

Chris Boies – Chip Schutte – David Weiss - Sharon Keeler – Chuck Bishop

AGENDA

Joint Administrative Services Board
Monday April 27, 2020 10:00 a.m.
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Approval of Minutes. (February 24 Attached).**
4. **Update on Effectiveness of JAS Working from Home.** JAS has been either working from home or maintaining two or fewer staff in the office, for approximately 5 weeks. Staff has discussed the pros and cons of working in this manner, and will share the results at the meeting.
5. **Discussion and Coordination of matters pertaining to Government and Schools: FY 21 budget, Covid-19 Best Practices, Plans for Summer and Fall, etc.**
6. **Closed Session.**
 - a. *I move to convene a closed session to discuss personnel matters pursuant to Code of Virginia § 2.2 - 3711 (A) (1).*
 - 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.*
7. **Next Meeting:** May 18, 2020.

Joint Administrative Services Board
February 24, 2020 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Wednesday, February 24, 2020, at 10:00 am in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present: Chuck Bishop, Chris Boies, Chip Schutte, David Weiss

Members Absent: Sharon Keeler

Staff Present: Lora B. Walburn

Others Present: Doug Lawrence

1. Call to Order - Determination of Quorum

Tom Judge distributed a revised packet with one additional page.

At 10:01 am, David Weiss called the meeting to order.

2. Adoption of Agenda

No formal action taken to adopt the agenda. The agenda was not modified and followed as presented.

3. Approval of Minutes

Chip Schutte, seconded by Chuck Bishop, moved to approve the minutes for January 27, 2020, as presented. The motion carried by the following vote:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Absent
Chip Schutte	- Aye
David Weiss	- Aye

Chris Boies, seconded by Chip Schutte, moved to approve the minutes for February 12, 2020, as presented. The motion carried by the following vote:

Chuck Bishop	- Aye
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Chris Boies	-	Aye
Sharon Keeler	-	Absent
Chip Schutte	-	Aye
David Weiss	-	Aye

4. FY2021 Health Insurance Renewal

Health insurance plans

Tom Judge comments:

- No change in rate for FY2021.
- School Board discussed at length and recommended that Chuck Bishop not bring any changes to the JAS Board for fiscal year FY2021.
- He is uncertain whether this is a good time or not to eliminate the KA250 plan.
- Eliminating one plan would reduce the overall premium.
- Can chose up to three insurance plan options.
- KA250 plan has 74 participants across general government and schools.
- Either one of the public bodies, School Board or Board of Supervisors, can object to the actions of the Joint Administrative Services Board.
- If the County provides a higher percentage of the family premium, it would be compensating employees with families quite a bit more than employees without families.
- Applicants may gravitate toward the locality that pays the highest percentage of family coverage.

Chuck Bishop comments:

- Chuck Bishop was considering changing the KA250 to KA1000.
- Several School Board members supported removing the TLC High Deductible.
- School participants by plan:
 - TLC High Deductible: 27
 - KA250: 53 [46 full time; 7 part time]
 - KA500: 181
- Assumed in presentation material presented to the School Board that the contribution by the School system would be the same, with real savings to the employees. Employee single subscriber premium would be approximately \$25 per month.
- Highest participation is by single subscribers.
- He cannot vote for a change at this time since the School Board directed him to conduct survey instruments with employees.

- The Schools reviewed Frederick County's rates:
 - Individual subscriber plan is very close, with the employee paying a higher percentage as a single subscriber.
 - Difference is in the family plan. Frederick pays about \$200 more toward the premium than Clarke.

Chris Boies comments:

- Two recent applicants turned down positions with Clarke because of the high insurance premium. Chuck Bishop indicated that the Schools have had the same issues.
- Believes too far along this year; but, once all have adopted the budgets, he will seek rate sheets from surrounding localities for a quick comparison.
- This is something to study over the next year.

Chip Schutte comments:

- If changes were made, it would not solve the problem for new hires.
- Schools are also running into competitive head winds in the employment marketplace.

By consensus, the Board opted not to make any changes to the insurance plan.

Health insurance rates for FY2021:

Highlights of discussion include:

- FY2021 product enhancements:
 - \$0 copay on LiveHealth Online visits (except HDHP plan)
 - Unlimited age on Autism benefits
 - Intensive in-home coverage
 - Sydney App was rolled out in Sept 2019
- Chris Boies asked how insurance premiums coincided with employee raises.
 - Tom Judge responded that they are not looked at as a whole and are independent on different time lines.
 - With health insurance, there is not a lot of room. It is very disruptive when the County makes changes to the health insurance.
 - Chip Schutte opined that it could be looked as an alternative.
 - Chuck Bishop put forth that in the past he has looked at the net effect of on an employee's pay check of a raise with an increase in health insurance.
 - Chris Boies asked if the County had ever considered increasing the employer contribution to the health insurance to lower the employee rate. Tom Judge responded that the County has not considered this option.

- Tom Judge added that insurance is the constant, and the raise is the variable. Over a long period of time, the total compensation shifts more to health insurance than salary.
- Chuck Bishop remarked that the Schools' see health insurance as a cost of doing business.
- Tom Judge, in response to a question from Chuck Bishop, responded that The Local Choice requires a minimum level of contribution from the employer; and, Clarke County has tried to remain coverage neutral regardless of the plan or coverage options.
- David Weiss opined that Clarke's system had been in place for a long time.
- Chris Boies put forward that he was curious and needed to do more research.
- Chuck Bishop added that the Schools have 66% of employee participate in the insurance plan, leaving 34% asking what they get.

Chuck Bishop, seconded by Chip Schuttee, moved to adopt the rate sheet for FY2021 as presented. The motion carried by the following vote:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Absent
Chip Schutte	- Aye
David Weiss	- Aye

FY 21 Monthly Health Benefit Rates			Effective 5/16/2020		FY 21	
Source: Joint Administrative Services						
A. Plan Rates	Cost	Employer	Employee	Employer FY 21 Share*	Employer FY 20 Share*	Employer Annual
	Rounding difference \$/ths year to year in KA250					
KA 250 Plan Option						
<u>Regular Full Time</u>						
Single	810.00	663.38	146.62	82%	82%	7,961
Dual	1,499.00	724.00	775.00	48%	48%	8,688
Family	2,187.00	1,056.33	1,130.67	48%	48%	12,676
<u>Transportation, Food Service & Other</u>						
Single	810.00	559.74	250.26	69%	69%	6,717
Dual	1,499.00	810.90	688.10	41%	41%	7,331
Family	2,187.00	891.31	1,295.69	41%	41%	10,696
KA 500 Plan Option						
<u>Regular Full Time</u>						
Single	722.00	663.38	58.62	92%	92%	7,961
Dual	1,336.00	724.00	612.00	54%	54%	8,688
Family	1,949.00	1,056.33	892.67	54%	54%	12,676
<u>Transportation, Food Service & Other</u>						
Single	722.00	559.74	162.26	78%	78%	6,717
Dual	1,336.00	810.90	725.10	46%	46%	7,331
Family	1,949.00	891.31	1,057.69	46%	46%	10,696
TLC High Deductible						
<u>Regular Full Time</u>						
Single	592.00	592.00	.00	100%	100%	7,104
Dual	1,095.00	872.99	422.01	61%	61%	8,076
Family	1,598.00	980.74	617.26	61%	61%	11,769
<u>Transportation, Food Service & Other</u>						
Single	592.00	499.52	92.48	84%	84%	5,894
Dual	1,095.00	567.85	527.15	52%	52%	6,814
Family	1,598.00	627.53	770.47	52%	52%	9,030
B. Account Contributions						
<u>Regular Full Time</u>						
TLC Health Savings Account Contribution (single)		71.38				657
TLC Health Savings Account Contribution (dual)		51.02				612
TLC Health Savings Account Contribution (family)		75.69				907
<u>Transportation, Food Service & Other</u>						
TLC Health Savings Account Contribution (single)		60.23				723
TLC Health Savings Account Contribution (dual)		43.05				517
TLC Health Savings Account Contribution (family)		63.78				765
C. Total Employer Cost Per Group Health Member						
<u>Regular Full Time</u>						
Single Health		663.38				
Dual Health		724.00				
Family Health		1,056.33				
<u>TLC High Deductible Single Health & "HSA"</u>						
		663.38				
<u>TLC High Deductible Dual Health & "HSA"</u>						
		724.00				
<u>TLC High Deductible Family Health & "HSA"</u>						
		1,056.33				
<u>Transportation & Food Service</u>						
Single Health		559.74				
Dual Health		810.90				
Family Health		891.31				
<u>TLC Single Health & "HSA"</u>						
		559.74				
<u>TLC Dual Health & "HSA"</u>						
		810.90			Overall Change	
<u>TLC Family Health & "HSA"</u>						
		891.31			0.00%	

Note: Where two employees are married, and they together opt for either a dual or family option, the employer will pay two times the single employer contribution for the plan option selected.

METHOD:
 Force TLC High Deductible employee single contribution to zero.
 Force 500 rates to percentage contributions from prior year.
 Force 250 employer contribution to same as 500 contribution.
 Force "HSA" contribution so total employer equal across plans.

5. Purchasing Card Limits

Highlights of review include:

- Doing pilot program with purchasing cards at no cost.
- Bank / credit card company is recommending increasing the overall community credit limit from \$107,500 to \$400,000.
- System has three levels of control: transaction, card, and system-wide limit.
- If keep the same card limits, the County would, effectively, cap at \$107,000.
- The card company claims that if the County gets the larger limit it will not have to reapply for an account.
- Rebates are given but the card company gets a fee from the vendor.
- Not in the County's best interest to do much more on the credit cards than it currently does.
- Tom Judge stated that he was not recommending increasing to \$400,000 and could lower the amount.
- Chuck Bishop stated that he was not interested in raising the credit limit any higher.
- Chip Schutte commented that he must plead ignorance on needs; however, the \$400,000 limit seemed to be far more than the county needed.
- Tom Judge asked the Board for its thoughts on setting a \$200,000 limit.
 - Chris Boies stated that \$200,000 was the amount he would suggest noting emergency operations.
 - Tom Judge added that he is hoping to add Social Services to the purchasing card program.
 - Chris Boies reiterated that the \$200,000 would not be designated to one card or one user, and card limits would remain the same. Tom Judge affirmed that card limits would remain unchanged.
 - Tom Judge noted that card limits could be changed on the fly, whereas the overall credit limit requires application.
 - David Weiss expressed support for the \$200,000 limit.

Chip Schutte, seconded by Chuck Bishop, moved to set the overall County limit for the purchasing card program to \$200,000; and further, to stipulate that the limit set forth in this document the Board was approving as well.

DRAFT for Approval March 23, 2020

BB&T Credit Cards

Account Number	Name	Department	Phone Number	Status	Credit Limit
404601*****4446	GENERAL ACCT 1	School Administration	5409556102	Open	\$ 10,000.00
404601*****7089	CCHS GENERAL ACCOUNT	Clarke County High School	5409556130	Open	\$ 5,000.00
404601*****7283	GENERAL ACCT 2	School Administration	5409556102	Open	\$ 10,000.00
				Schools Total	\$ 25,000.00
404601*****7938	JOEY BRAITHWAITE	Maintenance	5409555118	Open	\$ 5,000.00
404601*****6715	CLARKE CTY PLANNING DEPT	Planning	5409555132	Open	\$ 1,500.00
404601*****5859	JOINT SERVICES	Joint Administrative Services	5409555148	Open	\$ 50,000.00
404601*****9058	TRAVIS SUMPTION	Sheriff	5409555152	Open	\$ 2,500.00
404601*****6991	GENERAL ACCT 2	Sheriff	5409555152	Open	\$ 2,000.00
404601*****6723	LISA COOKE	Parks and Recreation	5409555147	Open	\$ 1,500.00
404601*****2287	GENERAL ACCT 4	Sheriff	5409555152	Open	\$ 1,000.00
404601*****9999	GENERAL ACCOUNT 1	Sheriff	5409555152	Open	\$ 1,000.00
404601*****6632	GENERAL ACCT 3	Sheriff	5409555152	Open	\$ 1,000.00
404601*****5173	ANTHONY ROPER	Sheriff	5409555152	Open	\$ 4,000.00
404601*****9096	BRIAN LICHTY	EMS	5409555113	Open	\$ 4,000.00
404601*****8428	BARBARA B. BOSSERMAN	Registrar	5409556373	Open	\$ 1,500.00
404601*****0375	CHRIS BOIES	County Administration	5409555186	Open	\$ 7,500.00
				Government Total	\$ 82,500.00
				Schools and Government Total	\$ 107,500.00

Bank of Clarke Credit Cards

Account Number	Name	Department	Phone Number	Status	Credit Limit
****3205	CC Dept of Soc Svcs	Social Services	5409553700	Open	\$ 8,000.00
****7539	CC Dept of Soc Svcs	Social Services	5409553700	Open	\$ 8,000.00
				Social Services Total	\$ 16,000.00

The motion carried by the following vote:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Absent
Chip Schutte	- Aye
David Weiss	- Aye

6. Closed Session Pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board

At 10:30 am, Chip Schutte, seconded by Chuck Bishop, moved that the Joint Administrative Services Board enter Closed Session pursuant to §2.2-3711-A1 for the purpose of discussing personnel matters related to performance. The motion carried by the following vote:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Absent
Chip Schutte	- Aye
David Weiss	- Aye

At 10:55 am, the members of the Joint Administrative Services Board, being assembled within the designated meeting place, with open doors, and in the presence of members of

the public and/or the media desiring to attend, Chip Schutte, seconded by Chris Boies, moved to reconvene in open session. The motion carried as follows:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Absent
Chip Schutte	- Aye
David Weiss	- Aye

Chip Schutte, seconded by Chris Boies, further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Joint Administrative Services Board has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Joint Administrative Services Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Joint Administrative Services Board hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Joint Administrative Services Board. The motion was approved by the following roll-call vote:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Absent
Chip Schutte	- Aye
David Weiss	- Aye

Following Closed Session, Chuck Bishop, seconded by Chip Schutte, moved to accept the resignation of Tom Judge as Director of JAS effective June 30, 2020. The motion carried by the following vote:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Absent
Chip Schutte	- Aye
David Weiss	- Aye

Chuck Bishop, second by Chip Schutte, moved to appoint Brenda Bennett as the Director of Joint Administrative Services effective July 1, 2020. The motion carried by the following vote:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Absent
Chip Schutte	- Aye
David Weiss	- Aye

David Weiss noted that the vote by the Joint Administrative Services Board would allow for a smooth transition as Brenda would be able to shadow Tom until his departure in June. He thanked Tom for a long career and for his dedicated service to Clarke County, and he wished him well in his future endeavors.

7. Next Meeting

March 23, 2020

8. Adjournment

At 11:00 am, David Weiss adjourned the meeting.

Minutes Recorded and Transcribed by Lora B. Walburn with Chris Boies