

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.
  - o 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.

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Minutes Recorded and Transcribed by Catherine Marsten