



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

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

3. Joint Technology Plan.

*The attached plan includes modifications made at the November meeting. New information regarding the Energy Management System is included. The plan can be proposed for adoption at this meeting, and sources of funding for the ERP System can be discussed in advance of the FY 14 budget process.*

Tom Judge distributed the revised Joint Technology Plan. The Board reviewed the changes; highlights included:

- Several small changes to the proposed plan budget.
- Energy Management System Extensions:
  - Including Energy Management Coordinator Alison Teetor in discussions.
  - Requested that section be edited to read monitoring for new high school only in connection with \$70,000 expenditure
- Information Technology departments will provide direction on ERP and document management systems.

**Chip Schutte, seconded by Mike Murphy, moved to accept the amended technology plan. The motion carried by the following vote:**

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

At 1:32 Mr. Schutte required to leave the meeting for medical appointment.

4. Fraud Prevention Program.

*October's discussion of this topic ended with concerns regarding whether hotline tips and subsequent investigations were subject to disclosure under the Freedom of Information Act. Correspondence from*

the relevant state agency is attached. It appears that such information can be kept confidential, but legal opinion from the County Attorney is recommended.

Tom Judge provided an overview of previous discussion. There followed general discussion of the opinion provided by the FOIA Council Allen Gernhardt, Staff Attorney.

**Mike Murphy, seconded by Sharon Keeler, moved to request the County Attorney review the issue on Page 22 and 23 of the December 17, 2012 Joint Administrative Services Board Packet and make a recommendation regarding guidelines to govern disclosure. The motion carried by the following vote:**

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

5. Budget Calendar

*Proposals are attached for discussion.*

Tom Judge reviewed the proposed FY2014 Budget Calendars for the School Board and the Board of Supervisors. The members of the Joint Administrative Services Board raised no objection.

School Board:

FY 14 BUDGET CALENDAR		CCPS PROPOSAL	
TYPE	ACTION	DATE	TIME LOCATION
Finance	SB Finance Committee	Wednesday, December 05, 2012	11:30 AM 309 West Main
Staff	Staff Budget Discussions	Thursday, December 06, 2012	9:30 AM JW Middle School
Board	Public Comments at outset of Budget Process	Monday, December 17, 2012	7:00 PM New HS
State	Department of Education revenue estimate	Wednesday, December 19, 2012	4:00 PM JAS
Finance	SB Finance Committee	Wednesday, January 02, 2013	8:00 AM 309 West Main
Board	Presentation of Budget Issues	Tuesday, January 15, 2013	7:00 PM New HS
Finance	SB Finance Meeting	Wednesday, January 30, 2013	8:00 AM 309 West Main
Board	Superintendent Budget Proposal	Monday, February 04, 2013	7:00 PM New HS
Finance	SB Finance Committee with Supervisors invited	Wednesday, February 06, 2013	8:00 AM 309 West Main
Board	SB Worksession: Budget & Public Hearing	Monday, February 11, 2013	7:00 PM New HS
Finance	SB Finance Meeting	Wednesday, February 13, 2013	8:00 AM 309 West Main
Finance	SB Finance Meeting	Wednesday, February 20, 2013	8:00 AM 309 West Main
Board	SB Budget Adoption	Monday, February 25, 2013	7:00 PM New HS
Finance	SB Finance Meeting	Wednesday, February 27, 2013	8:00 AM 309 West Main
Board	SB presentation to Board of Supervisors	Tuesday, March 05, 2013	7:00 PM JGC
Finance	SB Finance Committee	Friday, March 08, 2013	8:00 AM 309 West Main
Finance	SB Finance Committee	Wednesday, April 10, 2013	8:00 AM 309 West Main
Board	SB reconciliation with Board of Supervisors adopted budget	Monday, April 15, 2013	7:00 PM New HS
Finance	SB Finance Committee	Wednesday, May 01, 2013	8:00 AM 309 West Main
Staff	Budget document production	Thursday, May 16, 2013	4:00 PM JAS

Board of Supervisors

**FY 14 BUDGET CALENDAR**

**BOS PROPOSAL**

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Event</i>
Wednesday, January 16, 2013	02:00 PM	JGC	Staff Revenue Review
Tuesday, January 22, 2013	05:00 PM	JGC	Finance Committee: Revenue Review
Tuesday, January 29, 2013	05:00 PM	JGC	Finance Committee: Agency presentations
Monday, February 04, 2013	10:00 AM	JGC	Budget Worksession: presentation by County Administrator
Wednesday, February 06, 2013	08:00 AM	309 West Main	Finance Committee: School Finance Invitation
Monday, February 11, 2013	10:00 AM	JGC	BOS Worksession: Direction to County Administrator
Thursday, February 14, 2013	05:00 PM	JGC	Finance Committee
Thursday, February 21, 2013	05:00 PM	JGC	Finance Committee
Tuesday, March 05, 2013	07:00 PM	JGC	BOS Worksession: SB presentation
Thursday, March 07, 2013	05:00 PM	JGC	Finance Committee
Monday, March 11, 2013	10:00 AM	JGC	BOS Worksession
Thursday, March 14, 2013	05:00 PM	JGC	Finance Committee
Tuesday, March 19, 2013	06:30 PM	JGC	BOS Worksession until final number
Tuesday, March 26, 2013	NA	Winchester Star	Advertise in newspaper.
Tuesday, April 02, 2013	NA	Winchester Star	Advertise in newspaper.
Wednesday, April 10, 2013	07:30 PM	JGC	Public Hearing
Wednesday, April 17, 2013	06:30 PM	JGC	BOS Worksession until final numbers; recess, then adopt budget and Appropriations Resolutions.

**6. Benefit Waivers.**

*Attached is information concerning benefit waivers, whereby an employee is paid some amount that encourages them to enroll in health coverage with a spouse, thereby reducing the total cost to the employer. This is presented for information only. If the board wishes to pursue the matter, more information can be obtained.*

Tom Judge briefed the Board on the various issues. He advised that he was not recommending initiating a benefit waiver at this time. Following discussion, the Board concurred.

Chairman Hobert asked Mr. Judge to bring the matter back to the Board at the end of 2013 for a review at that time or in the event he became aware of changes that would warrant a re-examination.

**7. Next Meeting**

By unanimous consent, the Board changed the next regularly scheduled meeting from Thursday, January 24, 2013 to Monday, January 28, 2013 at 1:00 p.m. in Meeting Room AB at the Berryville Clarke County Government Center.

**Miscellaneous:**

Dr. Murphy asked to revisit the policy on payroll deductions.

Rick Catlett, Assistant Superintendent, queried Mr. Judge about payroll deductions for staff expressing concern that life insurance was no longer deducted pre-tax.

Tom Judge confirmed that life insurance was not pre-tax. He reminded that some years back the Joint Administrative Services Board had agreed not to process payroll deductions that did not have a direct tax advantage to the County.

Dr. Murphy suggested that the matter be reviewed to add clarity; further, a policy be confirmed and communicated to employees. Mr. Judge agreed to address the matter at a subsequent meeting.

Rick Catlett offered to provide Mr. Judge a copy of a notice provided by Horace Mann to individual employees.

#### Adjournment

At 2:02 pm, Chairman Hobert adjourned the meeting.

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Minutes Recorded and Prepared by: Lora B. Walburn