

AGENDA

Joint Administrative Services Board
Monday May 3, 2021 10:00 a.m.
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Approval of Minutes. (March 22, 2021 Attached).**
4. **Proposals received for County/School annual audit RFP.** Two proposals have been received and interviews have been scheduled. Additional details will be provided at the meeting.
5. **Proposals received for the Insurance Consultant RFP.** Six proposals have been received and interviews are currently being scheduled with the top three candidates.
6. **Open enrollment for health insurance benefits.** Representatives from Innovative Insurance Services (our consulting firm) and Benefit Plan Administrators (our plan administrator) were here on Friday, April 23, 2021. The purpose was to kick-off the start of the Clarke County and Clarke County Public Schools open enrollment period for Health Insurance benefits and Flex Spending Accounts. There were meetings at each of the four schools, as well as the Government Center and School Board Office. A lot of good information was provided and many employee questions were answered. Employees will need to use the online portal “EASE” to make their benefit selections. All employees should receive an email with the link to sign into the EASE portal. Open enrollment continues through May 15, 2021. **ALL employees will need to log into the EASE portal to choose *or* waive benefits.**
7. **JAS staff changes.** Update on recent changes in JAS staff.
8. **Update on FY22 Budget.** The Board of Supervisors has approved the FY22 budget, which includes a 5% salary increase. All approved FY22 budgeted expenses and revenues are being posted into the MUNIS budget module. The FY22 Joint Administrative Services Dept. salary amounts, including the 5% salary increase, have been sent to Chris Boies and Dr. Bishop for review.
9. **Next Meeting May 24, 2021**
10. **Adjournment**

Joint Administrative Services Board
March 22, 2021 Regular Meeting 11:30 am

At a regular meeting of the Joint Administrative Services Board held on Monday, March 22, 2021, at 11:30 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: Monica Singh-Smith

1. Call to Order - Determination of Quorum

At 11:31 am, Chip Schutte called the meeting to order.

2. Determination of Quorum

Chip Schutte determined that a quorum was present.

3. Approval of Minutes

Sharon Keeler, seconded by Chuck Bishop, moved to approve the minutes for February 22, 2021, as presented. The motion carried by the following vote:

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

4. Proposed RFP for County/School annual audit

Brenda Bennett highlights include:

- Presented the proposed Request for Proposal (RFP) for County /School Annual Audit to the Joint Administrative Services Board.
- Explained that the last RFP was done in 2016 and prior to that was in 2012 and 2009.

- Typically, the RFP is sent out at this time of the year, early Spring, for the upcoming year, then returned by the end of April.
- The proposed RFP has April 20, 2021, as the deadline for return.
- In the past, the Treasurer, Director of Finance, and one JAS staff member were reviewers of the RFP.
- Asked if the Joint Administrative Services Board would like for the reviewers to be the same? Sharon Keeler asked if it would be of interest to have either the County Administrator or the Superintendent as a reviewer. Chris Boies stated that he would serve as a reviewer.
- The specific dates outlined in the proposed RFP are that the fieldwork is to be complete by October 15, the draft needs to be complete by October 31, for a final audit done on November 30, and then presented to the Board of Supervisors their December meeting.
- Secured June 8, and June 15, for the consultant, to come in and work through the prep work.

Chris Boies, seconded by Chuck Bishop, moved to authorize the Request for Proposal for the County/School Annual Audit, further moving that the Treasurer, Director of Finance, one Joint Administrative Services employee, and County Administrator to serve on the reviewing committee. The motion carried by the following vote:

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

5. BPA health insurance quote for FY22.

Brenda Bennett explained that Benefit Plan Administrators sent in a quote; she further explained the page 6 of the packet:

- The quote, since Clarke is self-insured, is based on the maximum claims cost. In the yellow highlighted section, the \$3,494,473 is the maximum plan cost that Clarke County can incur before reinsurance starts.
- The expected plan cost based on the three (3) year average of claims for FY22 with the reinsurance and administrative costs and expected claims is \$2,956,226 in total.
- Currently, for the County/Schools, the estimated annual funding, based on previous claims, is \$3,586,270.
- This means that the BPA expected claims reserves would be \$630,044 at the end of FY22.
- Added that since BPA only provides health insurance, Guardian has to be accounted for, which covers the dental and vision insurance.

- Guardian’s annual premium is \$168,000, which has to come off the reserve.
- The expected ESI rebate program is a prescription rebate plan that Clarke County would receive, used \$100,000 as a conservative amount until we have historical data to estimate those returns for the future; the first return would be in September of this year. Further explained that in the past with Anthem, the rebate was going to the insurance company instead of coming back to the County.
- With everything included, the total expected additional fund reserve at the end of FY22 would be \$562,044.
- Currently, for FY21, expected to have a reserve of approximately \$200,000.
- The Board of Supervisors set a fund balance designation of \$500,000 at their March 16, 2021, Regular Meeting.
- Overall, the total estimated insurance fund at the end of FY22 is expected to be \$1,262,044.
- In the maximum cost column, use all of the same estimated amounts, but the maximum plan cost is used instead of the expected plan cost. Overall, the total estimated insurance fund at the end of FY22 at the maximum plan cost would be \$723,797 in reserves.
- In this quote, the premiums for both the employee and the employer do not increase for FY22; therefore, employee paychecks and plans will remain the same.

Chris Boies expressed that if the reserve is \$1.2 million, then next year could look at options to use the \$200,000 for premiums which in turn would allow Clarke to receive the benefits of being self-funded and reduce the cost for possibly both the employee and the employer. Adding that the estimated \$100,000 for the rebate program is conservative, it could be more than what is estimated.

David Weiss explained that the main reason the Board of Supervisors were able to place the \$500,000 in the fund balance designation is that the School gave back the \$800,000 in funds. Adding that the Board of Supervisors appreciates the funds being returned.

Chris Boies and Chuck Bishop stated that the insurance plans would be reviewed for the future, but for FY22, there was not enough time to examine what will benefit the employees more, so similar plans will be in use for another year and then next year hope to have different plans and options for employees.

Chris Boies, seconded by Chuck Bishop, moved to accept the quote from Benefit Plan Administrators (BPA). The motion carried by the following vote:

Chuck Bishop	-	Aye
Chris Boies	-	Aye
Sharon Keeler	-	Aye

Chip Schutte - Aye
David Weiss - Aye

6. RFP for health insurance consultant

Brenda Bennett highlights include:

- Innovative Insurance Group, Sam Irby, has been with us for six (6) months; however, his contract ends June 30, 2021.
- Required by law to send out an RFP for Health Insurance consultant services.
- An RFP has been drafted, and the RFP includes a Conflict of Interest disclosure form.
- Last time the reviewers were Chris Boies, Chuck Bishop, and myself; would the Joint Administrative Services Board agree on the same three (3) as the reviewers for the RFP.

The Joint Administrative Services Board agreed to have Chris Boies, Chuck Bishop, and Brenda Bennett as the reviewers for the RFP for the Health Insurance Consultant.

David Weiss asked if it was common to have a health insurance consultant. Chuck Bishop explained that from his perspective, it would be better to continue with one for another year since Innovative Insurance Group has fielded many calls and can help with the open enrollment process. Chip Schutte explained that with the upcoming possibility of plan options, it would be helpful to have their expertise to assist us through the process; Chuck Bishop expressed that Sam Irby has suggested the possibility of five (5) different plan options for employees instead of three (3).

Chip Schutte agreed that in the first year, it would be good to have them to assist, but in the future, once we have the history and knowledge, to handle it all on our own.

Chuck Bishop, seconded by David Weiss, moved to approve the issuance of an RFP for the health insurance consultant for FY22. The motion carried by the following vote:

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

7. Proposed FY22 Budget Update

Brenda Bennett highlights:

- The Board of Supervisors approved the proposed FY22 Budget at their March 16, 2021, Regular Meeting, Joint Administrative Services Staff is working on the proposed 5% salary increases, will be working with Tom Judge to get those entered into MUNIS, and it will be advertised next week for the public hearings that will be held on April 6, 2021.

David Weiss iterated that the budget proposal includes some alternate tax implementation to have dedicated revenue sources. Emphasized that the Schools are not the main reason for the new proposed taxes. It is for Fire & EMS, Sheriff's Office, and Commonwealth Attorney's Office. Further explaining that the Sheriff's Office and Commonwealth Attorney's Office have new requirements for the body-worn cameras and the Fire & EMS SAFER Grant will runout.

Chip Schutte thanked Brenda Bennett for all of her hard work.

8. Next Meeting

April 26, 2021

9. Adjournment

Chuck Bishop, seconded by Chris Boies, moved to adjourn the meeting. The motion carried by the following vote:

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

At 12:00 pm, Chip Schutte adjourned the meeting.

Minutes Recorded and Transcribed by Brianna R. Taylor