

AGENDA

Joint Administrative Services Board
Monday September 23, 2024 10:00 a.m.
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Approval of Minutes. (June 24, 2024 Attached).**
4. **Closed Session.**
 - a. I move to convene a closed session pursuant to Code of Virginia § 2.2 - 3711 (A) (1) to discuss the performance of an employee.*
 - b. I move to reconvene in Open Session.*
 - c. I certify that, to the best of my knowledge, the Joint Administrative Services Board discussed only matters (1) lawfully exempt for the open meeting requirements under §2.2 – 3711 of the Code of Virginia and (2) identified in the motion convening the Closed Session.*
5. **Request to increase the Human Resource Coordinator position to full-time. See attached memo and documents.**
6. **JAS Update**
7. **Next Meeting October 28, 2024**
8. **Adjournment**

Joint Administrative Services Board
June 24, 2024 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, June 24, 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, David Weiss, Rick Catlett

Members Absent: Sharon Keeler

Staff Present: Brenda Bennett, Catherine Marsten

Others Present: None

1. Call to Order

At 10:03 am, Chair David Weiss called the meeting to order.

2. Determination of Quorum

Chair David Weiss 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 March 4, 2024 meeting as presented. The motion carried by the following vote:

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

4. Self-Funded Health Insurance (including Anthem Self-Funded & BPA) Update

Brenda Bennett provided the following update:

- Anthem ASO sent a \$100,000 refund on a claim that Medicare paid after Anthem had processed it, this refund was received.
- The county’s contract with Anthem ASO ended on June 30, 2023, but there is a two-year runout period that will end on June 30, 2025.
- There is still a \$13,000 credit on that account and any claims received during this runout period are applied to that credit.

Chris Boies

- Explained that the county used Benefit Plan Administrators (BPA) self-funded for 18 months, then Anthem ASO self-funded for 12 months before returning to the current insurance provider, Anthem TLC.

Rick Catlett

- Asked where the \$100,000 refund will go.
 - Brenda Bennett answered that the funds are sitting in the county’s health insurance fund account.
 - Chris Boies added that, after everything is closed out, those funds could be moved to fund balance to be used for future premium increases.

Brenda Bennett continued:

- Currently, BPA is holding about \$83,000 in a Pinnacle bank account on behalf of Clarke.
- Staff is reluctant to close out that account because there is an outstanding \$20,000 refund due from Exchange Benefits, the reinsurer working with BPA.
- Exchange Benefits sent an email on June 6 advising that they recognize that they need to pay that refund and would send it within the next 5-7 business days.
- With that refund, there would be about \$103,000 coming back to Clarke from that BPA account.

5. Discussion of Current Budget Permissions in Munis Software

Brenda Bennett advised the following:

- Currently, there are no restrictions in place to keep a Munis user from exceeding available budget when entering a requisition or invoice. A message will display on screen to advise there is a budget deficit, but it does not stop the transaction.
- Last month, the school finance committee expressed interest in changing that process so that the software would stop the transaction if there were not enough budget available.
- Budget amounts are set for individual lines within a department or school. There are lines for salaries, benefits, purchased services, travel, fuel, materials, etc. All of these lines roll up to a department or school.
- Administrators generally look at department/school budgets overall, which may include a surplus on some lines and a deficit on others. If this change is

implemented, administrators would need to be looking at each individual line to see if budget is available and potentially transferring budget between lines.

- JAS staff would go to each individual department and/or school to provide training to administrators on budget reporting and line transfers.
- The Superintendent and the County Administrator could have a high-level override to use in certain urgent or emergency situations.
- This change would require JAS staff to be more on top of personnel transfers and move budget whenever personnel is moved.

Rick Catlett

- Advised that the schools have made efforts to be ultra-transparent and collaborative in all budgeting matters. The schools have been watching operating and capital budgets very closely the last six months, to the point of freezing and locking things down. Purchases under \$1,000 do not need administrator authorization, so those transactions can happen without administrator knowledge. This is why the superintendent lowered their threshold to \$0, to increase awareness and prevent overspending.

Monica Singh-Smith

- Observed that the budget is always a moving target. Even though the Superintendent has put a hard stop on current spending, some staff have a difficult time believing it.

Rick Catlett

- Opined that potential revenue shortfalls and the \$1,000 threshold for administrator review create variables that could seriously affect the budget.
- Suggested that the threshold for administrator review should be reduced in order to keep a closer eye on the budget.
 - Brenda Bennett advised that is possible to do for the Superintendent’s individual role and would not have to be a broader action. The county and the schools can opt to do different things in Munis. Permissions are attached to functional roles, which can be split among the county and schools and customized accordingly.

Monica Singh-Smith

- Asked, and Brenda Bennett affirmed, if staff would be able to create and customize the functional roles by July 1.

Chris Boies

- Advised that the Board of Supervisors looks at department budgets overall; having deficits in individual lines is not a concern, as long as the department total stays within budget. The Board of Supervisors has to take action every year to transfer funds and correct any overall budget deficiencies by department. The County Administrator and the Constitutional Officers are able to make transfers between operating budget lines.

David Weiss

- Observed, and Chris Boies agreed, that the proposed change is not necessary on the county side, as it would generate more work than there would be benefit, but the county supports the change on the schools side so they can have that control.

Monica Singh-Smith

- Opined that it would be ideal to change the proposed change to the Munis software settings effective as of July 1 so that it is the standard practice for the new superintendent.

Rick Catlett made a motion, seconded by Chris Boies, to implement a change in the Munis software settings, effective July 1, 2024, that will stop requisition and invoice entry if such an entry would cause a school account line to exceed the available budget, to allow school administrator-level users the permission to transfer available budget between school budget lines, and to add a high-level override for the School Superintendent to allow certain stopped transactions to proceed if warranted. The motion carried by the following vote:

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

6. JAS Update

Brenda Bennett provided the following update:

- There are many things to process this time of year: regular July payroll, leave payout payroll, two arrears payrolls for ten and eleven month school employees, and regular August payroll.
- Before the July payroll can be processed, new salaries, salary changes, rate and benefit, and insurance premium changes for all employees have to be entered.
- The payroll coordinator has been out on medical leave but is able to do some work from home. Other staff have been able to provide enough support and have learned more of the payroll processes.
- As a result, the part-time HR Coordinator has been working a full-time schedule to provide coverage. The additional hours have made a big difference in getting issues handled as they arise. It would be nice to change this position to full-time permanently.
 - Rick Catlett added that there has been more cross training this year in JAS than ever before and staff has done a great job providing coverage. Having a full-time HR Coordinator would be very helpful, especially with all the changes in VRS and FMLA.
- Auditors were on-site last week to do some preliminary audit work, which they finished early. They will be back to complete the audit the week of October 14, which is a little earlier than in previous years.
- Staff is working on end-of-year reconciliations, particularly for grant accounts and meeting spend-out deadlines, and is trying to work ahead as much as possible.

- The JAS Director plans to retire June 30, 2025. She will create procedure notes and manuals for budget and software items to help ease the transition.

Chris Boies

- Advised that a job description for the JAS Director position must be completed.
 - Brenda Bennett advised that she is working on it.
- Inquired what, if any, kind of overlap the Board would like to see for the Director.

Rick Catlett

- Observed that, if there is staff in place to provide support a new hire, then any overlap period be could shorter but the learning curve could be very steep if there is internal turnover.
- Further suggested, and the rest of the Board agreed, that two to four weeks would be sufficient.

David Weiss

- Offered congratulations to Mr. Catlett on his retirement and added that it has been a pleasure working with him in the various roles he took on over his career, particularly so in the last year.

Rick Catlett

- Thanked the Board and shared that the relationship between the schools and the county is a positive, which is a luxury in the region.

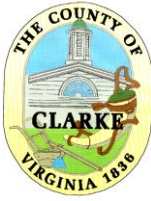
7. Next Meeting

The next meeting will be July 22, 2024.

8. Adjournment

At 10:49 am, Chair David Weiss adjourned the meeting.

Minutes Recorded and Transcribed by Catherine Marsten



County of Clarke, Virginia

Department of Joint Administrative Services

Memo

Date: September 23, 2024

To: Joint Administrative Services Board members

From: Brenda Bennett

Re: Request for full-time Human Resource Coordinator position

Due to significant changes affecting human resource management and payroll processing, the need for a full time Human Resource Coordinator is imperative. The Joint Administrative Services Dept. received funding for a part-time HR position for FY24 and was funded for a part-time position again in FY25. That funding is greatly appreciated however, the required amount of staff time needed to handle the increased volume of employees and the ever changing regulations have pushed the department to its maximum capacity and there is a serious need to have the HR position move from part-time to full-time.

The Hybrid Retirement Plan Rate Separation change became effective July 1, 2024. While we knew this change was coming, we did not know how much more work it would create. VRS Hybrid Rate employees have always created a little more work however, the number of hybrid rate employees has grown significantly. The number of hybrid rate employees in 2017 was **25** compared to **154** today. Employees on the VRS Hybrid Rate plans require the management of several different rate deductions as well as short term disability leave and voluntary rate deductions. These issues add up over the course of many employees and require much more time and management than in the past. I can provide this Board with more detail regarding this issue if needed.

In addition to the rate separation issues above, FMLA and disability cases used to be 2 or 3 annually and have increased to 2 or 3 or more every month now. They can also take up a significant amount of time. The HR Coordinator also manages workers compensation claims/disputes, and unemployment claims. I have attached a document that outlines the duties and responsibilities of the HR Coordinator.

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

As an example of the growing population of employees, the amount of W-2's that are processed each year have grown from 408 (2017) to 757 (2023) in eight years. That is an additional **349** employees to process payroll and manage benefits for each year.

The number of full-time employees for the JAS Dept. for the last 16 years has remained static at seven but the work has increased exponentially and the department is struggling to keep up with the added volume of work. In addition, the JAS Dept. has only seen a 19% increase for budgeted salaries (including part-time and over-time) from FY18 to FY25, which is much lower than most other county departments.

The summary below shows the annual funds needed for the HR Coordinator position at full-time:

<u>HR Position</u>	
Salary	55,000
FICA	4,208
VRS	8,366
Vol Contribution	1,375
Life	737
RHCC	666
Disability Ins	290
Health Insurance	<u>19,139</u>
TOTAL	89,780

The current budget includes \$37k for the part-time position.

This request is for approval from the JAS Board for the part-time HR position to become full-time effective October 1, 2024. If the JAS Board approves funding for a full-time HR position for the remainder this fiscal year, my concern is going forward into FY26 and whether the JAS Board, and ultimately the Board of Supervisors, would be open to the request and additional funding needed.

Human Resources Tasks:

Misc

- Department of Labor monthly reporting for Gov and School
- VA New Hire report - prepare file and upload
- VOE – Verification of Employment
- Address Changes – change in Munis, VRS, Anthem, Health Equity (FSA/HSA)
- Name Changes - change in Munis, VRS, Anthem, Health Equity (FSA/HSA)
- Unemployment – wage verifications, processing quarterly bill, tracking down each claim and verifying legitimacy.
- Worker’s Comp – most of the time this is a file that needs to be stored but there are cases that will require additional paperwork that asks for wages, hours, etc.
- New Hires – complete new hire tasks, add to Munis, ESS, VRS, Anthem, Health Equity (FSA/HSA) as needed.
- Terminations – complete terminations tasks, Munis, VRS, Anthem, Health Equity (FSA/HSA) as needed.
- Manage Employee Self Service for resources (documents), add new Hires, password reset for current employees, all current forms (taxes, insurance, any changes)
- Yearly Raises - Personnel Action for each employee including salary detail
- Manage Flex accounts – FSA/DSA/HSA with Health Equity. As a courtesy, send reminders out in May to those with balances. Answer questions employees have about FSA/DSA/HSA.
- FMLA managements County/Schools – leave donations, leave without pay and short-term disability for hybrid employees.
- Manage Open Enrollment in May.
- Present at New Teachers Meeting as Human Resource Coordinator.
- Manage all Short Term Disability Claims and Coordinate with Payroll.

Insurance Administration

- Assist Current Employees with Questions and help with qualifying events throughout the year
- Manage Open Enrollment - May 1 -15 for effective date of 07/01

- New Hires - Enroll in Anthem
- Terminations - Terminate in Anthem
- Courtesy notices to those dependents turning 65 and 26
- Reconcile Anthem bill to Payroll
- Keep all address and name changes up to date
- Early Retirees – Keep list of Early Retirees, contact with rate changes during open enrollment - watch for age out
- Make Monthly Payment - **Emily**

Virginia Retirement System Administration

- Assist current employee with VRS questions and retirement counseling
- New Hires - Add all information correctly. Dates and positions are very important
- Terminations - Add all information correctly
- Salary Changes - Midyear changes and raises need to be reported
- Address and Name changes updated
- Reconciliation each month – we have three groups, 5 reports need to be ran and saved for the Audit. Also reporting for Mission Square needs to be complied for the three groups for the Audit.