

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

At a regular meeting of the Joint Administrative Services Board held on Monday, August 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, Sharon Keeler

Members Absent: Chip Schutte, David Weiss

Staff Present: Brenda Bennett, Brianna Taylor

Others Present: None

1. Call to Order - Determination of Quorum

At 10:04 am, Sharon Keeler called the meeting to order.

2. Determination of Quorum

Sharon Keeler determined that a quorum was present.

3. Approval of Minutes

Chris Boies, seconded by Chuck Bishop, moved to approve the minutes for June 15, 2020, as presented. The motion carried by the following vote:

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

4. Tom Judge leave payout

Chuck Bishop, seconded by Chris Boies, moved to approve the payout as presented. The motion carried by the following vote:

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

5. Update on JAS staff

Brenda Bennett highlights include:

- Dayle Cooley began work on Monday, August 17, 2020, as the Accounts Payable Specialist.
- Carol Edwards, part-time payroll person, has been in all summer.
- Sharon Keeler asked whom her office should contact given that Brenda Bennett, Emily Johnson, and Dayle Cooley are all in new roles. Brenda Bennett replied that people should contact the position that handles the particular task in question, so accounts payable requests should now go to Dayle Cooley and not Emily Johnson. This will assist in the training process.

6. CARES Act Funding update

Brenda Bennett highlights include:

- Since June 30, 2020, actual expenditures by fund.

8/21/2020
Covid-19 Expenses from 6/30/2020 through 08/15/2020

Central Store

Fund 100	\$ 1,990
Fund 107	\$ 108
Fund 201	\$ 273
Fund 205	\$ 5,956
	<u>\$ 8,327</u>

Accounts Payable Expenses

Fund 100	\$ 3,032
Fund 205	\$ 10,452
Fund 302	\$ 14,550
	<u>\$ 28,035</u>

Town of Berryville

\$ 6,032

from 5/15/2020 through 8/04/2020

TOTAL

\$ 42,394

TOTALS BY FUND

Fund 100	\$ 5,023
Fund 107	\$ 108
Fund 201	\$ 273
Fund 205	\$ 16,408
Fund 302	\$ 14,550
	<u>\$ 36,362</u>

- Will go to both the Finance Committee and Board of Supervisors for approval in the near future.
- Most of the expenditures are PPE.

7. Next Meeting

September 28, 2020

8. Adjournment

At 10:14 am, Sharon Keeler adjourned the meeting.

Minutes Recorded and Transcribed by Brianna R. Taylor