

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

**AGENDA**

Joint Administrative Services Board  
Monday November 16, 2020 9:30 a.m.  
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Approval of Minutes. (October 19, 2020 Attached).**
4. **Review and Discussion of Insurance Proposals**
5. **Next Meeting:** November 23, 2020.

Joint Administrative Services Board  
October 19, 2020 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, October 19, 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, Brianna Taylor

**Others Present:** None

**1. Call to Order - Determination of Quorum**

At 10:02 am, Chair Weiss called the meeting to order.

**2. Determination of Quorum**

Chair Weiss determined that a quorum was present.

**3. Approval of Minutes**

**Chuck Bishop, seconded by Chris Boies, moved to approve the minutes for September 28, 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. Health Insurance Request for Proposal (RFP) update and proposed timeline.**

Brenda Bennett highlights include:

- Still appears that Anthem, Local Choice & Valley Health are at an impasse, and does not appear that will change.
- Briefing at 1:00 pm today, we do not expect changes.

- Letter of Termination was sent on October 2, 2020, and has been received by Anthem.
- The letter stipulated a termination date of December 31, 2020.
- Since then, at the advice of Ed White with McGriff, all the data was asked for and sent as a part of the RFP.
- The RFP was posted on Monday, October 12, 2020; the deadline for prospective carriers to respond is October 30, 2020.
- The coverage period requested was January 1, 2021, to June 31, 2021, then the following fiscal year; in total, an 18 month coverage period of January 1, 2021, thru June 30, 2022.
- Regulations require us to interview at least two (2) prospective vendors. In the essence of time, we are trying to set up an interview schedule and requested explicitly November 5, 2020, to decide where we go from there and start vetting the plans and rates.
- Ed White at McGriff expects all to include pricing on plans.
- Because of the fast track, we are trying to move along with staff interviewing and vetting; staff suggests that Chris Boies, Chuck Bishop, and Brenda Bennett handle the process.

By consensus, all agreed that the interviews would be completed by County Administrator Chris Boies, School Superintendent Chuck Bishop, and Director of Finance, Brenda Bennett.

- David Weiss questioned if there is a chance that if we get the information back and it is worse than Anthem, what we would do. Chris Boies responded we have the option until November 30, 2020, to stay with Anthem. Chuck Bishop put forth the idea of looking at the percentages we pay for the employees and adjust those should we decide to stay with Anthem.
- David Weiss inquired if Anthem and Valley Health do not come to an agreement, would Anthem be in a position to offer us a different rate package? Chuck Bishop answer back they could potentially provide a different rate structure outside of Local Choice.
- Chuck Bishop asked if Ed White is going to help us through the RFP responses since he has that knowledge; Brenda Bennett said she had already asked, and he would be willing to assist. Brenda Bennett asked if all were okay if he was in the interview process.
- David Weiss asked Brenda Bennett what Ed White's role was, and she responded he is an "unofficial advisor" who is not compensated by us, but by the insurance carriers.
- The overall goal is trying to get something comparable to what we've already got in regard to plans and rates.

- Third-party benefit administrators would facilitate the data upload between the new insurance carrier and Munis. Local Choice did not offer that service, but most others do—the cost for that data entry absorbed by the insurance carrier. Benefit First is having a demo to see what the process is. Brenda Bennett's understanding is they help facilitate to get the data from the new insurance company then input it in Munis. When the time came, each employee would log in and choose all of the options and plans all electronically. That means we would need to train the employees to teach employees how to do this. Ed White would be a part of the step by step process. Brenda Bennett is wary of the time this will all take. We could continue to use paper for sign up, but that would slow the entire process down, and we may not meet the deadline.
- Chuck Bishop opined if the insurance company absorbs the cost, it would be a good idea to utilize that perk. He did not feel there was time not to use this service.
- Brenda Bennett likes the idea of the third party administrator but wants to know more, hence the demo.
- Brenda Bennett feels it may be necessary to start looking at the calendar for employee meetings to get a head start on this process.
- Chris Boies asked if we need a special Joint Administrative Services meeting in November. The next scheduled meeting is November 23, which may be too late.

By consensus, the Joint Administrative Services Board scheduled the next meeting for November 9, 2020, at 10:00 am.

- Employee meetings will depend on which carrier we choose to go with.
- Will get more information for the timeframe for a third-party to upload all data. This has to be in Munis and done by December 15, 2020.
- Chuck Bishop suggested during interviews to ask for anticipated timelines, then move from there.
- Chris Boies stated a good question for the vendors would be, "how are you going to help us educate our employees about what your programs offer."
- Brenda Bennett stated that Ed White expressed that insurance companies do this all the time, so they have the process in place.
- David Weiss inquired if the choices through Local Choice were public knowledge? Chris Boies and Chuck Bishop both confirmed, yes, all the information is on the websites.
- Brenda Bennett stated that Anthem Local Choice does not provide pharmacy data, which other carriers do not like. She is not sure if that will hurt us.
- David Weiss provided a recap, conduct interviews on the afternoon of November 5, 2020, bring recommendations to the Joint Administrative Services board on November 9, 2020, at 10:00 am for a decision to be made. Chris Boies stressed

that November 9<sup>th</sup> would be the last chance to take back the cancellation letter to Anthem.

- David Weiss and Chris Boies will update the Board of Supervisors, and Chuck Bishop will update the School Board; either of those boards has the authority to overrule Joint Administrative Services Board’s decision and bring the discussion back to the table.
- Chuck Bishop suggested the next time we speak with Ed White, have him familiarize himself with the plan we offer now, and then have more insight on what plans are similar or comparable to what we have in place already.
- David Weiss asked if there are weaknesses in the current plan we need to address in this process? Chuck Bishop stated the one discussed the last couple of years was the 250 Plan and whether we want to continue to offer that. The number of people utilizing that plan has dwindled because of the cost.
- David Weiss stated this is the time to correct anything that needs to be repaired. Chuck Bishop replied that once we get rate packages, there could be savings for both the County and the employee.
- Brenda Bennet clarified that Local Choice only provides so many options, so with new plans, we may change our available options. It would be nice if it were similar to what we have, but we will see once those options come in.
- David Weiss stated if we need to have a special meeting to please let us know.
- Chris Boies stated Sally Sheckels, Payroll Benefits Coordinator, sent an email this morning saying Anthem will be sending out a letter to all of our employees to provide an update.

## 5. Next Meeting

Special Meeting: November 9, 2020

Regular Meeting: November 23, 2020

## 6. Adjournment

At 10:32 am, Chair Weiss adjourned the meeting.

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Minutes Recorded and Transcribed by Brianna R. Taylor & Tiffany R. Kemp