

AGENDA

Joint Administrative Services Board
Monday January 24, 2022 10:00 a.m.
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum.**
3. **Selection of Chairperson**
Selection of Vice-Chairperson

Establishment of meeting calendar. Please consider the following:

Date	Time	Location	Topic(s)
02/28/22	10:00:00 AM	JGC	Budget, Health Insurance
03/28/22	10:00:00 AM	JGC	Health Insurance
04/25/22	10:00:00 AM	JGC	<i>If needed</i>
05/23/22	10:00:00 AM	JGC	<i>If needed</i>
06/27/22	10:00:00 AM	JGC	<i>If needed</i>
07/25/22	10:00:00 AM	JGC	<i>If needed</i>
08/22/22	10:00:00 AM	JGC	<i>If needed</i>
09/26/22	10:00:00 AM	JGC	Budget Process
10/24/22	10:00:00 AM	JGC	<i>If needed</i>
11/28/22	10:00:00 AM	JGC	<i>If needed</i>
12/19/22	10:00:00 AM	JGC	<i>If needed</i>
01/23/23	10:00:00 AM	JGC	Organization, Budget

4. **Approval of Minutes - (December 20, 2021 Attached).**
5. **Health Insurance RFP update.**
6. **FY23 Audit Contract.**
7. **JAS FY23 Budget Proposal.** This proposal will be made available at the meeting.
8. **Next Meeting:** February 28, 2022.

Joint Administrative Services Board
December 20, 2021 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, December 20, 2021, at 10:00 am in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present: Chris Boies, Sharon Keeler, Chip Schutte, David Weiss

Members Absent: Chuck Bishop

Staff Present: Brenda Bennett, Tiffany Kemp, Mike Legge

Others Present: None

Press Present: None

1. Call to Order

At 9:59 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 – October 25, 2021

Sharon Keeler, seconded by David Weiss, moved to approve the minutes of October 25, 2021, as presented. The motion carried by the following vote:

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

4. Procurement Policies and Procedures – Proposed Changes

Brenda Bennett highlights included:

- Policies have not been updated since 2010; changes are shown in the packet provided.

- General wording throughout the document changes to incorporate the addition of the ERP system (Munis) in 2015.
- Changes to Article 4, Procurement Methods-Small Dollar Purchases:
 - The bid threshold increases from \$25,000 to \$35,000.
 - The threshold for small dollar purchases without a purchase order increases from \$800 to \$1,000.
 - The lead time for Purchase Office processing decreases to 1-3 days.
- David Weiss asked why the threshold is being raised; Brenda Bennett responded costs have increased due to inflation, and we should set standards that are comparable to the surrounding counties.
- Chris Boies asked what the procurement process would be for a good that is \$1500. Brenda Bennett and Mike Legge advised that, as proposed, a requisition would be created in Munis and go through the approval process and then go to Mike Legge to convert it to a Purchase Order. Anything over \$5,000 would automatically require three formal quotes, while anything between \$1,000 and \$5,000 would be left to Mike’s discretion.
- David Weiss asked who oversees employee purchases up to \$1,000? Mike Legge replied that it would go to Dr. Bishop on the school side or Chris Boies on the county side for approval, and then Mike Legge would issue a Purchase Order and send it to the vendor. Chris Boies clarified he wouldn’t see anything under \$1,000, but the department heads still have to approve anything entered by staff, no matter the dollar amount.
- Mike Legge explained that, currently, entering a requisition is not required if the item is less than \$800, but it is preferred for budgeting and tracking purposes. Items entered as direct pay are still reviewed by the department head.
- Changes to Article 5, Procurement Methods-Large Dollar Purchases for Goods and Non-Professional Services:
 - Increase threshold from \$25,000 to \$35,000.
 - Bid bond increase from \$100,000 to \$500,000.
 - Changes to advertising requirements.
 - Vehicle dollar threshold exception increased from \$35,000 to \$60,000.
- Mike Legge provided inflation calculations: \$800 in 2010 equates to \$1019 in today’s money, and \$25,000 in 2010 equates to \$31,800.
- Chris Boies stated, and Brenda Bennett confirmed that we are still soliciting bids and getting competitive pricing from different vendors, just in a less formal way.
- David Weiss asked if a bid process still requires a minimum of three bids. Chris Boies clarified: as proposed, getting quotes from three different vendors will satisfy the bid requirement for anything between \$5,000 and \$35,000. Anything over \$35,000 will require posting to the website with a due date for the vendor to submit a 20-page packet.
- Chris Boies stated and Mike Legge agreed that there had not been many responses to recent bid postings and smaller vendors seem to be scared off by the large RFP packets.

- Mike Legge offered for comparison that the state recently increased their bid threshold to \$100,000 from \$50,000 in 2010, and many localities are following the state.
- Brenda Bennett stated, and Mike Legge agreed that the bid bond increase from \$100,000 to \$500,000 is also following the state law.
- For the changes to the advertising time and location requirements, Mike Legge stated that they are following the state law. They have gotten rid of the newspaper publishing requirements and instead are able to use digital advertising and reduced the length from 15 days to 10 days.
- Chris Boies asked, and Mike Legge confirmed that we have the option to advertise for longer, and we typically do for bigger projects.
- Brenda Bennett explained that the threshold to not use a sealed bid process for vehicles would increase from \$35,000 to \$60,000 due to increasing costs.
- Chris Boies asked, and Mike Legge confirmed that we usually get state contract pricing on deputy vehicles and school buses. Vehicle costs have increased substantially; this change gives more flexibility and a quick turnaround time.
- David Weiss asked if there is any requirement to get comparable costs if the threshold is increased to \$60,000. Mike Legge responded that, as written, it's required to get quotes or compare prices online, but the verbiage can be changed to require quotes. Technically, anything over \$5,000 requires three quotes, but clarification would help.
- Chris Boies asked if the quotes would be necessary if using a state contract. Mike Legge advised that using the state contract gets around that requirement.
- Changes to Article 6, Procuring Professional Services:
 - The threshold increased from \$25,000 to \$35,000, no change to any of the requirements.
- Changes to Article 7, Procurement Methods for Construction and Construction Management:
 - Added language for exceptions for negotiation and competitive bidding.
 - Dollar threshold increased to \$35,000 from \$25,000.
 - Adding language giving option for Engineering Services for construction projects to be renewable for four additional one-year terms at the option of the public body.
- Mike Legge advised that most of the changes are to keep consistent with changes in the State of Virginia Public Procurement Act. Counties' normal way of handling engineering, architectural, and construction management contracts is not changing, just adding the language to the policy. The schools and the county have preferred having contracts set up this way.
- Changes to Article 9, Other Procurement Methods:
 - The threshold for credit card purchases increases from \$800 to \$1,000.
 - Increasing threshold for store account cards from \$800 to \$1,000.
 - Purchasing used equipment threshold raised from \$25,000 to \$35,000, purchasing office works with account managers to help prepare specifications for solicitation and justification for sole source, if necessary.

- Language added describes the process for purchasing from central store using ERP (Munis) system.
- Chair Schutte asked if the other language was stricken because it is not necessary? Brenda Bennett confirmed. Mike Legge added that some language was outdated from before the Munis system was implemented.
- Changes to Article 17, Surplus Removal and Surplus Auction:
 - Currently, County or school employees cannot bid on surplus auction items, language changes to allow employees outside of Purchasing Department to bid on surplus items, provided the item did not come from the employee's department unless authorized beforehand by Chris Boies or Chuck Bishop.
- Mike Legge gave an example that a Sheriff's Office employee bidding on a Sheriff's vehicle could have information about the vehicle that someone else may not have.
- Chris Boies responded that he is not sure if exceptions should be allowed within the department; other localities prohibit this to prevent employees from purposely altering items to get them into a surplus auction.
- Mike Legge stated there was a similar situation previously, which is why the policy was originally written. He feels the proposed option is the fairest, and the county could benefit financially. Brenda Bennett agreed that this would increase competition and get larger bids.
- David Weiss summarized, and Mike Legge confirmed that we are increasing thresholds to account for inflation and to make the process of getting bids for smaller projects more efficient and easier for the private sector.
- Changes to Article 19, Travel Meal and Mileage Reimbursements:
 - Significant change.
 - Propose moving to per diem versus turning in actual receipts.
 - The requisition threshold increases from \$800 to \$1,000 for travel expenditures going through the approval process.
 - Advance payment for direct bill hotel expenses, encouraging county credit card use.
 - Meal/incidental expenses for overnight official business travel are reimbursable on a per diem rather than actual.
 - A conference agenda must accompany the travel requisition form.
 - Meal/incidental per diem expenditure allowance as indicated by General Service Administration rates on the website, with guidelines language added.
 - Reimbursement rate for travel dates is 75% rather than 100%.
- Brenda Bennett stated this had been an ongoing conversation for several years.
- David Weiss stated that the language is confusing; it may be a good idea to reference the chart. Brenda Bennett advised she would look into it and clean it up a bit.
- Chair Schutte asked if language would be removed by moving to straight per diem. Brenda Bennett clarified that the per diem details would replace the current.
- David Weiss asked why we have not gone to per diem in the past. Sharon Keeler stated that it has been talked about but never took action. Mike Legge indicated a

- major reason was alcohol; the county prefers being able to verify that beer/wine was not being purchased.
- Brenda Bennett suggested that people will be more mindful of expenses while on county business and that tracking down receipts is very time-consuming. Chair Schutte agreed and said that is the biggest reason to move to per diem.
 - Chris Boies identified four main reasons to move to per diem:
 - 1. Administrative time spent tracking down receipts.
 - 2. The individual receipts do not show in the county finance report each month.
 - 3. Promotes equity, as some people are more conscientious of expenses than others.
 - 4. Better ability to budget for travel if the rates are known.
 - David Weiss asked about the procedure for adopting the policy. Chris Boies answered that the JAS Board could vote today to change the policy, which would go to the School Board and the Board of Supervisors for final approval. Both bodies would need to vote to approve the shared policy.
 - Brenda Bennett clarified that the per diem is for overnight travel, asked what happens for day travel or a business meal? Chris Boies responded that department heads have credit cards and a budget to use for those purchases, as they would fall under the purchasing policy rather than the traveling policy.
 - Mike Legge stated, and Brenda Bennett confirmed that GSA has amounts broken down by meals or the exact number of hours away. Chris Boies added that it is standardized and uniform. Brenda Bennett will add the verbiage about day travel.
 - Brenda Bennett advised that per diem is typically reimbursed after the trip is over, there will be employees who are unable to cover the costs of a trip up-front. Mike Legge noted that any hotel reservations would be made using the county credit card, so the issue is only with meal and incidental expenses.
 - Mike Legge commented that state cards were introduced about a year ago, could use a P-card system for individual departments. Chris Boies advised that would complicate the per diem system and indicated that the department heads would need to address that individually.
 - David Weiss questioned language about air travel and connecting flights: “the connecting flight will not add more than 2 hours before or after a requested departure time, or more than 3 hours to the total trip duration, then the connecting flight should be accepted”. Chris Boies, supported by Brenda Bennett, clarified that this is a tool to evaluate the relative costs.
 - Brenda Bennett responded that this is likely GSA language, but she will check it.
 - Chair Schutte added that flights and routes are sometimes changed without your advanced knowledge.

David Weiss moved, and Chris Boies seconded to approve the changes as discussed and recommend the changes to the governing bodies. The motion carried by the following vote:

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

5. Health Insurance RFP Update

Brenda Bennett highlights included:

- One carrier has requested to extend the RFP deadline by one week. We initially declined to do that because the EVA system was to be offline; however, this has changed, and the RFP has been extended one week and is due 12/21/21. That carrier has since declined to move forward.
- The RFP responses have not been great, some carriers are just not bidding, and others don't feel they can be competitive with our current costs.
- Chris Boies, Chuck Bishop, and Brenda Bennett are on a panel to review responses the first week of January, we will have more information for the next meeting.

6. Joint Administrative Services staff/work update

Brenda Bennett highlights included:

- Joint Administrative Services is now fully staffed.
- Just wrapped up the 2021 financial audit, which will be presented to the Board of Supervisors on December 21, 2021.
- Chris Boies asked about the JAS holiday schedule. Brenda Bennett clarified that JAS office is closed on December 23rd, 24th, 30th, and 31st. The school staff has the flexibility of working from home, but it is expected that JAS employees will be in the office unless they have applied for leave.

7. Next Meeting

January 24, 2022, 10:00 am, Meeting Room AB

Adjournment

At 11:08 am, Chair Chip Schutte adjourned the meeting.

Minutes Recorded by Tiffany R. Kemp & Transcribed by Catherine D. Marsten