

Joint Administrative Services Board  
April 27, 2020 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, April 27, 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, Sharon Keeler, David Weiss

Members Absent: Chip Schutte

Staff Present: Brenda Bennett, Tom Judge (via phone)

Others Present: None

1. Call to Order - Determination of Quorum

At 10:00 am, David Weiss called the meeting to order.

2. Determination of Quorum

David Weiss determined that a quorum was present.

3. Approval of Minutes

**Chuck Bishop, seconded by Sharon Keeler, moved to approve the minutes for February 24, 2020, as presented. The motion carried by the following vote:**

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

4. Update on Effectiveness of JAS Working from Home.

Tom Judge highlights include:

- IT set Joint Administrative Services employees up with laptops so all can work from home and access phones, directories, and Munis.
- Been able to work adequately from home but it does make things awkward.
- The big issue will be childcare when everyone starts to return to the way things were, until childcare facilities reopen.
- When employees come into the office, they are maintaining two or less employees per office.

Brenda Bennett highlights include:

- Working from home makes it harder to separate work and home life.
- Mary Meredith has still been able to attend the Clarke County Sanitary Authority meetings.
- Mary Meredith has still been working on the official payments for the utility bills.
- Mike Legge has expressed that purchasing has slowed down because the schools are closed.
- Mike Legge also expressed that since the schools are closed, maintenance and other projects have been able to start.
- Mike Legge and Emily Johnson are still moving forward with the purchase cards.
- Everyone is still working through things but it may not be quite as efficient.
- Thanked Gordon Russell for all of the hard work to allow employees to work from home.

## 5. Discussion and Coordination of matters pertaining to Government and Schools.

Tom Judge highlights include:

- Salary increase as contingent budget item.
  - Original budget withdrew 5% salary increase from School Operating Budget, then it placed in a contingency in the General Fund an amount equivalent to 2% salary increase across the board for all.
  - The release of the 2% will depend on the General Fund Revenues.
  - Opining that it will probably be mid-January to early February before revenue is known. Adding that there may be intermittent economic reports that could give us confidence to releasing those funds prior to an actual review of revenue.

- Early February would give the most confidence in whether those funds could be released.
- Audit
  - The auditor will be here or attending remotely the second week of May, not sure at this point if they will want access to the facilities or if we can forward data to them.
  - It is possible that they will want to visit different locations.
- Open Enrollment for Health Insurance
  - Health Insurance enrollment for the coming year.
  - Done through Employee Self Service (ESS).
  - No change in the health insurance rates so do not expect many changes.
- Open Enrollment for Flex Benefits
  - For childcare and medical.
  - Received an agreement by a third party administrator that we could stop making the payroll deduction for childcare because there is not an expense at this time.
  - All employees who participate in the flex benefit for childcare were notified and given the option to continue to deduct or not deduct the benefit from their checks.
  - For flexible medical still doing payroll deductions, issue there is with the current situation elected surgeries, test, and non-emergent appointments are being postponed; therefore, employees are not spending what they anticipated they would spend.
  - Been looking into the problem of the deductions being in a lose it or use it mode. Could go to the perpetual carryover of balances just for this scenario.
  - Option for carryover would be to carryover all amounts for a year then in June 2021 go back to the 90-day period runout. For just this year do a one-year runout instead of the 90-day runout.

By consensus the Board agreed to allow Joint Administrative Services to take appropriate actions to handle the medical flex benefit plan for carryover balances and the communication to employees.

- Munis Upgrade
  - At this point we are a couple of upgrades behind.

- Gordon Russell has been working with Tyler Technologies to get the latest upgrade but with COVID-19 there has been a decrease in support personnel so delays have occurred.
- Unemployment
  - Thus far, we have received 27 claims.
  - Expecting many more in the coming month.
  - Total claimed, not finalized, amount is \$38,000 with a budget of \$10,000.
  - All of the claims have to go through the process and some may not qualify and be awarded.
  - With the changes in unemployment many people are filling a claim to see if they qualify since the payout is increased by \$600 a week.
  - Need to take a closer look at the unemployment fund because these claims from both county and schools should be compensable from the same unemployment fund.
  - Brenda Bennett stated that she has been researching the regulations and qualifications.
  - Tom Judge added that it may be beneficial to train the Government Agency Personnel Administrators so that they can answer these claims and move through the process.
- Summer Programs
  - Tom asked what the plan was for summer programs and summer school.
  - Chuck Bishop stated that the schools are planning for Summer school to begin in July as long as the now stated June 10 order still stands and does not get extended. Adding that it also depends on what Virginia phases look like to reopen.
  - Chris Boies stated that county was waiting on guidance from the Governor's office. Plan for the pool to be open and Parks and Recreation is looking at options, for example having classes outdoors. Chris Boies added that the offices at the Government Center have never closed so the big question would be of when the offices will reopen to the Public.

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

**At 10:37 am, Chuck Bishop, seconded by Sharon Keeler, 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 - Aye  
Chip Schutte - Absent  
David Weiss - Aye

**At 11:00 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, Chuck Bishop, seconded by Chris Boies, moved to reconvene in open session. The motion carried as follows:**

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

**Chuck Bishop, 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 - Aye  
Chip Schutte - Absent  
David Weiss - Aye

No action was taken following Closed Session.

**7. Next Meeting**

May 18, 2020

**8. Adjournment**

At 11:02 am, David Weiss adjourned the meeting.

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Minutes Recorded by Chris Boies and Transcribed by Brianna R. Taylor