

Joint Administrative Services Board
January 28, 2019 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, January 28, 2019, at 10:00 am in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present: David Ash, Chuck Bishop, Sharon Keeler

Members Absent: Chip Schutte, David Weiss

Staff Present: Stephanie Brooks, Tom Judge, Brianna Taylor

Others Present: None

1. Call to Order - Determination of Quorum

At 10:02 am, Tom Judge called the meeting to order having determined that a quorum was present.

Selection of Chairperson

Tom Judge opened the floor for nominations for the position of Joint Administrative Services Board Chair for 2019.

Chuck Bishop, seconded by David Ash, moved to appoint Chip Schutte for Joint Administrative Services Board Chair for 2019.

By consensus, Chip Schutte was elected Chair for calendar year 2019.

Selection of Vice-Chairperson

Tom Judge opened the floor for nominations for Vice Chair.

David Ash, seconded by Sharon Keeler, nominated David Weiss for Joint Administrative Services Board Vice Chair for 2019.

By consensus, David Weiss was elected Vice Chair for calendar year 2019

Establishment of meeting calendar

Tom Judge pointed out that the time should be AM not PM. (updated below)

All members by consensus agreed on the 2019 meeting calendar.

Date	Time	Location	Topic(s)
02/25/2019	10:00:00 AM	JGC	Budget, Health Insurance
03/25/2019	10:00:00 AM	JGC	Health Insurance
04/22/2019	10:00:00 AM	JGC	Procurement Policy Update
05/20/2019	10:00:00 AM	JGC	Audit
06/24/2019	10:00:00 AM	JGC	<i>If needed</i>
07/22/2019	10:00:00 AM	JGC	<i>If needed</i>
08/26/2019	10:00:00 AM	JGC	<i>If needed</i>
09/23/2019	10:00:00 AM	JGC	Budget Process
10/28/2019	10:00:00 AM	JGC	Director Evaluation
11/25/2019	10:00:00 AM	JGC	<i>If needed</i>
12/23/2019	10:00:00 AM	JGC	<i>If needed</i>
01/27/2020	10:00:00 AM	JGC	Organization, Budget

2. Approval of Minutes

Chuck Bishop, seconded by David Ash, moved to approve the December 17, 2018 minutes as presented. The motion carried by the following voice vote:

David Ash	- Aye
Chuck Bishop	- Aye
Sharon Keeler	- Aye
Chip Schutte	- Absent
David Weiss	- Absent

3. Flexible Benefits Plan

Tom Judge stated that Stephanie Brooks noticed that we were paying out a lot for our WageWorks Flexible Benefits Plan.

Tom Judge invited Stephanie Brooks to share what she has found.

Stephanie Brooks explained:

- Currently eight people are enrolled in the Dependent Care Benefit compared to ten from the previous year.
- Currently 64 people are enrolled in the Health Benefit compared to 79 from the previous year.
- Active participation numbers are declining but our bill is for 99 accounts.
 - o Paying for 30 extra accounts at \$5.25 per account for 12 months.
 - o Paying an extra \$1,890 a year for accounts that are just sitting open with balances people are not using.

- Current agreement with WageWorks is to allow carry over.
- WageWorks does have two options:
 - carry over up to \$500
 - spend contribution throughout the fiscal year and if there is still a balance at the end of the year there is a three month run-off period
- This gives participants time to use the remaining balance and if not used it will not be carried over.
- Currently we participate in the carry over option and even if the employees do not participate the following year if they had a balance from the previous year, it will carry over until that amount is used.
- Currently there are 34 non-participant accounts that we are paying \$2,142 per year to keep those accounts open.
- 16 out of our 64 Health Benefits accounts use the contribution and do not carry over
- 27 accounts carry over a small amount under \$100
 - Stephanie Brooks opined that if we sent email reminders to these participants then they would likely use the remainder of their amount in order to close the account if they choose not to participate the following year.
- Tom Judge clarified that the money to pay these accounts is from forfeited balances from the past, when we use to have that 90-day window and if people did not used the amount it was forfeited and that forfeit balance is still sitting there gradually declining.
 - Tom Judge opined that it would be in our interest to minimize the account fee.
- Stephanie Brooks explained that we have five accounts that have carried over the max every year for the past three years.
 - Stephanie Brooks opined that we could talk to those individuals to see if they have anything that they can apply towards in order to use the benefit.
- If the switch to the run-off plan was made, we would still be paying on all of these accounts until the end of June.
 - October would be when any remaining balances would go into the forfeited balance account.
- David Ash asked if both options could be used depending on participation from year to year.
- Stephanie Brooks clarified that only one option could be used.
- Tom Judge explained that the three month run off option looks as if the better option and we would contact people over the next six months and tell them the change and that if there is a balance come October it will lapse.

David Ash, seconded by Chuck Bishop, moved to proceed to amend the agreement with WageWorks to switch from the carry over option to the three month run off option. The motion carried by the following voice vote:

David Ash	- Aye
Chuck Bishop	- Aye
Sharon Keeler	- Aye
Chip Schutte	- Absent
David Weiss	- Absent

Tom Judge will bring this back to the Board in February in case WageWorks requires other Board action to back up the amendment.

4. JAS 2020 Budget

Tom Judge explained the key point changes for Finance & Purchasing:

- 3% salary increase until actual increase is set by other Boards
- Part- time salaries increased slightly
- Hospital/ Medical includes the 10% health insurance increase
 - Renewal should be out in late February
- Finance & Auditing annual increase from inflation
- Travel increased in order for employees to take courses for certifications and Munis training conference
- Maintenance Service Contract- Tyler the 5 year contract has ended so fixed rates ended, expecting annual renewal to increase
- Capital Outlay incase the JAS copier does stop working

Tom Judge will continue forward with the budget process and bring this back to the Board in February.

5. Adjournment

At 10:20 am, Tom Judge adjourned the meeting

6. Next Meeting

February 25, 2019

Minutes Recorded and Transcribed by Brianna R. Taylor