

4. Director Update:

Highlights of Tom Judge's update are as follows:

- Employee meetings are scheduled for 10/13 to review the new Deferred Compensation program.
- Annette Gilley, Sally Sheckels, and Gary Lichliter will be attending training sessions in Staunton.
- Development continues on the Schools' wellness program.

5. Technology

A. Draft ERP Budget Request.

David Baggett joined the Board at 12:10 pm.

Dr. Murphy joined the Board at 12:11 pm.

Gordon Russell joined the Board at 12:15 pm.

Tom Judge presented a summary and asked for Board recommendations. Highlights included:

- Tom Judge recommended splitting 50/50 between schools and general government noting that ultimately the Board of Supervisors pays for all.
- Robina Rich Bouffault stated her preference for establishing an implementation team with executive authority and have them bring to the Board for action a schedule of implementation including: what needs to be done, when, estimated cost, and bring to Board for action.
- Michael Hobert stated that governance was with the Joint Administrative Services board but expressed his support for team formation.
- Mike Murphy expressed his support for the team concept and his preference for reporting to one person such as a project leader. He put forth that the project would provide an opportunity to streamline processes and move toward best practices.
- The implementation team can call upon the Joint Administrative Services Board for guidance, political confirmation, etc.
- Gordon Russell suggested that the organizational structure be defined before asking the governing Boards for funding.
- Mike Murphy suggested that the project leader be accountable to Tom Judge, who could act as the process steward.
- Gordon Russell opined that for implementation to be successful there must be consensus from all department heads and a willingness to embrace and support change that will require agreement to make the necessary modifications. He commented that a governance structure that would allow the team / project manager to implement the changes was not yet in place.

- Mike Murphy concurred that consensus building was critical to success.
- Policy changes
 - o Would be necessary in the areas of leave, personnel, etc.
 - o Governing bodies should be informed of the need to clarify, simplify and homogenize policies.
 - o A single policy for government and schools is not necessary.
- Tom Judge suggested drafting a proposed structure to which all independent bodies and boards shall be signatory so that there is acceptance up front that the proposed changes shall be for the common good.
- Have the implementation teamwork with the focus groups from the recent audit.
- Tom Judge shall conduct further research and provide feedback.
- Further discussion of the implementation team, was carried forward to the next meeting. Discussion shall include the using the former members of the technology committee as the base for the implementation team.
- Discussion on the governance model was carried forward to the next meeting.
- The Finance Committees of the governing bodies must approve in due course the submission.
- This matter shall not be presented as a budget request to the Board of Supervisors until January 2012.

Robina Rich Bouffault, seconded by Sharon Keeler, moved “Be it resolved that the draft memorandum requesting funding for an ERP system to serve government and schools be forwarded in final form to the Board of Supervisors as an official FY2013 budget request, said request to be allocated 50% to the government capital budget and 50% to the school capital budget, together with Joint Administrative Services Director’s recommendation for a governance model. The motion carried by the following vote:

Sharon Keeler	-	Aye
Robina Rich Bouffault, Alternate		Aye
Emily Rhodes, Chair	-	Absent
Michael Murphy	-	Aye
J. Michael Hobert, Vice Chair	-	Aye
David Ash	-	Absent

B. Personnel Business Practices.

Tom Judge told the members that a memorandum had been shared with Government and Schools concerning the standardization of personnel data and processes in advance of an ERP system implementation. Highlights of this discussion include:

- Currently, there is no online employment application process.

- Applicant and personnel information is maintained in paper form.
- Leave tracking varies between each constitutional office, County Administration and other agencies - some use electronic spreadsheets, others use a paper system.
- Tom Judge provided highlights of his memorandum.
- JAS and County are review State HR policies.
- Mike Murphy and David Ash have been asked to look at personnel policies and start moving toward reforming to best practices.
- Mike Hobert, as a member of the Board of Supervisors Personnel Committee, offered to assist David Ash in developing an approach to address constitutional officers.
- Tom Judge opined that the bigger policy issues were found on the government side.
- Dr. Murphy put forth concerns regarding the time spent in preliminary activities, such as data entry – information that require re-entry into a new system or might not be included. He urged further discussion on the matter.
- Robina Rich Bouffault and Mike Hobert both acknowledged that considerable preliminary work was necessary before implementation and asked for written updates.

Gordon Russell left the meeting at 1:15 pm

6. Houck/Staelin Report.

Tom Judge distributed and reviewed the Houck/Staelin Report explaining that this report was initially created for Supervisor Staelin and former School Board Chair, Dr. William Houck and developed to provide a consistent point of reference in discussions of School Funding.

In response to Ms. Bouffault's request for explanation of how carry-over funds were reflected in the Houck/Staelin Report, Tom Judge explained that this report captures expenditures; therefore carry-over funds would not be reflected until spent.

Robina Rich Bouffault distributed and reviewed a report on School budget trends.

Mike Murphy expressed his desire to further review the report with Tom Judge.

Michael Hobert asked Tom Judge to provide him with an explanation of the disparity of actual expended between FY2009 and FY2010

7. Next Meeting

The next regularly scheduled meeting is set for Monday, October 24, 2011 at noon in Meeting Room AB of the Berryville Clarke County Government Center.

8. Adjournment

Mr. Hobert adjourned the meeting at 1:34 pm.

Minutes Recorded and Prepared by: Lora B. Walburn