

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

3. ERP Update

A. Savings against contract now at \$20K.

B. Analysis of Financial Modules complete. System will be set up by Tyler analysts between now and early January for testing in mid-January.

C. Forms design submitted.

D. Need to set up all users, give them access to Sharepoint, Tyler Community, and MUNIS application, and encourage them to explore in advance of training.

E. Need tech support at training sessions in January and February.

Tom Judge reviewed the above items. He commented that Gordon Russell is working with Ed Shewbridge to identify a training location.

Gordon Russell informed the Committee that space at Berryville Primary is under consideration.

Chuck Bishop noted that there could be accessibility issues at Berryville Primary.

4. ERP Policy Issues.

A. Require budget compliance at a line item level? Currently we allow departments to exceed line item budgets provided that they do not exceed the total of their non-personnel line items. The new system can be setup to allow this, but we are told that best practice is not to allow it, but require that the budget be cleaned up front rather than after the fact. There are ways to prevent the transaction from being delayed or lost if we decide to enforce the budget at the line item level: ex. Notification of Finance for budget modification, extending budget modification authority to departments/schools, with security ranges, etc.

B. Require invoice entry by all departments? It is not the goal of the implementation to offload invoice entry to departments, so the thinking so far has been to allow departments the option of entering invoices themselves, or letting central Accounts Payable handle it. However, through the course of the analysis sessions, the following points have been made:

a. If departments opt out of invoice entry, won't some wish to opt out of the rest of ERP?

b. Opting out of invoice entry defeats the Delegated PO process whereby departments can issue their own POs under \$800, provided they handle the receiving and the invoice.

c. Executives, rather than handling all invoice approvals via MUNIS dashboard, will continue to handle both paper and electronic approvals. It is recommended that all departments/schools, however small, be required to handle invoice entry. Central AP will be on the road supporting this for as long as necessary.

- C. *Purchasing Cards. The MUNIS/Purchase Card Interface program costs \$7,500 and does not solve the receipt problem. Therefore this is not recommended at this time.*
- D. *Workflow and Security Logjam responsibility. When the entire system is set up there will be stranded requisitions, timesheets, receipts, etc. that will require intervention at high security levels to resolve. IT does not feel qualified to intervene in detailed transactions, so it may be a matter of allocating these responsibilities to functional leads as we learn more about the nature and extent of the responsibilities.*

Highlights of the discussion include:

- Decisions on these items are needed by January / February 2015.
- Item A: David Ash and Chuck Bishop spoke in favor of allowing items to exceed the individual line item; a practice that allows for more nearly accurate budgeting in subsequent years.
- Items B: Discussion favored invoice entry by departments.
- Item C: Purchasing cards are not recommended at this time. In addition to the \$7,500 program cost, there would be Bank of America fees.
- Item D: General discussion regarding the assignment of functional leads.

Joint Technology Plan

Chairman Hobert put forth for consideration review and update of the joint technology plan. He commented that with everyone absorbed in the ERP implementation it was good to look at the plan to ensure that nothing was being missed.

Tom Judge agreed to review the joint technology plan and to communicate with Gordon Russell and Ed Shewbridge.

Chairman Hobert reminded that under the Joint Administrative Services Board Bylaws Article XI: Administrative Calendar, Item 2. The Joint Board shall hold an annual meeting to review both the activities of the previous year and decide the work program for the coming year.

5. Closed Session JAS Compensation Adjustments

Chip Schutte, seconded by David Ash, moved to convene into Closed Session: “Be it resolved that the Joint Administrative Services Board go into Closed Session pursuant to Code of Virginia Section 2.2-3711(A)(J) for consideration of employee compensation. The motion carried as follows:

David Ash	-	Aye
Chuck Bishop	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Charles “Chip” Schutte	-	Aye

The members of the Joint Administrative Services Board being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Chuck Bishop, seconded by Chip Schutte, moved to reconvene in open session. The motion carried as follows:**

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

Subsequent to reconvening in open session, Chairman Hobert called for a Certification.

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Joint Administrative Services Board of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Joint Administrative Services Board of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Joint Administrative Services Board of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Joint Administrative Services Board of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

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

Following Closed Session, **Chuck Bishop, seconded by David Ash, moved to approve the Joint Administrative Services compensation adjustments as presented.**

<i>Position</i>	<i>New</i>	<i>Occupant</i>
Finance Technician	41,320	Pat Wiley

<i>Position</i>	<i>New</i>	<i>Occupant</i>
Accounts Payable Coordinator	37,894	Emily Johnson
Payroll and Benefits Coordinator	47,081	Sally Sheckels
Purchasing Manager	56,367	Mike Legge
Accountant	64,896	Annette Gilley
Accountant	58,637	Brenda Bennett
JAS Director	109,319	Tom Judge
TOTAL	415,515	

The motion carried as follows:

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

6. Set Next Meeting

The next regularly scheduled meeting is set for Monday, January 27, 2015.

7. Adjournment

At 2:15 pm, Chairman Hobert adjourned the meeting.

Minutes Recorded and Transcribed by: Lora B. Walburn