

Joint Administrative Services Board
May 3, 2021 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, May 3, 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 (via phone), Chip Schutte, David Weiss

Members Absent: None

Staff Present: Brenda Bennett, Tiffany Kemp

Others Present:

1. Call to Order - Determination of Quorum

At 10:04 am, Chip Schutte called the meeting to order.

2. Determination of Quorum

Chip Schutte determined that a quorum was present.

3. Approval of Minutes

Chris Boies, seconded by Chuck Bishop, moved to approve the minutes for March 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. Proposals Received for the Insurance Consultant RFP

Brenda Bennett provided the following highlights:

- Received six (6) proposals. The consensus between Chris Boies, Chuck Bishop, and Brenda Bennett is to interview the top three (3). There are two (2) interviews scheduled for May 4, 2021, and one (1) May 6, 2021.
- Will conduct interviews and bring recommendations to next meeting for a decision.

5. Open Enrollment for Health Insurance Benefits

- Innovative Representatives visited Clarke County on Friday, April 23, for open enrollment. Started at Boyce Elementary School, made rounds to all other schools, the Government Center and ended at the school board office.
- Open Enrollment Period goes to May 15, *everyone* must log into the Ease portal to select a plan or completely deny coverage.
- Retirees will get invite to portal today.
- As of today 39% complete; Chuck Bishop clarified they have to May 15 to get this done.
- Chip Schuttte asked what happens if they do not log in. Brenda Bennett stated that by law every employee must log in and choose so people will have to be tracked down to complete their enrollment.
- David Weiss asked if that includes people like him. Chris Boies and Brenda Bennett confirmed any eligible employee must log in and make a selection.
- Innovate is monitoring and will send an email to those not yet selected; as time goes by the email reminders will become more frequent.

6. JAS Staff Updates

- Accountant Stephanie Brooks submitted her resignation April 8 and gave a one (1) week notice.
- Vacant position was advertised in various locations including both the County and School websites. Received eight (8) applications. Two (2) qualify and interviews have been set for this week. One (1) application came in late but will talk to this person as well. Hoping one (1) of the three (3) works out. Anticipates having a new person for the position by months end.
- David Weiss asked if the job qualifications were made more specific. Chris Boies explained it was not an issue of the job description as the skill was there; not a mismatch from what was needed vs. what was asked for.
- Sharon Keeler asked who should the Treasurer's office go to with questions. Brenda Bennett said to send questions to her, she will answer or Emily if she knows the answer.
- Joint Administrative Services is short staffed right now for various reasons including COVID-19 protocols, family emergencies, and preplanned vacations.

7. Update on FY22 Budget

- The Board of Supervisors approved the FY2022 budget which includes a 5% salary increase.
- All approved FY2022 budget expenses and revenues are being posted into the MUNIS budget module. Brenda Bennett had hoped to have this complete but due to staffing issues, this is still being worked on.
- The FY2022 Joint Administrative Services Department salary amounts, including the 5% salary increase, have been sent to Chris Boies and Chuck Bishop for review.

8. Proposals Received for County/School Annual Audit RFP

At 10:16 am, Chris Boies, seconded by Chuck Bishop, moved that the Joint Administrative Services Board enter Closed Session pursuant to §2.2-3711-A29 Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. The motion carried by the following vote:

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

At 10:31 am, the members of the Joint Administrative Board, 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, Chris Boies, seconded by Chuck Bishop, moved to reconvene in open session. The motion carried as follows:

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

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
Chip Schutte	-	Aye
David Weiss	-	Aye

Chris Boies, seconded by Chuck Bishop moved to award the RFP for the County/School Annual Audit to Robinson Farmer Cox for a one (1) year term, with the option of extending that for four (4) additional years. The motion carried as follows:

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

9. Next Meeting

May 24, 2021

10. Adjournment

At 10:38 am, Chip Schutte adjourned the meeting.

Minutes Recorded and Transcribed by Tiffany R. Kemp