

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