

Joint Administrative Services Board  
January 24, 2022 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, January 24, 2022, at 10:00 am in Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present: Chuck Bishop, Chris Boies, Sharon Keeler, David Weiss

Members Absent: Chip Schutte

Staff Present: Brenda Bennett, Catherine Marsten

Others Present: Jenna Robertson

**1. Call to Order**

At 10:10 am, Brenda Bennett called the meeting to order.

**2. Determination of Quorum**

Brenda Bennett determined that a quorum was present.

**3. Selection of Chairperson, Selection of Vice-Chairperson, Establishment of meeting calendar**

- Elect 2022 Chair

Brenda Bennett opened the floor to nominations for Chair of Joint Administrative Services Board for 2022.

**Chris Boies made a motion, seconded by Sharon Keeler, to nominate and appoint David Weiss as Joint Administrative Services Board Chair for 2022. The motion carried by the following vote:**

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

- Elect 2022 Vice Chair

Chair David Weiss opened the floor to nominations for Vice-Chair of Joint Administrative Services Board for 2022.

**Sharon Keeler made a motion, seconded by Chuck Bishop, to nominate and appoint Chip Schutte as Joint Administrative Services Board Vice-Chair for 2022. The motion carried by the following vote:**

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

- Establish meeting dates, time, and location

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

**Chuck Bishop made a motion, seconded by Chris Boies, to adopt the 2022 meeting calendar as proposed. The motion carried by the following vote:**

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

#### 4. Approval of Minutes

**Sharon Keeler made a motion, seconded by David Weiss, to approve the minutes for December 20, 2021, as presented. The motion carried by the following vote:**

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

#### 5. Health Insurance RFP Update

Brenda Bennett presented the following:

- The original RFP was due 12/14/2021 and there were only two responses. Sam Irby with Innovative Insurance had spoken with another carrier who indicated they would respond with a competitive quote if we sent the RFP back out, which we did.
- Responses for the second RFP are due 01/25/2022 and we expect at least one additional submission.
- Chuck Bishop asked and Brenda Bennett confirmed that we asked the two carriers who responded to the original to re-submit for the new RFP.
- Chuck Bishop asked about meeting on Friday, January 28, and if Sam Irby would attend. Brenda Bennett clarified that the interview panel (Chuck Bishop, Brenda Bennett, and Chris Boies) is meeting this Friday to review the responses and that it would be a good idea to have Sam Irby attend as well.
- Chris Boies indicated that the review meeting was scheduled with the goal of presenting to this Board's February meeting. We would like to have definite numbers for budget discussions, but we can plug in approximations for now.
- Chuck Bishop stated that he is plugging in 10%, which is typical. However, that figure might be slightly inflated, because it was calculated based on the entire cost, rather than the employee/employer share. One of the original bids was significantly less than 10%.
- Brenda Bennett clarified that there is a potential restructuring of the employee and employer shares but we do not know what that will be yet. In order to provide a conservative estimate, she entered a 10% increase on the entire cost instead of guessing what the reallocation share might be.

David Weiss left the meeting at 10:17 am, returned 10:18 am.

- Chuck Bishop requested that Sam Irby present a comparison of the different bids across the previously discussed five different tiers. Brenda Bennett replied that Sam should be able to do that.

## 6. FY23 Audit Contract

- Brenda Bennett explained that an RFP went out for the FY2021 audit and Robinson Farmer Cox made a competitive bid. We have since gone through the audit process with them and everything has gone smoothly. Robinson Farmer Cox has notified us that the cost for the county portion of the audit will increase by \$3,825, due to inflation and the new Governmental Accounting Standards Board (GASB) standard. Because of the size of the increase, the Board should discuss.
- David Weiss asked how Robinson Farmer Cox’s bid compared to the other responses to the RFP. Brenda Bennett replied that, as best she remembers, they had been very close to the others with maybe a few hundred dollars difference.
- Chris Boies stated there were only two bid responses for the FY2021 audit RFP and the GASB change requires significantly more work.
- Brenda Bennett opined that any competing firm would likely be increasing the cost as well.
- David Weiss asked if we are required to make any changes. Chris Boies, Brenda Bennett, and Chuck Bishop responded that the audit contract was procured with four or five one-year renewal options, so a change is not required.
- David Weiss and Chris Boies suggested that the audit process went so smoothly that they are hesitant to make a big change. Brenda Bennett added that the firm was also very available and responsive to questions throughout the process.
- Chris Boies asked Sharon Keeler if she has had any issues working with them. Sharon Keeler responded that there were no issues and that they needed very little interaction with her for the last audit.
- David Weiss offered that the company does good work and he supports renewing the contract, but they should not expect that cost increases are always going to be approved.

**Chris Boies made a motion, seconded by Chuck Bishop, to renew the contract with Robinson Farmer Cox for another year. The motion carried by the following vote:**

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

## 7. JAS FY23 Budget Proposal

Brenda Bennett presented the proposed FY2023 Joint Administrative Services budget:

- The salaries and benefits are base calculations, using the current benefit rates, with no increases built in. Changes in the VRS lines are due to shifts in employee categorization, and the change in the health insurance line is due to small staffing changes.
- The Purchased Services line includes Sam Irby's costs, but that may change depending on the response to the RFP.
- Purchased Services also includes some training costs for Munis, which were not used due to scheduling issues and Covid. However, a Munis update is coming in March, so it is a good idea to leave the cost in and have training available.
- There is an increase in Maintenance Contracts for Munis tech support and upgrades. We are currently out of contract with Munis and want to get a good contact person from Mike Legge.
- David Weiss asked and Brenda Bennett confirmed that Joint Administrative Services covers the whole Munis contract.
- Chris Boies and Brenda Bennett stated that a major concern is not having a dedicated point of contact at Munis.
- Brenda Bennett explained that the Advertising line also increased in response to needs over the past year.
- The Postage line appears to be unused; however, postage needs are seasonal and W2's be mailed out soon.
- Travel needs are decreased due to Covid, but even in prior years that line seemed a bit inflated so it has been decreased slightly. There is still budget for travel to trainings and seminars, if conditions permit.
- The Dues and Memberships line remains the same.
- The Materials and Supplies line has increased, due to necessity, as we have fallen short there before.
- Last year's budget included \$5,000 for office equipment, which is not necessary this year.
- Overall, the budget is down roughly \$10,000. However, no salary increases are included in this figure and we would like to secure raises for employees.
- David Weiss inquired about Sam Irby's fee. Brenda Bennett responded that his fee is rounded to \$40,000, which is included in the Purchased Services line.
- David Weiss asked if Sam Irby's fee was straight cost or a percentage. Chuck Bishop replied that the fee was straight cost. It was originally \$50,000 but was negotiated down.
- Chris Boies advised that a major consideration for insurance carrier interviews is their customer service piece and it is redundant to pay for additional customer service. A modified contract or no contract for consultant fees would be more appropriate.
- Chuck Bishop suggested moving to a more as-needed, hourly basis for the future. Determining how many hours of support are needed and negotiating an hourly rate would be more cost effective and allow room in the budget for potential salary increases.

**Chris Boies made a motion, seconded by Chuck Bishop, to submit the budget, as proposed, for approval. The motion carried by the following vote:**

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

**8. Next Meeting**

February 28, 2022

**9. Adjournment**

At 10:35 am, Chair David Weiss adjourned the meeting.

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Minutes Recorded and Transcribed by Catherine D. Marsten