

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

AGENDA

Joint Administrative Services Board
Monday February 22, 2021 10:00 a.m.
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Approval of Minutes. (January 25, 2021 Attached).**
4. **FY20 Audit Update.**
5. **Next Year Audit preparation.**
6. **FY22 Budget Process update.**
7. **Proposed FY22 JAS Budget Request (attached).**
8. **Health Insurance Update.**
9. **Next meeting:** March 22, 2021.

Joint Administrative Services Board
January 25, 2021 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, January 25, 2021, 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, Brianna Taylor

Others Present: None

1. Call to Order - Determination of Quorum

At 10:00 am, Brenda Bennett called the meeting to order.

2. Determination of Quorum

Brenda Bennett determined that a quorum was present.

3. Selection of Chairperson, Selection of Vice-Chairperson, Establishment of meeting calendar

Brenda Bennett opened the floor for nominations for Chair of Joint Administrative Services Board for 2021.

David Weiss, seconded by Chuck Bishop, moved to appoint Chip Schutte for Joint Administrative Services Board Chair for 2021. The motion carried by the following vote:

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

Chair Chip Schutte opened the floor for nominations for Vice-Chair of Joint Administrative Services Board for 2021.

Sharon Keeler, seconded by Chuck Bishop, moved to appoint David Weiss for Joint Administrative Services Board Vice-Chair for 2021. The motion carried by the following vote:

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

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

- Correction to the 2021 meeting calendar in the packet: change the time from PM to AM.

Chuck Bishop, seconded by Sharon Keeler, moved to adopt the 2021 meeting calendar as amended. The motion carried by the following vote:

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

4. Approval of Minutes

Sharon Keeler, seconded by Chris Boies, moved to approve the minutes for December 21, 2020, as presented. The motion carried by the following vote:

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

5. Part-time personnel

Brenda Bennett indicated that she has been working with Chuck Bishop and Chris Boies on the upcoming budget, adding that most of the departments in both the School and County have entered their budget into Munis. Further explained that in previous years, she had not been involved in the budget process/budget module in Munis; however, she feels like she is learning all of the information and have no reason to believe that I cannot complete those tasks. As far as Munis, there are some specific software processes that she does not have previous knowledge of; some of that I have been able to work through, but there is a piece that is very technical dealing with payroll and salary/benefits lines. The whole process is in Munis, and it is strictly pulled from payroll salary/benefits and into the budget module. She conveyed that she has spent a few days reading through the documentation, online webinars, and talking to Munis tech-support and is not getting the information that is needed because it is most likely specifically tailored to Clarke. She announced that she had reached out to Tom Judge, former Director of Finance; who has prior knowledge of this transition and asked the Board if hiring Tom Judge on an hourly basis for a certain amount of time is an option; in order to learn the process and at the same time prepare a manual for future years. She advised that this process is very important and needs to be done correctly with accuracy.

Chuck Bishop asked, and Brenda Bennett confirmed that Tom Judge would start as soon as possible, and the rate of pay would be the hourly rate when he retired.

Chuck Bishop stated that he agrees with Brenda Bennett; last year, when she accepted the Director of Finance position, shortly thereafter accepting everything halted, and people operated in their own areas just trying to get their work done. She started this year with CARES Act funding for both the County and the School and insurance. She has had at least three huge items to deal with; believes any support that can be given will be helpful. He explained that for the schools, this transition is 80% of the budget, so the transition from the current fiscal year to roll over to Munis for the upcoming fiscal year is very important. Conveyed that if it is not done correctly, it will mess up everything. He is in support of hiring Tom Judge with a limit to twenty (20) total hours.

Chair Chip Schutte explained that Tom Judge would be the most sufficient since he is the person who has completed this process for the past years.

Brenda Bennett explained that this is an annual process, so it is easy to forget the steps, so having a manual will help for years to come.

David Weiss agreed that it is reasonable with the caveat of creating the manual so that we do not have to do this again next year, adding that the maximum hours should be twenty (20) hours unless there is an emergency.

Chuck Bishop explained to Brenda Bennett that if the hours went over the twenty (20) hours, she would have to come back to this Board before going over those hours.

Chuck Bishop, seconded by Chris Boies, moved to approve the use of Tom Judge as part-time personnel, for budget development, not to exceed twenty (20) hours at an hourly rate determined by his previous salary. The motion carried by the following vote:

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

6. Policy and procedure items related to employee health insurance coverage

Brenda Bennett explained that Clarke County and the Schools have been with Anthem for many years, and there are certain practices that were allowed. Expressed that Benefit Plan Administrators do not follow those same practices; therefore, policies need to be written.

Brenda Bennett conveyed that the first problem dealt with retirees, explaining that the past Anthem plan allowed an early retiree to remain on the health insurance at the full cost until the age of 65. If the early retiree's spouse/dependent(s) were on the plan at the time of retirement the spouse/dependent(s) could remain on the health insurance until the retiree was 65, and also at the age of 65 they could continue in a plan called Key Advantage Plan 65 Plus; keeping them on an Anthem retiree plan; therefore, allowing their spouse/dependent(s) to also continue to have coverage.

Brenda Bennett explained that Benefit Plan Administrators do not have the retiree health insurance supplement.

Brenda Bennett further explained that currently, only two (2) personnel are affected by this change. Adding that Sam Irby, Innovative Insurance Group, has contacted both people and is working on plans to assist them in getting supplements for both the retiree and their spouse/dependent(s). She then conveyed that overall there are currently twelve (12) total retired employees on the health insurance policy, four (4) will be aging out before the end of this calendar year, and four (4) of them have a spouse/dependent(s).

Brenda Bennett expressed that without having the Key Advantage Plan 65 Plus supplement available, it needs to be addressed in policies for both the County and the Schools.

Chuck Bishop explained that even as a retiree when employees leave an employer, they qualify for COBRA; therefore, a retiree has eighteen (18) months available to research and make an arrangement outside of the plan. Further explained that there are many options on the open market; therefore, it feels like the eighteen (18) months allows personnel to arrange a plan.

Chuck Bishop expressed that the more significant issue as an employer is that our new teachers do not have health insurance until October 1 because of their start date, so they work for approximately six (6) weeks before their health insurance begins.

Brenda Bennett indicated that this is an issue, but the reason behind that is that those new teachers need to be paid their first paycheck, which occurs in September because before that, there is no premium paid, so their coverage cannot go into effect until October 1.

Chuck Bishop conveyed that he had this discussion with the former Director of Finance, Tom Judge, who stated that the one option was to change the pay period so it would end on July 31, instead of August 31. This change would make all current employees; for example, the ten (10) month teachers, would get two (2) paychecks in July (the July and August paycheck); then the new year paycheck would be in August; that option would put us on a schedule to line the health insurance up for the new teachers.

Brenda Bennett explained that it becomes an issue because we are under one, and it is hard to satisfy all of the differences between County and School employees.

David Weiss stated that the retirement issue had been discussed in the past, and at that time, there were not enough people that warranted a change; opining that moving forward, the County ought to develop a policy that is similar to the Schools. Adding that eighteen (18) months is enough for personnel to find alternatives.

David Weiss and Chuck Bishop further expressed that for the County and School; when the actuarial study is done, having those retiree and spouse/dependent(s) options to continue, it a calculated liability on that post-employment benefit.

Chair Chip Schutte stated that policy is necessary, adding that giving employees fair notice needs to occur.

Brenda Bennett confirmed that employees would be informed throughout the entire process on a change that will officially go into effect on July 1, 2021.

For clarification, Chris Boies explained that the County would develop a policy that would not allow the employee, spouse, and dependent(s) to stay on the health insurance after the retiree's age of 65, with the exemption of the eighteen (18) month timeframe.

David Weiss explained that currently, for the Schools, if you retire, the retiree can stay on the health insurance until the age of 65, then the policy is terminated.

Chris Boies clarified that if a firefighter retires at the age of 55, then the retiree can remain on the health insurance until they reach the age of 65, and then it would be terminated.

Chuck Bishop explained many policies on the marketplace that the aged out retiree could choose from within that eighteen (18) months. At the end of that timeframe, employees are around 67 years of age before terminating the policy because of COBRA.

Brenda Bennett explained that another change is that when a dependent turns 26 years old; currently, under Anthem, they would remain on the plan until the end of the calendar year; but, with Benefit Plan Administrators, they will be terminated from the plan at the end of the month that they turned 26.

Brenda Bennett stated that the third change was that when an employee is terminated at the end of the month, historically Payroll Coordinator, Sally Sheckels, processes payroll at the end of the month, so the premium for health insurance is already taken out of the paycheck for the following month. With Benefit Plan Administrators, it becomes a problem because when terminated, the coverage stops, but the next month's premium is already paid in those cases. The solution to this would be to process the leave payout the following month and add the previously extracted premium as a credit with that payment.

Chuck Bishop asked, and Brenda Bennett confirmed that Benefit Plan Administrators would credit the County those premiums when this does occur; then the County can credit those premiums to the employee the following month.

The Board agreed to have County and School staff work together to update the policies with all of these new updates.

Brenda Bennett explained to the Board there had been many questions from employees throughout the transition process, and all are being answered. Believes the County and the School need to send out a reminder email to all employees with the contact information and new material that should be available later this week from Innovative Insurance Group to help answer more questions.

Chuck Bishop asked, and Brenda Bennett confirmed that Benefit Plan Administrators is working with the two (2) pharmacies in Berryville; the issue was that both are under a cooperative called EPIC, so in order for them to sign on with Express Scripts, they have to go through the EPIC cooperative to make that change. It is being worked on, and hopes that it will be resolved soon.

7. RFP for Health Insurance coverage

Brenda Bennett explained that she had had a conversation with Sam Irby, Innovative Insurance Group, and was waiting for the County's decision. She conveyed that he expressed that an RFP may not be the right decision since the County just completed the RFP within the last six-months, so the options probably have not changed; he suggested negotiating rates with Benefit Plan Administrators.

Chris Boies and Chuck Bishop both agreed that negotiating the rates was what they wanted to happen. Adding that they hoped to have more options within Benefit Plan Administrators through the negotiation.

Chuck Bishop stated that a discussion with Sam Irby is needed to figure out the layers that employees will choose from because the information needs to be decided by March at the latest. After all, it has to be included in the budget process.

Chris Boies suggested that a subgroup, made up of Chuck Bishop, Brenda Bennett, and himself; be formed to have those discussions with Sam Irby and then brought back to this Joint Administrative Services Board for approval.

There was discussion about deductibles; David Weiss stated that the County pays a high percentage of the plans, so we need to look at all of the new insurance group's options.

Chris Boies stated that this year would be challenging concerning the budget because no one knows what employees will choose with the new plans.

Chuck Bishop expressed that the new plan option that he would like to have is the employee plus child(ren) because there is only the employee plus one option; that is more expensive because in most cases, the child is less than a plus one option.

The Board agreed to have Chuck Bishop, Brenda Bennett, and Chris Boies serve to handle the discussions with Sam Irby, Innovative Insurance Group, and figure out the Benefit Plan Administrator options and then bring those options back to the full Joint Administrative Services Board no later than the March meeting.

8. Next Meeting

February 22, 2021

9. Adjournment

At 10:42 am, Chip Schutte adjourned the meeting.

Minutes Recorded and Transcribed by Brianna R. Taylor

Joint Administrative Services Department FY22 Proposed Budget

ACCOUNTS FOR:

		2020	2021	2021	2021	2022	
		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROPOSED	COMMENT
1100	Salaries - Regular	443,432	445,041	445,293	224,889	371,589	
1200	Overtime	-	-	-	252	-	
1300	PT Salaries - Regular	4,580	8,500	8,500	4,167	8,500	
1660	Employee Bonuses	-	-	8,108	8,108	-	
2100	FICA	32,784	33,261	33,901	19,989	28,135	
2210	VRS 1&2	58,154	61,019	61,019	28,638	50,947	
2220	VRS Hybrid	11,376	13,338	13,338	6,307	11,202	
2300	Health Ins	51,407	52,403	52,403	24,119	54,217	
2400	Group Life Insurance B	5,809	5,965	5,965	2,817	4,981	
2510	Dis Ins Hybrid	173	234	234	90	155	
2700	Worker's Compensation	766	805	805	-	805	
2750	RHCC	5,321	5,388	5,388	2,544	4,499	
2800	Annual Leave Payouts	723	-	-	29,570	-	
3000	Pur Svcs	3,050	8,000	8,000	34,500	47,660	
3120	Finance & Auditing	40,714	46,151	46,151	4,000	47,000	
3320	Maintenance Service Co	114,918	125,016	125,016	120,707	127,000	
3600	Advertising	64	500	500	204	400	
5210	Postal Services	1,171	1,800	1,800	431	1,500	
5230	Telephone	1,352	1,600	1,600	951	1,600	
5500	Travel	1,360	3,500	3,585	610	3,500	
5810	Dues Subscrips & Memb	867	800	800	594	800	
6000	Materials and Supplies	2,303	2,100	2,228	1,095	2,300	
8200	Capital Outlay Additio	4,897	-	-	-	5,000	
	TOTALS	785,223	815,421	824,634	514,582	771,790	