

**AGENDA**

Joint Administrative Services Board  
Monday March 04, 2024 10:00 a.m.  
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Approval of Minutes. (January 22, 2024 Attached).**
4. **Benefit Plan Administrators (BPA) update.**
5. **The Local Choice Health Insurance FY25 Renewal.**  
The Health Insurance renewal package for FY25 includes an increase of 2% which equates to an overall annual increase of \$88,517 to the plan. A document showing each plan and tier, the current FY24 rates and the FY25 renewal rates is attached. Included in that document are proposed cost sharing variations of the 2% increase. The summary at the bottom shows the current FY24 annual cost of \$4,425,828 and the FY25 annual cost of \$4,514,345 which includes the 2% increase.
6. **Next Meeting March 25, 2024**
7. **Adjournment**

Joint Administrative Services Board  
January 22, 2024 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, January 22, 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, Monica Singh-Smith, Sharon Keeler

Members Participating Remotely via Telephone: Rick Catlett

Members Absent: David Weiss

Staff Present: Brenda Bennett, Catherine Marsten

Others Present: None

### 1. Call to Order

At 10:01 am, Brenda Bennett called the meeting to order.

### 2. Determination of Quorum

Brenda Bennett determined that a quorum was present.

Rick Catlett joined the meeting remotely via telephone, advised that he was at his residence and would like to participate in the meeting remotely due to illness. No objections were raised.

### 3. Organizational Items

- A. Elect Chair
- B. Elect Vice Chair

Brenda Bennett called for nominations for 2024 Chair and Vice Chair.

**Chris Boies made a motion, seconded by Sharon Keeler, to nominate and elect David Weiss as the 2024 Chairman and Monica Singh-Smith as the 2024 Vice Chair of the Joint Administrative Services Board. The motion carried by the following vote:**

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

Brenda Bennett turned the meeting over to the Vice Chair, Monica Singh-Smith.

C. Establish Meeting Dates, Times, and Locations

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

**Chris Boies made a motion, seconded by Sharon Keeler, to adopt the 2024 meeting calendar as presented. The motion carried by the following vote:**

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

**4. Approval of Minutes**

**Chris Boies made a motion, seconded by Sharon Keeler, to approve the minutes of the December 18, 2023 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 - Absent

## 5. Joint Administrative Services FY25 Budget Proposal

Brenda Bennett presented the following:

- Proposing \$18,750 for the Purchased Services line. FY24 budget for the health insurance consultant was \$15,000, reduced to \$10,000 for FY25. This line also includes \$6,000 for Munis software training and \$2,750 for Milliman, who provides OPEB support and actuarial services.
- The Finance & Auditing line can be reduced \$3,352 for FY25, because there are some individual units pay their own audit cost.
- Staff anticipates a 5% increase in the Munis software contract and proposes a \$6,521 increase to the Maintenance Service Contracts line, for a total of \$140,941. This line also covers the office printers.

### Monica Singh-Smith

- Asked about the Munis software contract.
  - Brenda Bennett advised that Tyler Technologies charges license fees for the different Munis software modules. County and school departments must use a number of different modules, so there are many different licenses needed. Staff is investigating the possibility of reducing this cost after implementing the new Avenity taxation software.
  - Chris Boies explained that Munis is the ERP system that ties together the financial data and modules for all county departments into one comprehensive system.

Brenda Bennett continued presenting:

- The Advertising line is increased to \$500, and the Postal Services line is increased to \$1,760, based on FY23 actuals but these are not significant increases.
- A \$100 reduction to the Telephone budget line brings it to \$1,600, based on actuals and trends.
- No change is proposed for the Travel line. \$2,000 covers the Purchasing Manager’s usual travel and certification training.
- Dues and Memberships holds flat at \$450.
- Materials & Supplies is proposed to increase \$500 for a total of \$4,000, based on FY23 actuals and increased costs for forms and check stock.
- Reducing the Office Equipment line by \$200 brings it to \$1,000, to be used for new chairs as needed.
- The total FY25 proposed budget for JAS is \$897,217, which is an overall reduction of \$6,320.
- JAS also has a personnel request for the FY25 budget. Last year, JAS requested and received a part-time HR Benefits Coordinator. This year, JAS is requesting to move that position from part-time to full-time.
- The total cost of salary and benefits for this position would be \$92,000. This cost is partially offset by the existing \$35,000 part-time salaries budget line and the

overall JAS budget reduction, bringing the net cost of this request to approximately \$51,000.

- The person hired for the part-time position has been doing exceptionally well in the role, is successfully navigating the various benefit systems and programs and has a good rapport with employees.

Chris Boies noted the following:

- The county and the schools share payroll, accounts payable, finance, and purchasing through JAS. Generally, the volume breaks down to 2/3 schools and 1/3 county. The county pays the entirety of the JAS budget, so those services do not appear in the school budget.
- The Clarke County Sanitary Authority employee also falls under JAS, because that person acts as a back up for the Purchasing Manager. This employee recently resigned and the position will need to be filled. However, because the CCSA is not a joint function, the county is considering moving the position to a different department in the county. Ultimately, any change would be decided by the Board of Supervisors.
- The county pays 100% of the JAS salaries; however, JAS employees follow the schools' personnel policies, pay policies, inclement weather policies, and holiday schedule.
- The Joint Administrative Services Board manages the JAS Director and is responsible for completing a job description and performance evaluation.

Rick Catlett

- Asked how salary increases are addressed.
  - Chris Boies advised that department heads do not propose salary increases for their departments. Any proposed salary increases for school employees would include JAS employees and are considered during the overall budget process.

**Chris Boies made a motion, seconded by Monica Singh-Smith, to recommend approval of the proposed FY25 JAS budget. The motion carried by the following vote:**

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

## **6. Benefit Plan Administrators (BPA) Update**

Brenda Bennett advised the following:

- Staff has spent about 12 hours lately trying to resolve the remaining issues and does not want to spend more than 24 hours total, per this Board’s direction.
- BPA sent the claim data and staff is using these details to determine if a specific claim met reinsurance thresholds across two different contract years.
- Staff is also looking at the aggregate claim data to determine if those thresholds were met. The insurance consultant, Sam Irby, has advised that he is also questioning the aggregate data and BPA has not answered his questions yet.

## **7. Next Meeting**

The next meeting will be February 26, 2024.

## **8. Adjournment**

At 10:35 am, Vice Chair Monica Singh-Smith adjourned the meeting.

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Minutes Recorded and Transcribed by Catherine Marsten

Anthem TLC Renewal Rates - PROPOSED for Comparison

			FY24 (current)			FY25 - Proposed Variations of Increase							
						FY25 Renewal Rates		2% increase to employer		2% increase shared equally		2% increase to employee	
						Includes 2% increase		Employer	Employee	Employer	Employee	Employer	Employee
						Monthly Rates	Monthly Increase from current	Employer Monthly Rate with 2% increase	Employee Monthly Rate with no increase	Employer Monthly Rate with 1% increase	Employee Monthly Rate with 1% increase	Employer Monthly Rate with no increase	Employee Monthly Rate with 2% increase
Plans/Tiers	Deductible	Census	FY24 Current Monthly Rates	Employer Share	Employee Share	Monthly Rates	Monthly Increase from current	Employer Monthly Rate with 2% increase	Employee Monthly Rate with no increase	Employer Monthly Rate with 1% increase	Employee Monthly Rate with 1% increase	Employer Monthly Rate with no increase	Employee Monthly Rate with 2% increase
<b>Comprehensive Dental</b>													
Single	250	53	999	837.66	161.34	1,019	20	857.66	161.34	847.66	171.34	837.66	181.34
Emp+Spouse	250	6	1,848	1,038.55	809.45	1,885	37	1,075.55	809.45	1,057.05	827.95	1,038.55	846.45
Emp&Child	250	3	1,848	1,249.09	598.91	1,885	37	1,286.09	598.91	1,267.59	617.41	1,249.09	635.91
Emp&Children	250	1	2,697	1,822.29	874.71	2,751	54	1,876.29	874.71	1,849.29	901.71	1,822.29	928.71
Family	250	8	2,697	1,521.43	1,175.58	2,751	54	1,575.43	1,175.58	1,548.43	1,202.58	1,521.43	1,229.58
<i>annual total for enrolled members</i>		71	1,126,224										
Single	500	110	919	846.14	72.86	937	18	864.14	72.86	855.14	81.86	846.14	90.86
Emp+Spouse	500	17	1,700	1,054.68	645.32	1,734	34	1,088.68	645.32	1,071.68	662.32	1,054.68	679.32
Emp&Child	500	9	1,700	1,251.78	448.22	1,734	34	1,285.78	448.22	1,268.78	465.22	1,251.78	482.22
Emp&Children	500	6	2,481	1,829.24	651.76	2,531	50	1,879.24	651.76	1,854.24	676.76	1,829.24	701.76
Family	500	23	2,481	1,544.90	936.10	2,531	50	1,594.90	936.10	1,569.90	961.10	1,544.90	986.10
<i>annual total for enrolled members</i>		165	2,606,868										
Single	HD	12	729	718.95	10.05	744	15	733.95	10.05	726.45	17.55	718.95	25.05
Emp+Spouse	HD	1	1,349	903.47	445.54	1,376	27	930.47	445.54	916.97	459.04	903.47	472.54
Emp&Child	HD	1	1,349	1,037.72	311.28	1,376	27	1,064.72	311.28	1,051.22	324.78	1,037.72	338.28
Emp&Children	HD	1	1,968	1,515.40	452.60	2,007	39	1,554.40	452.60	1,534.90	472.10	1,515.40	491.60
Family	HD	7	1,968	1,320.08	647.92	2,007	39	1,359.08	647.92	1,339.58	667.42	1,320.08	686.92
<i>annual total for enrolled members</i>		22	326,280										
<b>Preventative Dental</b>													
Single	250	4	982	837.66	144.34	1,002	20	857.66	144.34	847.66	154.34	837.66	164.34
Emp+Spouse	250	1	1,817	1,038.55	778.45	1,853	36	1,074.55	778.45	1,056.55	796.45	1,038.55	814.45
Emp&Child	250		1,817	1,249.09	567.91	1,853	36	1,285.09	567.91	1,267.09	585.91	1,249.09	603.91
Emp&Children	250		2,651	1,822.29	828.71	2,704	53	1,875.29	828.71	1,848.79	855.21	1,822.29	881.71
Family	250		2,651	1,521.43	1,129.58	2,704	53	1,574.43	1,129.58	1,547.93	1,156.08	1,521.43	1,182.58
<i>annual total for enrolled members</i>		5	68,940										
Single	500	18	902	846.14	55.86	920	18	864.14	55.86	855.14	64.86	846.14	73.86
Emp+Spouse	500	1	1,669	1,054.68	614.32	1,702	33	1,087.68	614.32	1,071.18	630.82	1,054.68	647.32
Emp&Child	500		1,669	1,251.78	417.22	1,702	33	1,284.78	417.22	1,268.28	433.72	1,251.78	450.22
Emp&Children	500		2,435	1,829.24	605.76	2,484	49	1,878.24	605.76	1,853.74	630.26	1,829.24	654.76
Family	500		2,435	1,544.90	890.10	2,484	49	1,593.90	890.10	1,569.40	914.60	1,544.90	939.10
<i>annual total for enrolled members</i>		19	214,860										
Single	HD	7	712	712.00	-	726	14	726.00	0.00	719.00	7.00	712.00	14.00
Emp+Spouse	HD		1,317	903.47	413.54	1,343	26	929.47	413.54	916.47	426.54	903.47	439.54
Emp&Child	HD	1	1,317	1,037.72	279.28	1,343	26	1,063.72	279.28	1,050.72	292.28	1,037.72	305.28
Emp&Children	HD		1,922	1,515.40	406.60	1,960	38	1,553.40	406.60	1,534.40	425.60	1,515.40	444.60
Family	HD		1,922	1,320.08	601.92	1,960	38	1,358.08	601.92	1,339.08	620.92	1,320.08	639.92
<i>annual total for enrolled members</i>		8	75,612										

Total census per renewal 290

Total Current (FY24) Annual Cost	<b>4,425,828</b>
Cost of a 2% Increase	<b>88,517</b>
Total Annual Cost with 2% increase	<b>4,514,345</b>

Annual Cost of Increase split equally:	
Employer 1%	<b>44,259</b>
Employee 1%	<b>44,259</b>