

Joint Administrative Services Board  
October 25, 2021                      Regular Meeting                      10:00 am

At a regular meeting of the Joint Administrative Services Board held on Tuesday, October 25, 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

Others Present:     None

Press Present:        None

**1. Call to Order**

At 10:00 am, Chair Chip Schutte called the meeting to order.

**2. Determination of Quorum**

Chair Chip Schutte determined that a quorum was present.

**3. Approval of Minutes – August 24, 2021**

**Chuck Bishop, seconded by David Weiss, moved to approve the minutes of August 24, 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. FY23 Health Insurance meeting**

Brenda Bennett highlights included:

- Sam Irby, our insurance consultant, met with Chuck Bishop, Chris Boies, and myself to discuss our insurance options. Mr. Irby was asked to bring back a five-tier plan which is shown in your packet. The plan expands the existing tiers of single, dual, and family to employee only, employee plus child, employee plus children,

- employee plus spouse, and employee plus family. There was consensus of the Board to use these new tiers to allow greater flexibility for employees.
- Sheets in the packet show a comparison of our current employee health insurance plans as compared to surrounding localities and school districts. The employee share of many plans is higher in Clarke, especially for the family plans.
  - The insurance carrier doesn't care how we break down the costs between the county and employee; they just quote the total costs based on claims.
  - It was recognized that reducing our employee costs for health care would take changes to how we fund our insurance and would likely take several years to address. Our financial performance of the self-funded program will also impact our ability to possibly reduce rates for employees. It was agreed that this topic would be part of the upcoming FY 23 budget discussions.
  - Mr. Irby had recommended a spousal exclusion, so if an employee's spouse had the option of obtaining insurance through their employer, they would not be eligible to be on our plan. The Board, by consensus, rejected this proposal.

**David Weiss, seconded by Chuck Bishop, moved to issue an RFP for employee health insurance. The motion carried by the following vote:**

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

#### 5. Joint Administrative Services Staff/Work Update

Brenda Bennett highlights included:

- Staff has been busy working with auditors.
- New Accounts Payable person has been hired.

#### 6. Closed Session

**At 10:40 am, Chris Boies, seconded by David Weiss, moved that the Joint Administrative Services Board enter Closed Session pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board. The motion carried by the following vote:**

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

**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, 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

No action was taken following the closed session.

Before the meeting was adjourned, Chris Boies asked the group if there was interest in looking at revising the travel policy to allow for a per diem for meals versus paying out the actual amount expended by the employee. The difficulty in collecting and processing

receipts was one of the reasons to move to a simpler method of a per diem. The group expressed interest in the idea, and a proposal will be brought to a future meeting.

**7. Next Meeting**

November 22, 2021, 10:00 pm, Meeting Room AB.

**Adjournment**

At 10:55 am, Chair Chip Schutte adjourned the meeting.

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Minutes Recorded & Transcribed by Chris Boies