

*David Ash – Chip Schutte – Michael Hobert - Sharon Keeler – Dr. Michael Murphy*

**AGENDA**

Joint Administrative Services Board

June 24, 2013 1:00 p.m.

Joint Government Center

- 1. Call to Order.**
- 2. Approval of Minutes. (May 20 Minutes Attached).**
- 3. ERP Project Update.** Review project timeline. Meeting with CIT, Karen Jackson, Joe May. Concurrent projects.
- 4. Other Technology Governance Issues: Training, Fiber Backbone Update, Building Automation Procurement.**
- 5. VaCorp/VSBA Insurance Merger.**



The Board should review the actions that will be necessary to clarify business processes and gather expertise before ERP implementation. A partial list:

a. *Adoption of unified government personnel policy.*

- County Personnel Policy: David Ash and Archana McLoughlin are working with the Board of Supervisors Personnel Committee.
  - Revision is a lengthy process that could take years.
  - For policies requiring change, Tom Judge suggested using CCPS policies where practical.
  - To achieve unification, policy must be accepted by constitutional offices.
  - Must resolve conflicting applications of the same policy between the various agencies.
  - ERP implementation may stabilize and ensure consistent application of policy.
- CCPS has many unique personnel issues.
- Prior to ERP implementation, need to determine:
  - Unit of measure for time/attendance.
  - Leave accrual: how many days/hours credited, by what standard, maximum accruals, etc.
  - Establish Comp Time Rules: which employees receive paid overtime; which receive comp time; comp time versus overtime pay; ensure rules are compliant with the Fair Labor Standards Act;
  - Governor-declared holidays: to whom do they apply; how will this time be managed.

b. *Completion of School Classification Study.*

- CCPS job descriptions: additional detail is needed prior to ERP implementation according to Mr. Judge.

c. *Assignment of a unique identifier for land parcels (GPIN) suggested by Gordon Russell, Director of Information and Technology.*

- Unique Parcel Identifiers: It was reported that Mr. Russell suggested a “GPIN” = a unique graphic identifier should GIS be a part of the ERP implementation. A “GPIN” would be necessary to uniquely identify a parcel in all files such as: deeds, zoning designations, appraisals, building inspections, erosion & sediment control permits, DUR’s, conservation easements, land use, etc.

d. *Determination on status of Social Services purchasing and accounts payable.*

- While not absolutely required for ERP implementation, it would be beneficial to discuss inclusion of Social Services' accounts payable and purchasing services.
  - Joint Administrative Services already processes Social Services' payroll.
  - ERP would not include State programs such as food stamps or TNAF.
- e. *Determination unit of measure for leave and time tracking.*
- CCPS' minimum leave unit is a half-day.
  - Other agencies use lesser minimums.
- f. *Clarify records retention and privacy policies.*
- Establish privacy policies to protect the mix of document types from various agencies.
- g. *Identify citizen expertise in ERP systems.*
- Mr. Judge reported gaining considerable insight on security systems during a meeting last week with a Clarke County resident.

Vendor Payments:

- More vendors are accepting electronic payment.
- The County does not provide its checking account information.
- If no objection, Joint Administrative Services will begin issuing checks once per month and electronic fund transfers twice per month. There was no objection offered.

#### 4. ERP Teams.

*The attached list of teams has been reviewed by Dave Ash, Mike Murphy and Tony Roper. With the Board's concurrence, the development of requirements will begin by sharing relevant documents with the teams to provide background for discussion, and following that with requirements discussions over the next month. Alexandria and Prince George requirements will serve as a basis, but the teams will be asked to think creatively about what additional capabilities they wish to have.*

Tom Judge reviewed proposed project teams.

- Teams mirror those identified for the GFOA study.
- By consensus, and without objection by Mr. Judge, the Board added Tom Judge to the Executive Team.

#### 5. Other Technology Governance Issues: Training and Fiber Backbone Engineering.

*The FY 14 budget also included funding for shared training and an engineering study of the Fiber Backbone that connects government and school buildings. It is expected that Gordon Russell and David Baggett will commence work on the study, but some direction should be given regarding the type of training that is needed.*

Tom Judge led discussion on other technology governance issues. Highlights include:

- Training:
  - o Funds are budgeted for general government and CCPS.
  - o Schedule future Board discussion of specific training needs such as basic training on personal productivity software.
- Engineering Study: Funds have been budgeted.
- Fiber Backbone: ComCast network is still under review.
- Status Reports: by consensus, the Board requested status reports from Gordon Russell and David Baggett for its next meeting.

## 6. Virginia Retirement System Update (FYI).

*Attached is a comparison of the three VRS retirement plans the county offers for each of its three retirement groups. The hybrid system that will begin for employees hired after January 1, 2014 contains short-term disability insurance coverage. A decision must be made by September 1, 2013 as to whether the groups wish to opt out of the state program and provide a substitute program (see attached memo). JAS staff will attend a training session on June 6 to learn more about how the hybrid plan will work.*

Tom Judge provided an overview of the new VRS retirement plan. Highlights include:

- The State is moving away from a defined benefit program and is attempting to phase employees into a plan with a variable return.
- JAS will communicate and explain plan enrollment to employees.
  - o Majority of employees are in Plan 1.
  - o After January 1, 2014, all new hires will be enrolled in the hybrid plan.

Decision points:

- LEOS: Consider inclusion of EMTs in LEOS; if not included in the plan by the deadline, they will be forever excluded from participation. At the time LEOS was implemented for the Sheriff, EMTs, while eligible, were not included.
  - o LEOS is available to VRS eligible employees only.
  - o Employees determined eligible for LEOS will go into Plan 2 not the hybrid.
  - o Research to see if EMT includes firefighters.

- Add review to Finance Committee Agenda.
- Short-term Disability Plan: The hybrid plan calls for a short-term disability plan. The County must decide whether it will stay with the State's coverage or seek a third party to provide or manage its own short-term disability plan.
  - VACo is considering offering short-term disability but cannot offer directly due to state requirements. David Ash will have more information following the VACo meeting later this week.
  - VSBA looking at creating its own short-term disability plan.
  - Decision must be made by September 1; however, if necessary, localities may request an extension.

#### Next Meeting

The next regularly scheduled meeting of the Joint Administrative Services Board is Monday, June 24, 2013 at 1:00 pm in Meeting Room AB at the Berryville Clarke County Government Center.

#### Adjournment

At 2:57 pm, Chairman Schutte adjourned the meeting.

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Minutes Recorded and Transcribed by Lora B. Walburn