

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

**AGENDA**

Joint Administrative Services Board  
Monday August 24, 2020 10:00 a.m.  
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Approval of Minutes. (June 15, 2020 Attached).**
4. **Tom Judge leave payout.**
5. **Update on JAS staff.** New Accounts Payable Specialist.
6. **CARES Act Funding update.**
7. **Next Meeting:** September 28, 2020.

Joint Administrative Services Board  
June 15, 2020 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, June 15, 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, Chip Schutte, David Weiss

Members Absent: None

Staff Present: Brenda Bennett, Tiffany Kemp, Brianna Taylor

Others Present: None

1. Call to Order - Determination of Quorum

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

2. Determination of Quorum

David Weiss determined that a quorum was present.

3. Approval of Minutes

**Chip Schutte, seconded by Chuck Bishop, moved to approve the minutes for April 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

4. Update on JAS Staff.

Brenda Bennett highlights include:

- All staff back in the office.

David Weiss asked if the financial impact of Tom Judge's leave payout was available.

Chuck Bishop stated that Sally Sheckles is waiting on the School Board meeting scheduled for tonight; there is a proposal on a change on leave, since Joint Administrative Services follows the School's policies waiting for that decision to move forward. The proposal will allow forty hours over the normal carryover cap to be carried forward that has to be used by December 31, 2020.

Chris Boies stated that since his last day is June 30, 2020, how the carryover would affect him since he will not be able to use it during the time.

David Weiss expressed that he would like the financial impact report, as soon as it is ready.

Sharon Keeler entered the meeting at 10:05am.

5. Flexible Spending Account changes.

Brenda Bennett highlights include:

- At the last meeting discussed that for the Flex Medical Benefit, requested to the third party, the carryover of \$550 for a year.
- Since then we were notified that we could request a six-month extension on the benefit.
- Employees full balance will remain in the account until December 31, 2020 then on January 1, 2021 any amount over \$550 will be forfeited, and the \$550 carryover will be in effect until June 30, 2021.

By consensus, the Board agreed to request the six-month extension ending December 31, 2020, then at that point carryover the \$550 until June 30, 2021.

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

**At 10:09 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	- Aye

Chip Schutte - Aye  
David Weiss - Aye

**At 10:23 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, Chris Boies, seconded by Chip Schutte, moved to reconvene in open session. The motion carried as follows:**

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

No action was taken following Closed Session.

7. Next Meeting

July 27, 2020

8. Adjournment

At 10:28 am, David Weiss adjourned the meeting.

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Minutes Recorded and Transcribed by Brianna R. Taylor