

April 23, 2012

Joint Administrative Services Board
Regular Meeting

12:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, April 23, 2012 at 12:00 pm in Meeting Room C, Berryville Clarke County Joint Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

Sharon Keeler; Chip Schutte; Michael Murphy [in 12:03];David Ash; J. Michael Hobert

Members Absent

None

Staff Present

Tom Judge, David Baggett, Lora B. Walburn

Others Present

Ed Leonard

1. Call To Order - Determination of Quorum

At 12:00 pm Michael Hobert called the meeting to order after determination that a quorum was present.

By consensus, the Board adopted the agenda as presented.

2. Approval of Minutes

Chip Schutte, seconded by Sharon Keeler, moved to approve the March 26, 2012 meeting minutes as prepared. The motion carried as follows:

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

Michael Murphy - Absent
Charles "Chip" Schutte - Aye

3. Health Insurance: Dependent Eligibility Verification.

A proposed communication to employees regarding the Eligibility of Dependents is provided. This would be distributed to all employees currently claiming dependents, and to all who wish to add dependents in the future. Note this this communication warns employees that documentation may be requested at any time, but does not require documentation at this time.

Tom Judge provided the following update:

- Requested that the Board approve the communication.
- At time of hire, new employees must provide the required documentation.
- In future, spot audits will be performed.

Chip Schutte, seconded by David Ash, moved to approve the notice to employees regarding the eligibility of dependents. The motion carried by the following vote:

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

4. Health Insurance: Retiree Group membership.

- a. *Government Personnel Policy Definition of Eligibility: "A regular full-time employee that has served Clarke County for a minimum of 10 years, and who is eligible to draw retirement payments from the Virginia Retirement System, may be a part of the health insurance retiree group, if the employee elects to join this group within thirty-one days subsequent to the termination date. The premium for the retiree group membership shall be borne by the member and, if membership is discontinued, there is no eligibility for reinstatement. Dependents covered on the termination date can continue to be covered, but dependents cannot be added subsequent to the termination date."*
- b. *School Personnel Policy Definition of Eligibility: "A regular full-time employee, or Food Service worker eligible for health group membership, that has served Clarke County Public Schools for a minimum of 10 years, and who is eligible to draw retirement payments from the Virginia Retirement System, may be a part of the health insurance retiree group, if the employee elects to join this group within thirty-one days subsequent to the termination date. The premium for the retiree group membership shall be borne by the member and, if membership is discontinued, there is no eligibility for reinstatement. Dependents covered on the termination date can continue to be covered, but dependents cannot be added subsequent to the termination date."*

Tom Judge summarized the eligibility definitions. He advised that elected officials were only eligible to participate in the program while in office.

Chip Schutte, seconded by David Ash, moved that the proposed changes be forwarded to the Personnel Committees of respective governing bodies. The motion carried by the following vote:

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

5. Director Performance Evaluation.

This evaluation is planned for April 25.

Tom Judge advised that, as requested by the Board, his employee evaluation would be conducted April 25.

6. FY13 Audit.

Proposals from audit firms for performance of the FY 13 audit are expected on May 1, and the contract should be awarded by May 15. Although the JAS Board could schedule a special meeting to decide this matter, it is recommended that Dave Ash and Dr. Murphy rank the proposals and follow through with award of the contract.

Tom Judge updated the Board on the upcoming review of audit firms to conduct the FY2013 audit.

Mike Murphy, seconded by David Ash, moved to adopt the recommendation to rank and select appropriate vendor and proceed with contract negotiations. The motion carried by the following vote:

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

7. Technology Governance.

- a. Approved Memorandum of Agreement establishing Technology Governance responsibilities.*
- b. Thoughts of Gordon Russell on considerations for development of a Joint Technology Plan.*
- c. Clarke County Public Schools Technology Plan.*

d. Concerns of John Staelin regarding an ERP system.

Tom Judge recommended as follows:

The Board should begin the development of a ten-year plan that lays out actions related, at a minimum, to the following:

- a. Extension of phone system, and upgrades.
- b. Extension of Building Automation system, and upgrades.
- c. Extension of Building Security system, and upgrades.
- d. Network switching upgrade schedule, and location of central switching rooms.
- e. Training schedule and training budget for common software applications.
- f. ERP system implementation.

David Baggett, Technology Services Administrator – CCPS, and Gordon Russell, Director of Technology – Clarke County Government, joined the Joint Administrative Services Board for discussion of development of a long-range technology plan. Points raised during this discussion include:

- Use of long-range plan as a budgeting tool.
- Performance of a gap analysis.
- Telephone technology.
- Interdependency of certain elements.
- Network infrastructure.
- Preparation in advance of the expiration of ComCast 15-year franchise agreement.
- Installation of county-owned fiber between facilities.
- Camera equipment.
- Server rooms at Johnson Williams Middle School and Government Center
- Training components
- Storage
- Firewalls
- Educational versus Government pricing.
- E-rate funding requirements.
- Next Steps:
 - o Develop a 10-year plan.
 - o Start with items of mutual benefit.
 - o Focus on establishing core infrastructure.
 - o Continue planning for ERP implementation but defer implementation of technology plan development.

- Develop a training component.
- Include bandwidth, infrastructure, disaster recovery.
- In time, grow list to include such items as specification of software versions, cell phone providers, etc.
- Start with development of a broad view plan and provide to Joint Administrative Services Board for consensus.
- Once consensus reached by the Board, submit the broad view plan to the respective governing bodies for review and support.
- Proposal to be developed by Tom Judge, David Baggett, and Gordon Russell.

8. Next Meeting

The next regularly scheduled meeting is set for Monday, May 21, 2012 at noon in Meeting Room AB at the Berryville Clarke County Government Center.

Adjournment

At 1:28 pm, Chairman Hobert adjourned the meeting.

Minutes Recorded and Prepared by: Lora B. Walburn