

Joint Administrative Services Board
February 28, 2022 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, February 28, 2022, at 10:00 am in Meeting Room C, 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:

1. Call to Order

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

2. Determination of Quorum

Chair Weiss determined that a quorum was present.

3. Approval of Minutes

Chuck Bishop made a motion, seconded by Sharon Keeler, to approve the minutes for January 24, 2022, as presented. The motion carried by the following vote:

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

4. Updated JAS Calendar

Brenda Bennett explained that the original meeting calendar included a meeting on December 26, 2022, but offices will be closed that day for the holiday. That meeting date has been changed to December 19, 2022. The updated meeting calendar is as follows:

Date	Time	Location	Topic(s)
02/28/2022	10:00 am	JGC	Budget, Health Insurance
03/28/22	10:00 am	JGC	<i>If needed</i>

Approved March 28, 2022

04/25/22	10:00 am	JGC	<i>If needed</i>
05/23/22	10:00 am	JGC	<i>If needed</i>
06/27/22	10:00 am	JGC	<i>If needed</i>
07/25/22	10:00 am	JGC	<i>If needed</i>
08/22/22	10:00 am	JGC	<i>If needed</i>
09/26/22	10:00 am	JGC	Budget Process
10/24/22	10:00 am	JGC	<i>If needed</i>
11/28/22	10:00 am	JGC	<i>If needed</i>
12/19/22	10:00 am	JGC	<i>If needed</i>
01/23/23	10:00 am	JGC	Organization, Budget

Chris Boies made a motion, seconded by Chuck Bishop, to adopt the updated meeting calendar 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. Joint Administrative Staff/Workload Update

- Brenda Bennett explained that her staff is spread thin with the current workload. They are cross training when possible and focusing on training someone as a back-up payroll person, but HR-related tasks are taking up a lot of their time.
- Brenda Bennett provided a handout that shows the volume of data coming through her office has almost doubled in the past 6 years.

	Active Employees	2021 W-2s	HR Personnel	Finance Personnel
Clarke County Schools/Government	583	744	0.5	5
Warren County Schools	913	959	3	5
Warren County Government	399	466	3	3
Winchester City Schools	917	1179	6	6
Winchester City Government	631	829	5	5
Frederick County Schools	2850	3015	8.5	12
Frederick County Government	950	1276	6	8

	2015	2016	2017	2018	2019	2020	2021
New Hires	78	85	88	102	128	139	164
Terminations		68	72	144	139	168	125
W-2s	408	475	543	637	722	713	744

- Brenda Bennett offered that she is open to entertaining discussions on adding a full-time position, though her predecessor was not. Her staff is documenting

current processes and reviewing them as they are able to, though they are quite busy at the moment.

- Chris Boies advised that, before talking about adding a position, the first step should be analyzing processes to see what needs to be done and what can be done differently.
- Brenda Bennett stated that HR tasks are taking the most of her staff's time: onboarding and insurance/open enrollment involves a lot of data entry. A part-time person is helping with this for 6-8 hours per week.
- Chris Boies offered that his staff can assist with data entry if needed, and added that the County has a part-time HR Generalist who is handling a lot of the onboarding processes and coordinating with insurance and VRS, as well.
- David Weiss asked if new hires require more work compared to existing employees. Chuck Bishop replied that yes, new hires require more work than existing employees.
- David Weiss questioned if there was something causing an increased hiring need or if it is just cyclical by nature. Chuck Bishop responded that it is generally cyclical. Chris Boies added that the increased workload is also attributable to things outside of our control, such as the pandemic.
- Brenda Bennett suggested that there is higher turnover than there used to be. Her staff keeps waiting for things to calm down, but that does not seem to be happening.

6. 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 10:11 am, Chris Boies moved to 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	- Absent
David Weiss	- Aye

At 10:51 am, the members of the Joint Administrative Services 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 moved to reconvene in open session. The motion carried by the following vote:

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

Chris Boies 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	-	Absent
David Weiss	-	Aye

Chris Boies made a motion, seconded by Chuck Bishop, to authorize the Director of Joint Administrative Services to negotiate the changes suggested in closed session with the proposed contract provider and, if an agreement on those terms is reached, to execute a contract. The motion carried by the following vote:

Chuck Bishop	-	Aye
--------------	---	-----

Approved March 28, 2022

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

7. Next Meeting

March 28, 2022

8. Adjournment

At 10:53am, Chair Weiss adjourned the meeting.

Minutes Recorded and Transcribed by Catherine D. Marsten