

Joint Administrative Services Board
August 22, 2022 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, August 22, 2022, at 10:00 am in Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

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

Members Absent: Chip Schutte

Staff Present: Brenda Bennett, Catherine Marsten

Others Present: None

1. Call to Order

At 10:01 am, David Weiss called the meeting to order.

2. Determination of Quorum

David Weiss determined that a quorum was present.

3. Approval of Minutes

Chris Boies made a motion, seconded by Sharon Keeler, to approve the minutes of the June 27, 2022 meeting 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. Employee Assistance Program (EAP)

Brenda Bennett presented the following:

- Benefit Plan Administrators (BPA), the previous health insurance carrier for Clarke County and the School Division, included an Employee Assistance Program (EAP) through Interface Behavioral Health as part of their plan benefits. Any employee (and covered dependent) enrolled in the Health Insurance Plan under BPA had access to this program.

- Interface Behavioral Health is a stand-alone product and can be purchased if the County and School Division decide to include it as an employee benefit. The cost is \$1.75 per employee per month (for employees covered under Clarke’s health insurance plan). Based on current figures, the annual estimated cost is \$5,565.
- Anthem offers a similar plan at a cost of \$1.55 per employee per month. Based on current figures, the annual estimated cost is \$4,900.
- An analysis of utilization shows 11 employees/dependents used the EAP during the 2021 calendar year, for legal services, grief counseling, behavioral services, etc.
- Chris Boies stated that the EAP is important to have for employees and necessary when interventions are required for troubled employees. The Anthem plan is what the Commonwealth of Virginia uses as their EAP and he has always heard good feedback on it.
- David Weiss asked, and Chuck Bishop affirmed, if the County used Anthem’s EAP previously.
- Chuck Bishop advised that having an EAP is especially important with mental health being such a large concern everywhere, and suggested using Anthem due to the price difference.
- Brenda Bennett added that Anthem requires a 45-day notice for implementation.
- Chris Boies asked if the health insurance RFP required an EAP as a service.
- Brenda Bennett replied no, it did not specifically state an EAP as a requirement. Chris Boies added that is something that should be added in the future.

Chris Boies made a motion, seconded by Chuck Bishop, to enter into a contract with Anthem for Employee Assistance Program services. The motion carried by the following vote:

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

5. Benefit Plan Administrators (BPA) Update on Reconciliation Issues

Brenda Bennett advised the following:

- BPA contacted her on August 2, and stated that they had responded previously in June but that the email had not gone through due to the 40mb file attached.
- BPA sent an excel file with a large raw data dump, which staff is weeding through.
- There is a lot of dialogue via phone and email right now, trying to address the reconciliation issues and discrepancies.
- BPA seems to be more than willing to communicate at this point; it is just a question of trying to work through all the data.

- Staff is working to compile other data for spec claims and reinsurance claims.
- David Weiss asked, aside from the raw data dump, what was the message of the email BPA sent.
 - Brenda Bennett replied that there was one issue where a clarification was needed: a reinsurance claim and a credit collected by a third party. BPA advised that prescription rebates are coming. She has recently sent BPA another email with specific details and what is needed from them in terms of explanation and error identification.
- Chuck Bishop queried how much BPA owes in total.
 - Brenda Bennett responded between \$350,000-\$400,000, which includes an approximate \$100,000 claim that the reinsurer was to have paid, and estimates on pharmacy rebates. She is examining claims in terms of reinsurance and auditing individual claims that have exceeded \$100,000 for the past 18 months.
- David Weiss asked if there was an actual deadline to impress upon BPA.
 - Brenda Bennett answered that BPA will process claims through December 2022, so that should be the deadline.
 - Chris Boies added that some parts and claims could be wrapped up before then. The timeline for pharmacy rebates is six months after the quarter ends, so there are parts that will need that full time to resolve.
- David Weiss suggested informing BPA that the County is keeping track of the significant time spent auditing and reconciling these claims and payments. Whether or not it is something that the County could bill to BPA, they should be aware we are considering the option.
- Brenda Bennett summarized that BPA is now communicative and is agreeing that they owe the County. At this point, it is just a matter of settling exactly what they owe.

6. Joint Administrative Services Staff/Work Update

Brenda Bennett presented the following:

- Robinson Farmer Cox (RFC) is scheduled for audit fieldwork the week of October 31, which is later than usual. Staff asked for an earlier date but RFC could not accommodate. However, the audit lead advised that there should not be any problems in meeting the County's deadlines.
- The late audit allows JAS to focus solely on the Annual School Report ahead of its September 30 deadline. When that is finished, the whole month of October is still available to finish any necessary cleanup for the audit.
- David Weiss opined that it is nicer to look at these things incrementally instead of all at once, because there is less confusion.
- Chris Boies added that staff was planning for capital carryforward going to the School Board in September and then to the Board of Supervisors in October.
- Brenda Bennett advised that there are several items going before the School Board tonight, which will then go to the Finance Committee.

- Chris Boies stated, and Brenda Bennett agreed, that those items will exceed the amount that requires the Board to set a public hearing.
- Chuck Bishop added that he suspects enrollment will be higher than what the budget was built on, as well.

Brenda Bennett continued the update:

- There is a lot of payroll processing and reconciling right now, as well as auditing leave and accrual balances.
- Staff is still cross training and working to get backup people in place for processes.
- Staff is also gearing up for the audit by trying to complete as much preliminary work as possible.
- Chris Boies asked if the bank reconciliation was going well.
 - Sharon Keeler answered yes, all of 2022 and the month of July are done already.

7. Next Meeting

September 26, 2022

- David Weiss announced that he will not be able to attend the September meeting.

8. Adjournment

At 10:28 am, David Weiss adjourned the meeting.

Minutes Recorded and Transcribed by Catherine D. Marsten