

J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

Following the vote, Tom Judge turned the meeting over to Chairman Hobert.

Selection of Vice Chair

Chairman Hobert called for a motion for nomination of Joint Administrative Services Board Vice Chair for 2012.

David Ash, seconded by Mike Murphy, moved to nominate Charles "Chip" Schutte as Vice Chair of the Joint Administrative Services Board for 2012. The motion carried by the following vote:

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

Being no other persons put forth for consideration, Chairman Hobert called for a motion to close the nominations for Vice Chair.

David Ash, seconded by Mike Murphy, moved to close nominations for Vice Chair. The motion carried by the following vote:

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

By unanimous consent, Charles "Chip" Schutte was elected to serve as Vice Chair of the Joint Administrative Services Board for 2012.

Establishment of Calendar

- 02/27/12 12:00:00 PM JGC Health Ins, Budget, Technology
- 03/26/12 12:00:00PM JGC Health Insurance, Technology
- 04/23/12 12:00:00PM JGC Health Insurance, Technology

- 05/21/12 12:00:00PM JGC Health Insurance, Audit, Technology [*Moved to 3rd Monday - 4th Monday conflicts with Memorial Day.*]
- 06/25/12 12:00:00PM JGC TBD
- 09/24/12 12:00:00PM JGC TBD
- 10/29/12 12:00:00PM JGC TBD
- 12/17/12 12:00:00PM JGC Director Evaluation, TBD
- 01/24/13 12:00:00PM JGC Organization, Budget [*Moved to 4th Thursday, 4th Monday conflicts with Martin Luther King Day.*]

Chip Schutte, seconded by Sharon Keeler, moved to adopt the meeting calendar as presented. The motion carried as follows:

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

2. Approval of Minutes

David Ash, seconded by Mike Murphy, moved to approve the November 28, 2011 meeting minutes as prepared. The motion carried as follows:

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

3) Proposed Revision of Memorandum of Agreement creating Joint Administrative Services Board.

Tom Judge reviewed the memo titled Information Technology Governance and Memorandum of Agreement Update including background and scope.

Chairman Hobert summarized the plan of work section outlining cooperative agreements, refinement of business practices and implementation of an ERP system.

Tom Judge commented that with the constantly changing technology and the diversity of best practice methods for local government selection of an ERP may be difficult. He opined that consideration and agreement on best practices should occur prior to implementing an ERP.

Gordon Russell, noting the need for a single authority, expressed his support for securing cooperative agreements from the various agencies served.

Mike Murphy advised Mr. Baggett had not yet provided comment on IT governance.

David Ash suggested inclusion of IT oversight, need for coordination, justification, and early discussion between the agencies regarding services and equipment usage.

Chip Schutte commented on electronic payments opining that this is a now the standard particularly for younger generations.

Gordon Russell interjected that electronic payments are accepted but the County does not cover the convenience fee.

Chairman Hobert concurred with Mr. Schutte regarding the need to move technology forward noting that the Joint Administrative Services Board had been working toward this over the past year.

Mike Murphy put forth that a cultural change was required to attain purchasing consistency and economy of scale.

David Ash stated he would like to see in the plan of work under the cooperative agreements more detail on how agreements would be written, as well as requirements.

Tom Judge noted that in the scope of the agreement it states that it will evolve over time.

Sharon Keeler stated that she had no questions at this time but would reserve comment until more specific information was available.

Chip Schutte expressed his support for making a broader statement that would allow for adjustments later.

Mike Murphy concurred with Mr. Schutte.

Following discussion, the Board agreed that the most effective way to deal with IT issues would be through an ad hoc staff group.

In the memorandum of agreement regarding the 40-day requirement for approval, David Ash, noting that meeting dates can change, suggested that the language be modified to show the intent to allow sufficient time for review by the governing bodies asking that the language be changed to "review at the next regular meeting or the one thereafter."

Tom Judge suggested changing it to read "next subsequent meeting or 40-days, whichever is sooner."

Mr. Schutte and Mr. Murphy expressed their preference to remain with the 40-day requirement.

Mike Murphy expressed called for clarification whether working or calendar days.

The majority, preferring to stay with the 40-day requirement, agreed to change the language to read 40-calendar days.

Tom Judge reviewed his proposed revisions to the scope of activities specific to duties performed by his office and inclusion of the Commissioner of the Revenue in the reference about maintaining a close working relationship with the Treasurer.

There was discussion about information sharing, data separation and data security that will require close scrutiny.

Mike Murphy requested the inclusion of a broad underlying statement on FERPA, witness protection, legal bills, special education that might read “staff employed by Joint Administrative Services agrees to abide by the Family Education Rights and Privacy Act as it deals with Clarke County Public School students.” He offered to forward provide the annual declaration provided by the Schools.

Tom Judge put forth an alternate that would state “complies with all laws relating to confidentiality and privacy.”

With the Board in agreement, Chairman Hobert instructed Mr. Judge to add a broad statement under the separation of data section.

Gordon Russell suggested inclusion in the statement of some of the known relevant laws such as FERPA, witness protection, law enforcement, etc. He briefly covered the need to flag exempt data.

Tom Judge concluded that with the approval of the Joint Administrative Services Board he would take the revised agreement to the respective governing bodies for approval.

Mike Murphy offered to draft a confidentiality statement with appropriate references and provide to Mr. Judge and members of the Board.

Chip Schutte, seconded by Mike Murphy, moved to forward the Memorandum of Agreement to the respective governing bodies with the agreed upon modifications.

“Be it resolved that the Memorandum of Agreement signed in December 1993 between the Clarke County Board of Supervisors and the Clarke County School Board be amended in its entirety to update the document to conform to current practice, and to assign a new responsibility for information technology governance, as outlined in the attached.”

David Ash	- Aye
J. Michael Hobert	- Aye
Sharon Keeler	- Aye
Michael Murphy	- Aye

Charles "Chip" Schutte - Aye

4) JAS FY 13 Budget Request.

Tom Judge reviewed the Joint Administrative Services proposed FY2013 budget request of \$531,961. Highlights include:

- Largest change is in the benefit rates.
- Does not include a salary increase.
- \$2,500 was saved in the hire of new Payroll and Benefits Coordinator.
- Clarke County Sanitary Authority pays a portion of the salaries for two positions that provide direct support to that entity.

David Ash, seconded by Mike Murphy, moved to recommend the FY2013 Joint Administrative Budget as presented. The motion carried by the following vote:

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

Chairman Hobert briefly explained ERP system implementation for Mr. Schutte. He noted that ERP system implementation is included in the capital budget. He asked Mr. Judge to add a reference to the source of funds for this project **confirming the previous recommendation of this Board that funding be shared equally by the CCSB and CCBOS as part of their respective capital budgets.**

Tom Judge reviewed the ERP financial analysis he prepared. Highlights include:

- Potential cost avoidances including elimination of positions in the offices of the Commissioner of the Revenue and the Treasurer. Sharon Keeler commented that it was fair to say that ERP implementation would support avoidance of hiring additional personnel.
- The goal is to have the system pay for itself in five and a half years.
- Justification for implementation is not in dollars and cents.
- If ERP is not implemented, something still must be done considering that current accounting, tax collection and property assessment programs are provided by legacy type vendors that may not be available in the future.

5. Audit of Health Insurance Group Membership for Dependents

Neighboring localities such as Fauquier, Prince William, Fairfax, and Loudoun have contracted with outside firms to investigate dependents enrolled in the group health insurance program. These audits have led to savings through the identification of dependents claimed who are not in fact eligible. A similar, but in-house, study is proposed for Clarke, with Joint Administrative Services working in cooperation with the personnel functions of the Government and School Division to confirm the credentials of claimed dependents.

Chairman Hobert queried David Ash and Mike Murphy as to the comfort level of their respective employees with a verification of this type.

Chip Schutte put forward that the comfort level would depend on how the verification was administered.

Following discussion, Tom Judge offered to coordinate the survey with the renewal process, review use of a third party to perform the verification survey, and, if necessary, to begin development of the verification survey.

6. Requiring New Vendors to Accept Electronic Funds Transfer (EFT) payments.

A sustained effort has been made over the last ten years to get vendors to accept electronic payment. This effort has had marginal success, though the advantages for both the vendor (faster payment) and County (no postage and handling) are substantial. It is requested that the Board consider requiring any new Clarke County vendor to accept EFT payment.

Tom Judge provided examples to support his department's request to require new vendors to accept EFT payments.

David Ash suggested providing vendors incentives to accept EFT payments.

Chip Schutte expressed his support for encouraging vendors to accept EFT payments and suggested including as part of the contract.

Chairman Hobert described his personal business system that allows electronic payments.

In closing, Chairman Hobert recapped the discussion noting that the Board was supportive of the request to require vendors to accept EFT payment; and while understanding that there would be limitations, Mr. Judge was urged to strongly pursue implementation.

7. Director Evaluation.

Chairman Hobert proposed, and the Board agreed, that Mike Murphy and David Ash would perform the evaluation of the Joint Administrative Services Director and to share the results with the full Board during closed session.

8. Next Meeting

The next regularly scheduled meeting is set for Monday, February 27, 2012 at noon in Meeting Room AB at the Berryville Clarke County Government Center.

7. Adjournment

At 2:10 pm, Chairman Hobert adjourned the meeting.

Minutes Recorded and Prepared by: Lora B. Walburn