

**AGENDA**

Joint Administrative Services Board  
Monday April 25, 2016 1:00 p.m.  
Joint Government Center

1. **Call to Order.**
  2. **Determination of Quorum**
  3. **Approval of Minutes. (March 28 Minutes Attached).**
  4. **Audit Committee.** RFP responses are due tomorrow for the annual audit. It is recommended that Sharon, Tom, and Annette meet to review the responses and decide on the vendor.
  5. **Penalties.** There have been two penalties of \$7,000 each this year from the IRS. These have been appealed, but the appeals have been denied. Efforts have been made to absorb these penalties within the JAS budget, and these efforts are projected to be successful. The Board should be aware that we are now under the threat of penalty from the following organizations for failing to electronically transmit funds within tight deadlines following each payroll:
    - a. IRS, including ACA data
    - b. VRS
    - c. Virginia Department of Taxation
    - d. Anthem
    - e. ICMA-RC
- The motives of these organizations appear to be: enhanced cash flow, increased fees, or delegation of administrative responsibility. Staff have been cross-trained to make these deadlines, but a confluence of factors (holidays, bank delays, illnesses, competing deadlines, etc.) can make compliance with ramped up enforcement difficult.
6. **ERP Update.**
    - a. Citizen Self-Service (working through this, have 3 volunteers willing to test).
    - b. Permits and Code Enforcement, Business Licenses, now live.
    - c. Social Services AP integration still dragging on. Working on TCM settings to make attachments confidential (viewable by DSS and AP only).
    - d. Utility Billing Training May 3,4,5.
    - e. Permits and Code Enforcement, Business License, Citizen Self Service, post-live followup May 6.
  7. **JAS 2017 Salary Rates.** Please find attached a proposal for salary increases. This emulates the school division.
  8. **Next Meeting May 23 (if necessary).**



3. ERP

a. ERP status report

Tom Judge reviewed the status report below.

| <u>Category</u> | <u>Module</u>                    | <u>Status</u>    | <u>Notes</u>                                 |
|-----------------|----------------------------------|------------------|--|
| F               | General Ledger                   | Done             |  |
| F               | Budget Management                | Done             |  |
| F               | Accounts Payable                 | Done             |  |
| F               | Fixed Assets                     | Done             | Outreach needed                              |
| F               | Project & Grant Accounting       | Done             | Outreach needed                              |
| F               | Student Activity Fund Accounting | Done             |  |
| F               | Vendor Self Service              | Done             | Slow rollout underway                        |
| H               | HR Management                    | Done             | Circle back needed                           |
| H               | Payroll                          | Done             |  |
| H               | Applicant Tracking               | Incomplete       | Setup and Training done; not implemented.    |
| H               | Employee Self Service            | Incomplete       | About one-third of employees now have access |
| P               | eProcurement                     | Delayed          | Questions raised about value added           |
| P               | Cash Management                  | Done             | Circle back needed                           |
| P               | Contract Management              | Done             | Outreach needed                              |
| P               | Inventory                        | Done             |  |
| P               | Purchasing                       | Done             |  |
| R               | Maplink GIS Integration          | Delayed          | Questions raised about value added           |
| R               | Accounts Receivable              | Done             | Setup to continue during Utility/Tax         |
| R               | General Billing                  | Done             | Setup to continue during Utility/Tax         |
| R               | Cashiering                       | Done             | Setup to continue during Utility/Tax         |
| R               | Permits and Code Enforcement     | Go Live April 10 |  |
| R               | Utility Billing                  | Go Live July     | Accelerated from October                     |
| R               | CAMA bridge                      | July kickoff     | But question regarding assessment software   |
| R               | Tax Billing                      | July kickoff     |  |
| R               | Virginia Income Tax              | July kickoff     |  |
| Z               | Reporting                        | Done             | Outreach needed                              |
| Z               | Content Manager (documents)      | Done             | Decision on Enterprise edition in future     |
| Z               | Citizen Self Service             | Go Live April 10 | Slow rollout planned                         |

- Gordon Russell suggested delaying for a year implementation of Maplink GIS Integration.
- Permits and Code Enforcement:
  - o Gordon Russell is developing the central property file, which is a major component of the permits and code enforcement module.
  - o In Munis, one of the more difficult conversion aspects is entering the second owner name on a separate line in the central property file.
- Mike Legge supports acceleration of the utility billing module. Once implemented, this will reduce the number of systems used in the Treasurer's office.
- CAMA Bridge: Need to review the array of reassessment software.
- Tax Billing:

- Tom Judge has not yet begun scheduling.
- Sharon Keeler requested that Tyler work with her office during set up and training schedule development.
- Sharon Keeler reminded that the Treasurer's Office could not be closed for training.
- Reporting: Joint Administrative Services may create several reports to increase awareness and generate use.

*b. Customer ID issue*

- Item not discussed.

*c. Citizen Self-Service*

- Tom Judge suggested that Sharon Keeler, "citizen one", test this segment.

*d. Permits and Code Enforcement Timing Issues*

- Issues may become more apparent over time.
- Anticipate lag time between disparate systems / departments.
- Starting point forward without import of current and historical data.

*e. Online payment convenience fee*

- By consensus, the Board agreed to continue assessing online payment convenience fee.

*f. Social Services AP integration*

- Need to move forward and select an implementation date.
- Tom Judge was asked to address ways to suppress confidential personal information displayed on invoices processed by Social Services.

4. Joint Administrative Services 2017 Budget

The advertised budget reflects a salary increase of 3% as opposed to 4%, and a health insurance rate of 8.1 % as opposed to 10%.

Tom Judge briefly covered the above listed adjustments.

5. Set Next Meeting

The next regularly scheduled meeting is set for Monday, April 25, 2016.

6. Adjournment

Being no further business, at 2:15 pm, **Chip Schutte**, seconded by **David Ash**, moved to adjourn the meeting. The motion carried by the following vote:

|                        |       |
|------------------------|-------|
| David Ash              | - Aye |
| Chuck Bishop           | - Aye |
| Sharon Keeler          | - Aye |
| Charles "Chip" Schutte | - Aye |
| David Weiss            | - Aye |

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Minutes Recorded and Transcribed by Lora B. Walburn

| <u>POSITION</u>                  | <u>CURRENT</u> |                 | <u>NEW</u>    | <u>PERCENT</u>  | <u>CCSA</u>    | <u>JAS</u>     |
|----------------------------------|----------------|-----------------|---------------|-----------------|----------------|----------------|
|                                  | <u>TOTAL</u>   | <u>Increase</u> | <u>SALARY</u> | <u>INCREASE</u> | <u>PORTION</u> | <u>PORTION</u> |
| Director                         | 122,940        | 1,032           | 123,972       | 0.84%           |                | 123,972        |
| Accountant                       | 65,869         | 1,900           | 67,769        | 2.88%           |                | 67,769         |
| Accountant                       | 59,517         | 1,900           | 61,417        | 3.19%           |                | 61,417         |
| Purchasing Manager               | 57,213         | 1,900           | 59,113        | 3.32%           | 35,468         | 23,645         |
| Accounts Payable Specialist      | 38,462         | 1,900           | 40,362        | 4.94%           |                | 40,362         |
| Payroll and Benefits Coordinator | 47,787         | 1,900           | 49,687        | 3.98%           |                | 49,687         |
| Administrative Assistant         | 41,940         | 1,900           | 43,840        | 4.53%           |                | 43,840         |
|                                  | 433,728        | 12,432          | 446,160       | 2.87%           | 35,468         | 410,692        |
| Budgeted amount (3% of salary)   |                |                 | 446,740       |                 |                |                |