

Joint Administrative Services Board  
October 22, 2018      Regular Meeting      10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, October 22, 2018, at 10:00 am in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

**Members Present:** David Ash, Chuck Bishop, Sharon Keeler, Chip Schutte, David Weiss

**Members Absent:** None

**Staff Present:** Tom Judge, Gordon Russell, Brianna Taylor

**Others Present:** None

**1. Call to Order - Determination of Quorum**

At 9:58 am, Chairman David Weiss called the meeting to order having determined that a quorum was present.

**2. Approval of Minutes**

**Chip Schutte, seconded by Sharon Keeler, moved to approve the June 25, 2018 minutes as presented. The motion carried by the following voice vote:**

David Ash	- Aye
Chuck Bishop	- Aye
Sharon Keeler	- Aye
Chip Schutte	- Aye
David Weiss	- Aye

**3. GASB 75**

Tom Judge stated that the actuarial study to determine the implied liability of permitting health group participation for retirees should be completed by December.

Tom Judge read the regulations from § 15.2- 15 17. Insurance for employees and retired employees of localities and other local governmental entities; participation by certain volunteers:

- C.1. Except as otherwise provided herein, in the event the governing body of any locality elects to provide group accident and health insurance for its officers and employees, including constitutional officers and their employees, such programs shall require that upon

retirement, or upon the effective date of this provision for those who have previously retired, any such individual with (i) at least 15 years of continuous employment with the locality or (ii) less than 15 years of continuous employment who has retired due to line-of-duty injuries may choose to continue his coverage with the insurer at the retiree's expense until such individual attains 65 years of age at the insurer's customary premium rate applicable (a) to such policies, (b) to the class of risk to which the person then belongs, and (c) to his age.

Tom Judge stated that it seems like we need to provide insurance but only to those who have worked 15 years of continuous employment and it does not have to be at the same rate that it's provided to other employees. We can ask at the renewal if we can have a separate rate for retirees.

Tom Judge expressed that no action is needed at this time until the study results come in.

David Weiss asked if it was at the retiree's expense and if that is how it is currently done.

Tom Judge answered in the affirmative but they are paying the same rate as an employed person would. The idea behind the implied liability study is to look at if retirees should be paying a higher rate due to them being older and having a higher risk profile.

Chip Schutte then asked that the cutoff is 65 because that is when you are eligible for Medicare. Tom Judge answered in the affirmative.

Tom Judge expressed that by changing both of our current policies to 15 years of continued work may change the future. Another thing that could happen is to ask for a separate rate, hopefully, get the rates both with the retirees combined in the overall group and with them as a separate group. Tom Judge also stated that another option that may help would be to put into the policies the 65-year age limit for retirees.

David Weiss asked what the actuarial study would determine.

Tom Judge answered that the actuarial study is going to look at all of the employees, their ages, their participation in insurance groups, their number of years of service and then try to estimate the retirees over the next ten years and estimate what percent of those retirees will want to stay in the retiree group. Then what is the difference between that group standing alone and the combined group and that will be the liability. It is going to be from a more macro level so not sure of all of the details it will cover.

Chuck Bishop asked if we should request from Local Choice one with a combined rate and one just for retirees now instead of waiting, so that we can look at our options.

Tom Judge stated that the renewal information from Local Choice comes out in January and the commitment to the rates deadline is late March. Tom Judge then stated that he could talk to them and see what the options are to getting that as soon as possible and getting both the combined overall rates and the rate if retirees are their own group.

#### **4. Health Insurance Renewal Options**

Tom Judge explained that last year's health insurance renewal was +14%; this caused certain employees to have a negative change in net pay, despite the 2.5% salary increase.

In order to prevent this situation from reoccurring, one option for the School Finance Committee may be to focus on the percentage premium for the employer contribution for the transportation, food service, and other subgroup.

David Weiss asked if the percentages were comparable. Tom Judge stated that Rick Catlett was working on a comparison with Winchester and Frederick in order to see how we compare.

## 5. ERP Update

Tom Judge stated that the Go Live for Virginia Income Tax is scheduled for December, and Taxation for January. There are two more remaining implementations. One is Online Payments, which Gordon Russell wants to wait until Taxation is Live before implementing. The other one is GIS Mapping.

Gordon Russell stated that the GIS Mapping piece does not look to be critically necessary to the Munis Application. Also the fact that it is not just the Munis Module charges but also we would have to spend a large amount of money in order to upgrade our GIS Environment to work with Munis because the way our data is managed today is not the way Munis would be able to connect and work with that data.

**Chip Schutte, seconded by David Ash, moved to decline the implementation of GIS Mapping through Munis. The motion carried by the following voice vote:**

David Ash	- Aye
Chuck Bishop	- Aye
Sharon Keeler	- Aye
Chip Schutte	- Aye
David Weiss	- Aye

Tom Judge explained that the Munis Version upgrade would be postponed until taxation implemented.

Sharon Keeler stated that they are trying to move forward with the taxation but they run into one issue after another. Gordon Russell explained that there have been issues that the implementers have not accurately addressed with the converted data and partial paid bills. IT Department has been trying to sort out the issues and, most of the time, find it easier to learn how to fix things themselves.

Gordon Russell stated that it would not be an efficient process for the upcoming year and it is going to be messy because we cannot fix errors in the system until we find them and when we find them, it may take a while to fix the error.

Sharon Keeler explained that they would continue to do in house training with Gordon Russell and Brenda Bennett in order to keep moving forward. The Board did all agree that if more training from Munis trainers is required then training could be given.

Gordon Russell stated that by working more with Munis and fixing the problems that arise, it has helped in understanding Munis on a deeper level, which does help to fix the other problems, but it has also reshaped his job role because the system itself does require someone onsite who understands Munis and is able to correct things when the problems do arise.

## 6. Adjournment

At 10:47 am, Chairman David Weiss adjourned the meeting

## 7. Next Meeting

November 26, 2018

Note: The July, August and September meetings were cancelled due to insufficient agendas.

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Minutes Recorded and Transcribed by Brianna R. Taylor