

Joint Administrative Services Board  
May 20, 2019 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, May 20, 2019, 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, David Weiss

Members Absent: Chip Schutte

Staff Present: Tom Judge, Brianna Taylor

Others Present: None

1. Call to Order - Determination of Quorum

At 10:02 am, Vice Chairman David Weiss called the meeting to order having determined that a quorum was present.

Adoption of Agenda

Chuck Bishop, seconded by David Ash, moved to adopt the agenda as presented. The motion carried by the following voice vote:

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

2. Approval of Minutes

Sharon Keeler, seconded by David Ash, moved to approve the April 22, 2019 minutes as presented. The motion carried by the following voice vote:

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

### 3. Genworth Marketing

Tom Judge stated:

- Genworth provides long-term health care insurance that is VRS sponsored at employees cost.
- Joined in 2010 / 2011 timeframe
- Only five or six employees participate even though it has been advertised.
- At the initial implementation, there was “no underwriting” in other words no questions asked about health status.
- Genworth wants to do a direct mail to all employees, asking for all employees’ names, addresses, and ages.
- If we participate in the marketing campaign, then, we are eligible for “reduced underwriting,” which is limited questions, asked about health status, to try to make a determination without requiring medical records.
- Inquired if we do have to participate in the direct mail marketing campaign in order to get the “reduced underwriting.” Genworth said that since we are already a member of the group that we could do an internal email campaign to qualify for the “reduced underwriting”.
- Since we have encountered repeated attempts at fraud and one successful attempt, it would be better to avoid the release of this information then to have it out there, outside of our control.
- Recommend that we participate in the internal email campaign as a marketing effort to get more people involved in the long-term health care insurance.

Chuck Bishop expressed that he was concerned with releasing employee information; therefore, request that it be done through an internal email marketing campaign.

David Ash agreed adding that with the internal email there could be an attachment with the marketing information provided by Genworth.

**By consensus, the Board agreed on participating through an internal email marketing campaign.**

### 4. Staff Salary Increases

Tom Judge stated:

- The School Board gave 3.0% to Administrators, 3.5% to Teachers, and 4.5% to all other employees.
- Recommend the same for the Joint Administrative Services staff.
- There is an instance where one staff member will receive 3.0% due to performance evaluations. More detail would require a closed session.

- Budgeted at a 3.5% increase totaling \$15,862.07, proposal using school model \$17,545.85; therefore, the variance is an increase of \$1,683.78.
- Anticipate on managing the budget, particularly the part-time JAS budget, to allow these increases to occur.
- Another element with JAS employees is that over the past year they have all worked outside of their department/ job functions.
  - Helping with the Bank Reconciliation
  - Social Services
  - Sheriff's Office
  - Convenience Center and other projects
- Believe that staff is deserving of the raises that follow the School Board Personnel Decision.

<b>Last Name</b>	<b>First Name</b>	<b>Position Description</b>	<b>New Salary</b>
JUDGE	THOMAS	JAS DIRECTOR	134,809.49
SHECKELS	SALLY	PAYROLL COORDINATOR	54,817.57
BENNETT	BRENDA	ACCOUNTANT 2	67,759.89
JOHNSON	EMILY	ACCOUNTS PAYABLE CRD	44,529.54
LEGGE	MICHAEL	PURCHASING MANAGER	65,216.36
MEREDITH	MARY	JAS ADMIN ASST	42,845.00
BROOKS	STEPHANIE	ACCOUNTANT 1	60,770.00
		Increase 3.5% current salary	15,862.07
		Actual Increase	17,545.85
		Variance	1,683.78

Closed Session Pursuant to §2.2-3711-A1 S Specific Employees or appointees of the Board

At 10:16 am, Chuck Bishop, seconded by David Ash, moved that the Joint Administrative Services Board enter Closed Session pursuant to §2.2-3711-A1 for the purpose of discussing personnel matters related to performance. The motion carried by the following vote:

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

At 10:25 am, the members of the Board of Supervisors, 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, Chuck Bishop, seconded by David Ash, moved to reconvene in open session. The motion carried as follows:

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

Chuck Bishop, seconded by David Ash, 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:

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

Chuck Bishop, seconded by David Ash, moved to approve the Staff Salary Increases as presented. The motion carried by the following voice vote:

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

Health Insurance

Chuck Bishop asked Tom Judge if he had received any more information on Health Insurance options for future years.

Tom Judge stated that the Affordable Care Act requires that you offer two types of dental coverage: the comprehensive, which we currently have; and there is preventative. In the past, we never participated in two types because that doubles the premium. With the Affordable Care Act pushing to offer the two plan options it will allow employees to choose between the two options. One way of reducing the overall premium is to allow people to participate in preventative only, which would reduce the premiums \$15-\$20 a month. Payroll & Benefits Coordinator, Sally Sheckels, believes that we would have some number of employees who would participate in the preventative only.

Chuck Bishop expressed that the reason he asked was to keep it in discussion. Also because the School has not had to fill many vacancies for next year, but a few people are leaving specifically because of Health Insurance Coverage.

Vice Chairman David Weiss agreed that we should make an educated decision.

Chuck Bishop added that we might find that there is nothing that we can do and that every year we will just have to deal with a 6% to 15% increase. However, for all of our employees, we have to do our due diligence so we can tell them that we did look at it and that this is where we are.

Tom Judge stated that there should be more information by September either a report or a meeting in order to get ahead of the Budget process.

## 5. Next Meeting

June 24, 2019

## 6. Adjournment

At 10:32 am, Vice Chairman David Weiss adjourned the meeting.

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Minutes Recorded and Transcribed by Brianna R. Taylor