

**AGENDA**

Joint Administrative Services Board  
Monday January 25, 2021 10:00 a.m.  
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Selection of Chairperson**  
**Selection of Vice-Chairperson**

Establishment of meeting calendar. Please consider the following:

Date	Time	Location	Topic(s)
02/22/21	10:00:00 PM	JGC	Budget, Health Insurance
03/22/21	10:00:00 PM	JGC	Health Insurance
04/26/21	10:00:00 PM	JGC	<i>If needed</i>
05/24/21	10:00:00 PM	JGC	Audit Contract
06/28/21	10:00:00 PM	JGC	<i>If needed</i>
07/26/21	10:00:00 PM	JGC	<i>If needed</i>
08/23/21	10:00:00 PM	JGC	<i>If needed</i>
09/27/21	10:00:00 PM	JGC	Budget Process
10/25/21	10:00:00 PM	JGC	<i>If needed</i>
11/22/21	10:00:00 PM	JGC	<i>If needed</i>
12/20/21	10:00:00 PM	JGC	<i>If needed</i>
01/24/22	10:00:00 PM	JGC	Organization, Budget

4. **Approval of Minutes - (December 21, 2020 Attached).**
5. **Part-time personnel** - Discussion regarding the addition of part-time personnel to help specifically with the FY22 budget process.
6. **Policy and procedure items related to employee health insurance coverage** - Discuss current health insurance coverage policies/procedures and additional items related to employee coverage.
7. **RFP for Health Insurance coverage** – Consideration of issuing an RFP for FY22.
8. **Next Meeting:** February 22, 2021.

Joint Administrative Services Board  
December 21, 2020 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, December 21, 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: Mickey Powell, Winchester Star

1. Call to Order - Determination of Quorum

At 10:06 am, David Weiss called the meeting to order.

2. Determination of Quorum

David Weiss determined that a quorum was present.

3. Approval of Minutes

**Chris Boies, seconded by Chuck Bishop, moved to approve the minutes for November 16, 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. Review and Discussion of Insurance Consultant Proposal

Brenda Bennett highlights include:

- Joint Administrative Services received a proposal from Innovative Insurance Group.
- Sam Irby sent a proposal to continue services for the next six (6) months, from January 1, 2021, to June 30, 2021.
- The proposal outlines the following services:
  - o Customer Service Assurance
  - o Compliance and Health Care Reform Guidance
    - Have an Employee Benefits Attorney on retainer.

- An Employee Communications Web Portal
  - Claims Experience/Quarterly Reporting
    - Will assist with claims for both the employee and employer.
    - Analyze data and report quarterly and handle preliminary renewal projections based on the claims analysis.
  - An Employee Communication Web Portal (EASE)
    - Allows employees to enroll and make changes, which then the information is pushed out to the third-party administrator, Benefit Plan Administrators, and Guardian.
    - It is a single-point that distributes the information to all of the insurance providers in the contract.
    - Portal also allows them to administer any COBRA related issues and annual 1095 processing.
    - Regularly reconcile the information to make sure everything matches.
  - Renewal and Marketing
    - Review and analyze renewal reports.
    - Look at data to determine if a RFP will be needed as a part of the renewal.
    - If a RFP is needed, they will help with that process.
  - Open Enrollment Process
    - Have a team that will work with employees to assist with enrollment and to answer questions.
- Another service provided is a monthly payroll audit against enrollment, which takes Sally Sheckels, Payroll & Benefits Coordinator, four (4) to six (6) hours a month to complete now.
  - Without the EASE portal, Sally Sheckels would have to process and reconcile for both Benefit Plan Administrators and Guardian since there are two separate carriers.
  - The proposal's price is \$20,000 for the period of January 1, 2021, to June 30, 2021.

Chris Boies explained that Mike Legge had determined that he was comfortable extending this through June 30, 2021, but no further without a new RFP based on the RFP we used previously.

Chris Boies stated that if we find value services, they will need to be procured again in May or early June. Added that he believes the service is valuable right now, not only as we transition but also as we develop plans in the contract with Benefit Plan Administrators for next year because it will be difficult for us to do that all on our own since we have not changed carriers or plans in 20 years. Having their expertise will also be helpful because Sally Sheckels with the workload and keeping up with compliance would leave us liable if we work her to the point where she could miss something.

Chris Boies reiterated that he believes the next six months is needed primarily because of the transition; he questioned if we sign up to use the EASE Portal, get all employees in it, then we end up deciding not to go beyond the six (6) months or we change vendors because of the RFP process. Added that the EASE Portal looks like it will be a useful tool for both the employee and employer, but at the same time, we may only be utilizing it for six (6) months.

Chuck Bishop stated that the RFP process would have to be issued in two (2) to three (3) months to have more time than we had this time.

Chuck Bishop agreed with Chris Boies that at this time, during the transition, the service will be worthwhile. Innovative Insurance Group provides a customer service benefit, so if employees have questions, they can call them instead of calling Benefit Plan Administrators.

Chuck Bishop explained that the other piece of this is that, over the last few years, Tom Judge advocated that another Joint Administrative Services employee would be useful to deal with the benefits. He added that it would be impossible to hire someone for \$20,000. Chris Boies explained that in surrounding localities, they have one (1) or two (2) employees for benefits, it is something that Clarke County lacks, but because of the cost, we have not hired that position. This group will bring more expertise than one person could to that position.

David Weiss asked why Benefit Plan Administrators does not provide this service. Brenda Bennett explained that they could give some similar services, but it will be at an additional charge not included in the quote. Further, Sally Sheckels could go in and make changes for the employees if the EASE Portal is not used, but she would have to do that both through the Benefit Plan Administrators and Guardian; because they are two (2) separate carriers.

Brenda Bennett expressed that she will research if the EASE Portal can be used with other insurance providers.

Chris Boies explained that Innovative Insurance Group is an added customer service, Benefit Plan Administrators may have similar services. However, the Joint Administrative Services Board's most beneficial part is that Innovative Insurance Group will work for us to critic Benefit Plan Administrators performance, data, and other information. Emphasized that Innovative Insurance Group would be our advocates, for example, as we develop new plans in the Spring to do open enrollment, they will be our advisor to ensure that Benefit Plan Administrators is giving the best deal possible.

Chris Boies and Chuck Bishop agreed that this service's value proposition might look different after the next six (6) months and will need to be discussed, but for the next

six (6) months, it will be critical to have. Chris Boies added that there should be savings with the new provider to cover these expenses.

Chuck Bishop expressed that with the EASE Portal, there are pluses and minuses. If it eases the transition, then we should go ahead enter the employee information in there, and then if we choose not to continue with the Innovative Insurance Group in the future, we will have to train employees on the Benefit Plan Administrators link to change/update their information.

Sharon Keeler expressed that it is critical to use the services for the next six (6) months.

**Chuck Bishop, seconded by Sharon Keeler, moved to approve a contract with Innovative Insurance Group for the period of January 1, 2021, to June 30, 2021, at \$20,000. The motion carried by the following vote:**

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

David Weiss thanked Brenda Bennett, Chris Boies, and Chuck Bishop for working on this and bringing all of the information to the Joint Administrative Services Board to help work through all of the problems.

Chris Boies and David Weiss thanked Brenda Bennett and the Joint Administrative Services staff for all of their hard work; not only have they been handling the insurance work but also at the same time managing the CARES Act funding data and reporting. It has been a challenging year to start as the Director of Finance, but Brenda Bennett is doing a tremendous job. Believe we have made significant decisions with the CARES Act funding and with Benefit Plan Administrators, it should save us considerable money moving forward for the County, School, and the employee. Chuck Bishop added that Joint Administrative Services staff also handled the one-time pay for employees; he thanked the Board of Supervisors for approving the one-time payment.

## 5. Next Meeting

January 25, 2020

## 6. Adjournment

At 10:27 am, David Weiss adjourned the meeting.

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Minutes Recorded and Transcribed by Brianna R. Taylor