,708 includes proposed FY25 rate changes
2300	JAS Finance Health Ins	53,274	61,998	61,998	30,224	60,447	(1,551) based on FY24 actuals
2400	JAS Finance Life Ins	5,655	5,951	5,951	2,981	6,063	112
2510	JAS Finance Dis Ins Hybrid	271	284	284	142	287	3
2700	JAS Finance Worker's Comp	704	750	750	696	750	
2750	JAS Finance RHCC	5,106	5,372	5,372	2,692	5,475	103
2800	JAS Finance Leave Pay	-	-	-	-	-	
3000	JAS Finance Pur Svcs	14,000	23,600	23,600	2,500	18,750	(4,850) Milliman \$2,750-Health Ins Consult \$10k- Munis Training \$6k
3120	JAS Finance Finance & Auditir	48,325	65,927	65,927	14,325	62,575	(3,352) Actuarial Study-OPEB \$8,600, RFCA \$53,975 (saf \$6,300, cap \$4,675, Fin \$43,000)
3320	JAS Finance Maint Contracts	126,122	134,421	134,421	131,703	140,941	6,521 \$3,600 both printers maint., \$137,341 MUNIS Maint. (added 5%), maybe reduced once Avenity on board?
3500	JAS Finance Printing & Binding	-	-	-	-	-	-
3600	JAS Finance Advertising	456	400	400	-	500	100
5210	JAS Finance Postal Svcs	1,673	1,575	1,575	668	1,760	185 increased 5% from FY23 actuals
5230	JAS Finance Telephone	1,449	1,700	1,700	879	1,600	(100)
5300	JAS Finance Insurance	-	-	-	-	-	-
5400	JAS Finance Leases & Rentals	-	-	-	-	-	-
5500	JAS Finance Travel	-	2,000	2,000	111	2,000	- \$330 mileage, purch cert training \$1,025, \$645 misc
5510	JAS Finance Local Mileage	-	-	-	-	-	-
5800	JAS Finance Misc Exp	-	-	-	-	-	-
5810	JAS Finance Dues & Memb	171	450	450	369	450	- VFGOA, VASBO, Va Assoc Gov Purchasing, Costco
6000	JAS Finance Mat & Sup	2,661	3,500	3,500	867	4,000	500 based on FY23 actuals and increased forms/ck stock costs
6035	JAS Finance Noncap Off Equip	-	1,200	1,200	608	1,000	(200) Possibly new chairs if needed
8200	JAS Finance Capital Outlay Ad	-	-	-	-	-	-
TOTALS		789,856	903,537	903,537	480,775	897,217	(6,320)

Use this form to request a new position or an expansion in hours for an existing position. Complete a separate sheet for each request. Attach additional information as necessary.

Department, School, or Agency Name: JAS

Account Manager or Contact Person (Name): Brenda Bennett

Title of Requested Position: Benefits Coordinator Hours/ Week: 37.5

Weeks, days, or months per year (specify): M-F

Position Cost (salary only, annual basis): 55,000

Month and Year needed : July 2024

Non-local Revenue for Position:

Source: _____

Amount: _____

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible:

I am requesting the current part time Benefits Coordinator position be increased to a full time position with a salary of \$55,000. A \$55,000 salary with benefits, including family insurance, would cost approximately \$92,000 annually.

The job duties would include all VRS reporting and reconciliation, reconcile monthly health insurance billings with Clarke data, manage Flex benefits, as well as various HR related school reporting. The number of required annual reports are growing each year and they are tedious and time consuming. This position would also be responsible for managing health insurance open enrollment as well as making sure all required benefit forms are fully completed and processed in MUNIS. This position would be available to meet with employees to troubleshooting employee issues related to VRS and health insurance and would manage workers compensation claims.

The number of reporting, data management/processing and overall employee assistance has grown tremendously over the last 5 years. Last years approval of a PT position helped but there are still several HR duties the current part time position would assume if the hours were extended to full time.