
May 23, 2011 Joint Administrative Services Board
 Regular Meeting 12:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, May 23, 2011, at 12:00 p.m. in the Meeting Room AB, Berryville Clarke County Joint Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

Sharon Keeler, Emily Rhodes, Michael Murphy, David Ash, J. Michael Hobert

Staff Present

Tom Judge, Lora B. Walburn

Also Present

Ed Leonard

Call To Order and Determination of Quorum

Chair Emily Rhodes called the meeting to order at 12:04 pm.

Adoption of Agenda

By consensus, the agenda was adopted with the addition of discussion of an RFP for occupational medicine.

Approval of Minutes

David Ash advised that Line of Duty as a post employment benefits, as reported in the April 25 minutes, is being strongly contested by localities.

David Ash, seconded by Sharon Keeler, moved to approve the April 25, 2011 minutes as presented. The motion was carried as follows:

Sharon Keeler	-	Aye
Emily Rhodes, Chair	-	Aye
Michael Murphy	-	Abstain
J. Michael Hobert, Vice Chair	-	Aye

David Ash

- Aye

Report from Director

Highlights of the report given by Tom Judge include:

- Treatment of Joint Services Fund in Annual Financial Report.
 - o Auditor has requested that this be treated as a line item in the general fund for the purposes of the annual financial report not as a separate fund.
 - o This item has been shown in the financial report as a separate fund for approximately fifteen years.
 - o Line item would be shown as a lump sum in the financial report but accounting will still show individual contributions that make up the whole.
 - o Tom Judge will follow up with the auditor to determine reasoning and what, if any, associated benefits.
- Treatment of Multi-year appropriations in Annual Financial Report.
 - o Additional schedule would be added to show prior year expenditures and current expenditures and available balance.
 - o Will reverse entries from system to allow reporting that does not duplicate the entries.
 - o Audits have gone from year to year with explainable changes.
 - o The requested change could improve communications by showing prior year expenditures providing the ability to see positive available balances that carry over.
 - o The Board concurred that the suggested approach, if adopted, would be misleading.
 - o Tom Judge will follow up with the auditor to determine reasoning and what, if any, associated benefits.
- Certain after-tax deductions inadvertently handled via payroll deduction.
 - o Individual employee after-tax deductions for such items as insurance or loan payments had been processed until approximately five years ago when it was determined that this could be more easily managed through the employee's banking institution.
 - o Due to a miscommunication, a few new employees and after-tax deductions have been added in during the last five years.
 - o From this point forward, all exiting deductions will grandfathered; and the new Payroll and Benefits Coordinator has been instructed that no new employees or deductions shall be added.

Technology Update

- A. *Outstanding issue: After looking into 9 communities, Staunton has been selected as a comparable example of the changes we are contemplating. The Board will need to review their calendars once again and propose feasible dates because June 10 and 17 will not work for Staunton. All JAS members, as well as John Staelin, have indicated interest in this visit. Questions to pose will continue to be gathered until a few days before the meeting, then shared with Staunton in advance of the meeting.*
- Tom Judge was instructed to ask Staunton IT Director to propose dates that would work for him. Tom Judge will provide the list of dates to the Board, as well as Gordon Russell and David Baggett.
 - Staunton is the most likely candidate – implemented ERP system in 2003. They have a web interface instead of client server system. System built on open standards, relational database - fundamental types of technical requirements.
 - Staunton is happy with their system and is considered a success story.
 - Not shopping for an application but general experience with ERP system.
 - Further review of the Tyler Muni system used for the treasurer application by Staunton will be necessary.
 - Tom Judge distributed a list of questions to pose in advance of the meeting in Staunton.
 - Additional questions for inclusion:
 - Staff development and training requirements and deficiencies?
 - End user interface and client satisfaction?
 - What modules did Staunton use or discard and why?
 - Data conversion issues – how big, how bad, what are expectations?
 - Are you better off now than before?
 - What does end user need to operate the system?
 - What is most useful way to evaluate costs and benefits?
 - Were business processes adapted to system or system adapted to business processes?
 - Governance issues?
 - Did implementation save money?
 - Did everyone gravitate toward and learn or did others bulk.
 - Did it eliminate side accounting?
 - The meeting with Staunton should be more about the process than the product.
 - The trip to Staunton will qualify as a meeting and must be posted.

B. *Update: Loudoun continues to evaluate its ERP proposals and may be negotiating but not announced. Winchester had a public discussion last week regarding its need to update its*

administrative systems. Prince George's County, Virginia recently awarded a contract for implementation of an ERP system. There is a trend there and localities are reacting to reduced economy to reduce things.

This information was provided as an update only and the Board did not discuss this item.

C. Interim Action:

The Board discussed possible action items that could be implemented in advance of any enterprise system.

- If organize data now, it will come out cleaner and more logical later.
- Personnel / Human Resources and employee leave tracking are key focus areas.
- Expert, an RDA HR program, is available.
- Training on Expert could involve expenditure.
- Online applications and applicant tracking is a premium that could be built out later in the process.
- Tom Judge will arrange to meet with the Schools and the General Government to develop recommendations.
- Results of the common data meeting shall be communicated at the next meeting.

Virginia Retirement System Deferred Compensation Plan.

- There are no exit fees for leaving Nationwide.
- Fixed account earnings would be adjusted for leaving midterm.
- Loudoun County left Nationwide due to high fees.
- NACO staff justifies higher fees in terms of the robust services it offers.
- Tom Judge is still exploring options.
- No school employees are currently enrolled in Nationwide.
- No time pressing time constraints for making the decision.
- David Ash will speak with current general government participates about available options.

Options:

- A. Stay with Nationwide.
- B. Leave Nationwide. Add VRS. Transfer all balances to VRS.
- C. Add VRS. No new contributions to Nationwide, but balances can stay.
- D. Add VRS. Employees must choose Nationwide or VRS.
- E. Add VRS. Only existing Nationwide members can continue contributions.

RFP for Occupational Medicine

Dr. Murphy reviewed his request for an RFP for occupational medical services. Highlights are as follows:

- Occupational medicine would include drug and alcohol testing; bloodborne pathogens; hepatitis B; return to work assessment.
- Nine different areas want to get the best price have been identified.
- A sample agreement has been found.
- Have sample agreement.
- Numbers have been assigned to each of the options.
- General government has expressed interest for some employees.
- Will follow up with David Ash, Mike Legge, and Tom Judge.

Next Meeting

The next meeting of the Joint Administrative Services Board is tentatively scheduled for Monday, August 22, 2011 should it be needed. If there are conflicts, the next regularly scheduled meeting is set for Monday, September 26, 2011 at 12:00 noon in Meeting Room AB of the Berryville Clarke County Joint Government Center.

Adjournment

At 1:58 pm, Chair Emily Rhodes adjourned the meeting.

Minutes Recorded by: David Ash
Prepared By: Lora B. Walburn