

York County Fiscal Agent Agreement Communication (Received 4/23/25)

Below please find comments/status of items in the Memorandum of Agreement, 3/20/25 CBH Letter to YC and 2/24/25 YC Letter to CBH, a copy of each is attached here for quick reference.

Regarding the Memorandum of Agreement (MOA):

- Obligations of County:
 - Page 3, #5, request to change “may” to “shall”
 - Do not Concur – As mentioned in Mr. Bellamy’s February 24, 2025, letter, we are in the process of formalizing CBH’s participation in County medical plans through a separate Memorandum of Agreement to be executed no later than September 2025. While we do not intend to discontinue CBH’s participation in the County’s medical plans, we plan to include language requiring a minimum of 12 months’ notice from either party should there be a desire to terminate participation. This is to ensure there is no risk of a lapse in employee coverage. We envision this agreement will delineate how claims will be segregated by entity and reviewed annually to determine if budgeted contributions are sufficient to cover annual claims and will also address how shortfalls or overages will be handled. Accordingly, we believe retaining the flexibility of using the term “may” is in the best interest of both parties.
 - Page 3, new paragraph 10
 - Concur and added.
- Obligations of Treasurer
 - Page 3, Paragraph 3
 - While not a requested change to the draft MOU, we understand CBH’s desire to have your funds earn as much interest as possible. I believe our bimonthly meetings will assist in this regard as they will help us have a better handle on your cash flow needs and what is available for investment.

Regarding your 3/20/25 Letter to Mr. Bellamy:

- YC’s request to require board approval for expenditures over \$50,000.
 - Thank you for incorporating this in the Board Bylaws
 - Please provide a copy of the most recently adopted Board Bylaws for our file.
- Regarding adding ex officio member
 - We understand your concern regarding the size of the existing board and would like to continue dialogue on this subject. In the meantime, Mr. Bellamy has asked that I attend both regular board meetings and the Executive Board Meetings. As the Board meeting days are the same as our Board of Supervisor board meeting days, there will be some meetings I am unable to attend.

Regarding Mr. Bellamy’s 2/24/25 letter to you:

- Agreed Upon Procedures Engagement:
 - You have provided us a copy of the signed engagement letter with Brown Edwards. We understand the work is underway and look forward to receiving a copy of the report issued.
- Bi-monthly Meetings:

York County Fiscal Agent Agreement Communication (Received 4/23/25)

- Carolyn Cuthrell, Deputy Director of Finance will be scheduling the bi-monthly communication meetings beginning in June. We anticipate Theresa Owens, Carolyn Cuthrell, Kami Wilcox and Candice Kelley from our team to be regular participants with additional staff (i.e. AP or HR during open enrollment) to be invited as needed. From CBH's side we would like Nancy and Chaenn Thomas to attend. Please let us know if there are any other staff you would like added to the recurring meeting. We would like to meet in person for the first one and virtually thereafter.
- Memorandum of Agreement for CBH participation in County Medical Plans
 - A MOA is currently being drafted and we will share a draft for review and comment in near future.

Next steps:

1. Respective Boards adoption of attached Memorandum of Agreement.
 - a. We plan to include in our May 20th Board Meeting
2. County to complete draft MOA for CBH participation in County Medical plans and CBH to provide comment/feedback
3. Mr. Bellamy and Mr. Coe to have further discussion on ex officio options
4. Mr. Coe to share results of agreed upon procedures with Mr. Bellamy
5. Ms. Cuthrell to schedule bi-monthly meetings.

Please let me know if you would like to discuss any of these items or if I missed anything.

Thank you!
Susan

Susan M. Goodwin, CPA
Assistant County Administrator

York County Administration
P.O. Box 532, 224 Ballard Street, Yorktown, VA 23690