

Joint Administrative Services Board
February 22, 2021 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, February 22, 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, Bev McKay (alternate)

Members Absent: Chip Schutte, David Weiss

Staff Present: Brenda Bennett

Others Present: None

1. Call to Order - Determination of Quorum

At 10:05 am, Bev McKay (alternate for Vice-Chair David Weiss) called the meeting to order.

2. Determination of Quorum

Bev McKay determined that a quorum was present.

3. Approval of Minutes

Chris Boies, seconded by Chuck Bishop, moved to approve the minutes for January 25, 2021, as presented. The motion carried by the following vote:

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

- Bev McKay abstained since he was not present at the meeting on January 25, 2021.

4. FY 20 Audit Update

Brenda Bennett highlight include:

- Spoken with the auditor numerous times about getting the audit complete.
- Auditors have assured her the audit will be ready to present at the March Board of Supervisors meeting.
- Joint Administrative Services has not yet received a completed draft audit but the work to review the draft for the upcoming Board of Supervisors meeting is not expected to take very long.

5. Next Year Audit preparation

Brenda Bennett highlights include:

- The delay in the FY 20 audit is primarily due to the auditors.
- Have pushed them to start the audit work earlier for the FY 21 audit with the site visit in September instead of October, which was what happened last year.
- The auditors have noted that the financial statements provided by JAS needed additional work that typically isn't handled by the auditors.
- Found an independent consultant who can help train Joint Administrative Services staff on what needs to be completed in order for the financial statements to be audit-ready.

By consensus, the Joint Administrative Services Board agreed for this training to occur as long as it was a one-time expenditure and if the work processes needing to occur were well-documented so future staff could use documentation to complete the needed tasks.

6. FY22 Budget Process update

Brenda Bennett highlights include:

- Recapped the Finance Committee meeting held last Wednesday, February 17, 2021, where revenues were reviewed.
- The current outlook is flat compared to the FY 21 revenue projections.
- County departments will present expenditures this Tuesday, February 23, 2021
- Outside agencies will present expenditures on Thursday, February 25, 2021.
- The School Board meets today and will discuss their budget.
- Reported that Tom Judge worked 28 hours to assist in entering salary and benefits data into the budget module.

7. Proposed FY22 JAS Budget Request

Brenda Bennett reviewed the Joint Administrative Services budget line-by-line. Highlighting that the Purchase Services line item was able to absorb the health insurance consultant costs, the Maintenance Service line item was primarily Tyler Technology services, and that the capital request included a new copier.

Chuck Bishop, seconded by Sharon Keeler, moved to approve the proposed budget request as presented. The motion carried by the following vote:

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

8. Health Insurance Update

Brenda Bennett stated that Joint Administrative Services is working with our insurance consultant on obtaining health insurance rates for next year. Adding that the initial rates proposed were higher than expected.

Chuck Bishop responded that an increase to the rates would not be accepted and that a Request for Proposal (RFP) would be issued for insurance services if an increase was proposed.

At 10:40 am, Chris Boies, seconded by Sharon Keeler, moved that the Joint Administrative Services Board enter Closed Session pursuant to §2.2-3711-A6 Discussion of the investment of public funds where competition or bargaining is involved, to discuss the health insurance contract and health insurance consultant contract. The motion carried by the following vote:

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

At 10:50 am, the members of the Board of Supervisors, 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, Chuck Bishop, seconded by Chris Boies, moved to reconvene in open session. The motion carried as follows:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Aye
Bev McKay	Aye
Chip Schutte	- Absent

David Weiss - Absent

Chris Boies, seconded by Chuck Bishop, 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
Bev McKay	Aye
Chip Schutte	- Absent
David Weiss	- Absent

9. Next Meeting

March 22, 2021

10. Adjournment

At 10:50 am, Bev McKay adjourned the meeting.

Minutes Recorded by Chris Boies and Transcribed by Brianna R. Taylor