

AGENDA

Joint Administrative Services Board
Tuesday August 24, 2021 10:00 a.m.
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Approval of Minutes. (May 24, 2021 Attached).**
4. **Update on unemployment claims pertaining to Government and Schools.** The Virginia Employment Commission has increased the credit provided to Clarke County and Clarke County School Division from 50% to 75% for the 2nd and 3rd calendar quarters of 2021. This means unemployment claims invoices will be reduced by 75% for those quarters before the payment is processed. Clarke County and the School Division claims are down compared to this time last year and JAS staff continues to monitor and report any fraudulent claim activity.
5. **Anthem TLC Adverse Experience Adjustment.** Joint Administrative Services Dept. received a letter from Anthem TLC on 7/22/2021 stating the pool did not experience a deficit, so no funds are due.
6. **Health Insurance related newsletters.** See attached newsletters from Healthiest You and EAP. These monthly newsletters are part of the Benefit Plan Administrators member tools and can be made available to the County and School Division for distribution to employees via email.
7. **Health Insurance (including Dental & Vision) plans.** Begin discussion of possible changes to health insurance plans offered for FY23 and develop a timeline of the process needed in order to include possible changes during the FY23 budget development.
8. **Covid related sick leave.** Discuss possible Covid related sick leave reimbursement to employees.
9. **Joint Administrative Services staff/work update.**
10. **Next Meeting:** September 27, 2021.

Joint Administrative Services Board
May 24, 2021 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, May 24, 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:

1. Call to Order - Determination of Quorum

At 10:01 am, Chip Schutte called the meeting to order.

2. Determination of Quorum

Chip Schutte determined that a quorum was present.

3. Approval of Minutes

Chuck Bishop, seconded by David Weiss, moved to approve the minutes for May 3, 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. Joint Administrative Staff Update

Brenda Bennett provided the following highlights:

- New employee, Nancy Warczyglowa, started today. She has a great attitude and has been an accountant in multiple places, so she is very knowledgeable and eager to learn.

5. 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.

At 10:04 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 10:15 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 David Weiss, 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, second by Sharon Keeler, 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

David Weiss, seconded by Chuck Bishop, moved to award the RFP for the Health Insurance consultant to Innovative Insurance Group for a one (1) year contract that can be renewed for additional years. The motion carried as follows:

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

6. Next Meeting

June 28, 2021 (if needed)

7. Adjournment

At 10:17 am, Chip Schutte adjourned the meeting.

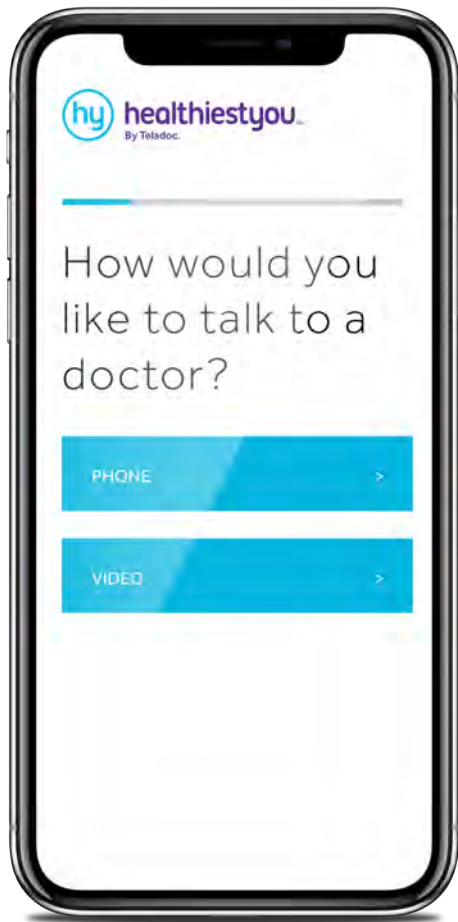
Minutes Recorded and Transcribed by Brianna R. Taylor



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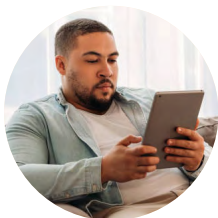
HealthiestYou is now part of Teladoc Health, the global leader in virtual care.

Teladoc Health, Inc., on its own behalf and on behalf of its affiliates and/or wholly owned subsidiaries including but not limited to Best Doctors, Inc.; HealthiestYou, Inc.; Teladoc Physicians, P.A., and Teladoc Behavioral Health, P.A. (collectively referred to as "Teladoc Health," "we," "us," or "our"), owns and operates the websites located at www.teladoc.com, www.bestdoctors.com, www.askbestdoctor.com, members.bestdoctors.com, www.healthiestyou.com, and various mobile applications (collectively, the "site" or "sites"). Through these sites we operate various online services that enable eligible individuals ("members") to receive various types of healthcare information and telehealth services ("services"). The sites also have public portions that allow anyone to educate themselves on the services available from Teladoc Health. 105-207B, 317083860, 05232019

5 tips for coping with back-to-office anxiety



As more COVID-19 vaccines are administered, many workplaces and businesses around the country are choosing to reopen offices to employees. While the thought of going “back to normal” can be exciting for some, it can also cause feelings of fear, anxiety and stress. Many people will experience a range of both positive and negative emotions. So how can you deal with this wide range of possible reactions? Read these for tips on how to address these feelings before you head back to the office.



1. Stay up to date on health guidelines. When it comes to going back to the office, the U.S. Centers for Disease Control and Prevention (CDC) is the best resource for understanding how companies and employees can safely transition back to office work. In fact, the CDC website has an entire [section focused on workplaces and businesses](#) that offers guidance, FAQs and best practices for going back to the office. Educating yourself on what is recommended by medical experts can help ease the uncertainty, fear and stress of transitioning to in-office work.



2. Set boundaries on possible stress triggers. If you find that you feel more anxious after talking to certain people, scrolling social media or watching the news, try limiting your exposure to these stress triggers. While it’s important to stay up to date on the latest health guidance, it’s equally important to keep in mind that you can easily become overwhelmed by a constant stream of information. Practicing mindfulness and setting healthy boundaries here can help lower your stress levels overall.



3. Talk to your doctor. If you have an underlying condition that prevents you from getting vaccinated or makes you more vulnerable to a COVID-19 infection, it's important that you speak with your doctor before returning to the office. They will have the best understanding of your health and whether or not it's possible for you to return to the office safely.



4. Name the feeling. One of the best ways to cope with feelings of fear, uncertainty and stress around going back to the office is to talk about it. In particular, it can be helpful to talk about these feelings with a licensed therapist or mental health professional who can listen and provide coping mechanisms for you based on your unique health needs.



The number one thing to do is to take into consideration what exactly is driving that anxiety: are they realistic roadblocks for you in terms of childcare needs, health issues, etc.? Or maybe even just the reality of returning to a stricter schedule? Once you've identified the cause(s), you can begin to solve for them. It's also important to recognize that almost every one of us is feeling the same way. It's completely normal to have anxiety about this situation. We have been hit by anxiety-provoking twists and turns for so long at this point that our brains are stuck on fight-or-flight mode. We need to learn to say to our brains, 'Thanks for looking out for me, but I'm good.'" **Julia Hoffman, PsyD, head of mental health strategy at Teladoc Health**



5. Talk with your employer. Every company will have a different approach to going back to office work. If you're feeling fearful or anxious about going back to the office, or if you have unique health circumstances that prevent you from returning to the office, make sure to discuss these things with your manager or a member of the company's human resources team. It can be helpful to write down your thoughts and questions before sitting down to have a discussion. Also, be compassionate, understanding that your employer will have their own unique stresses and concerns about reopening the office safely.



By following these five tips, you can feel better equipped to handle the range of emotions that may accompany a return to the office. By talking with your doctor, staying informed and reducing your stress triggers, you can feel prepared to make the best decisions for you and your family.



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Quick Tips

Facing Personal Change



When change is upon us, our attention is quickly drawn to the pain of moving from what is familiar to what is unfamiliar. This occurrence is what fuels fear, anxiety, what-ifs, and worst-case scenarios. This is what you repel. So, coping with change is about wrestling with unknowns. How can you do this? Replace harmful thoughts with positive ones *as soon as you become aware of them* by imagining good outcomes that will come from the change. Use your mind's eye to see these results. You won't see a 180-degree flip immediately, but you will make a big dent in your fearfulness—usually enough to carry you to the next step: looking for opportunities in the change that create new excitement.

Take Micro-breaks to Empower Productivity

Micro-breaks are complete detachment from your work for two minutes or less. They are powerful tools for managing stress, improving engagement, increasing productivity, and improving creativity. A micro-break might involve walking to a window to gaze out for a minute or getting a cup of coffee. Proof that micro-breaks work is, for example, spotting needed changes in a letter or authored document upon returning from a distraction. The key is remembering to take the break. For that, experiment with apps like ToggTrack or Nag, among others.



Teens and Video Gaming Addiction

Millions of teens aren't participating in youth programs and sports because they are compulsively playing video games. Video gaming disorder (and screen addiction, internet gaming addiction, etc.) has gained recognition by the World Health Organization, with the American Psychiatric Association calling for more studies. Some surveys report 1 in 10 teens is hooked on gaming, with some playing more than 10 hours a day online. This can result in sleep deprivation, increased ability to tolerate more gaming, withdrawal (anxiety) when not gaming, lying about use, and experiencing the inability to cut back. Are you a concerned parent? Start with your EAP and then learn more at www.gamequitters.com.



Ostracized at Work?

Being ignored and excluded at work—ostracized—may be more emotionally harmful than harassment, according to one Canadian study. Although more employees say they are ostracized than harassed, most surveyed don't perceive these behaviors as serious. Being ostracized has commonly been linked to workplace violence, so there is a compassionate aspect to helping workers feel like they belong, as well as a risk reduction rationale. Have you witnessed ostracism in the workplace? If so, what can you do to create a positive and inclusive workplace for all? Comments found at the following resource offer insight on the impact of ostracism.—



Source: www.psychologicalscience.org [search "workplace ostracism"]

Practice Cheerfulness to Find Job Passion



Feeling a lack of passion for a job is not uncommon, but there is a potential fix. Under stress, it's easy to focus on negative emotions and thoughts in a downward spiral. You are then less likely to see the upside, the things you do that contribute to the greater good—the part of your job you can be passionate about. The good news is that cheerfulness—demonstrating happiness and optimism—is a conscious behavior. You can use it to manage stress and increase job satisfaction. Follow these three steps: 1) Find the part of your job you do like—any aspect you can be cheerful about. If you carry groceries to customers' cars, focus on how this service benefits customers. 2) Link this benefit to your desire to find happiness in the role you play. 3) Talk up this aspect with others. If you do, you may recognize more meaning in your job. Research shows practicing cheerfulness, along with having positive thoughts and emotions, has big returns. It can build resilience for when the going gets tough. It allows you to feel more in control and less focused on negativity. It boosts desire to fend off negativity. It also helps increase the number of positive relationships you have—people will want to hang around you more, and this can lead to improved employment opportunities and even improved financial outcomes. Happiness is a do-it-yourself project. Use purposeful cheerfulness as one life skill to help you achieve it.



Your EAP makes it possible to talk with a licensed counselor in private practice confidentially and conveniently to help find an effective way to manage your stress level and live a more balanced life inside and outside of the workplace

CONTACT YOUR EAP TO LEARN MORE

Just This Much Fentanyl Is Fatal



Fentanyl is an opioid pain medication 50-100 times stronger than morphine. Carfentanil is even more potent—100 times stronger than fentanyl. These drugs are illicitly sold and lethal in extremely small amounts (see image). It is impossible to know how much of—and even whether—either drug might be mixed with other illicitly sold drugs. This phenomenon is increasingly common and a cause of over 70,000 opioid deaths in the USA and Canada in the past year. This makes intervention to get drug-dependent persons in treatment more crucial than ever. Talk with professionals knowledgeable about intervention if you are concerned about a loved one. Start with your company EAP. Also, consider joining a suitable support group to help you energize your desire to end your enabling of your loved one and to empower change in the relationship that makes treatment non-negotiable.

Power of Internal Customer Service



Imagine everyone treating fellow workers and departments like valued external customers. This practice is called a customer-centric positive workplace strategy. It produces a cascade of benefits, like reduced stress, fewer conflicts, improved productivity, and higher morale. It requires keen awareness but starts with showing positivity in interactions. Crucial is avoiding seeing others as a nuisance (e.g., “Oh no. It’s the folks in the print shop again. What could they possibly want?”). Be empathetic so you hear beyond a request from an internal customer to identify with the need. Be proactive in helping solve problems. Don’t be avoidant or keep others wondering when or if they’ll hear from you again. Keep promises.



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