

Joint Administrative Services Board
January 27, 2020 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, January 27, 2020, at 10:00 am in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present: Chuck Bishop, Chris Boies, Sharon Keeler, David Weiss

Members Absent: Chip Schutte

Staff Present: Doug Lawrence, Brian Lichty, Tom Judge, Travis Sumption, Brianna Taylor

Others Present: None

1. Call to Order - Determination of Quorum

At 10:02 am, Tom Judge called the meeting to order having determined that a quorum was present.

Selection of Chairperson

Tom Judge opened the floor for nominations for the position of Joint Administrative Services Board Chair for 2020.

Chuck Bishop, seconded by Sharon Keeler, moved to appoint David Weiss for Joint Administrative Services Board Chair for 2020. The motion carried by the following voice vote:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Aye
Chip Schutte	- Absent
David Weiss	- Aye

Selection of Vice-Chairperson

Chair David Weiss opened the floor for nominations for Vice Chair.

Chris Boies, seconded by Chuck Bishop, nominated Chip Schutte for Joint Administrative Services Board Vice Chair for 2020. The motion carried by the following voice vote:

Chuck Bishop - Aye
Chris Boies - Aye
Sharon Keeler - Aye
Chip Schutte - Absent
David Weiss - Aye

Establishment of meeting calendar

All members by consensus agreed on the 2020 meeting calendar.

Date	Time	Location	Topic(s)
02/24/2020	10:00:00 AM	JGC	Budget, Health Insurance
03/23/2020	10:00:00 AM	JGC	Health Insurance
04/27/2020	10:00:00 AM	JGC	Purchasing Cards / Procurement Policy
05/18/2020	10:00:00 AM	JGC	Audit Contract
06/22/2020	10:00:00 AM	JGC	<i>If needed</i>
07/27/2020	10:00:00 AM	JGC	<i>If needed</i>
08/24/2020	10:00:00 AM	JGC	<i>If needed</i>
09/28/2020	10:00:00 AM	JGC	Budget Process
10/26/2020	10:00:00 AM	JGC	Joint Technology
11/23/2020	10:00:00 AM	JGC	<i>If needed</i>
12/21/2020	10:00:00 AM	JGC	<i>If needed</i>
01/25/2021	10:00:00 AM	JGC	Organization, Budget

2. Approval of Minutes

Sharon Keeler, seconded by Chuck Bishop, moved to approve the December 11, 2019 minutes as presented. The motion carried by the following voice vote:

Chuck Bishop - Aye
Chris Boies - Aye
Sharon Keeler - Aye
Chip Schutte - Absent
David Weiss - Aye

3. Scheduling and Timekeeping Software

Tom Judge stated that:

- As part of the budget process, both the schools and Sheriff's Office expressed interest in timekeeping software.
- Had a demonstration of Executime, which is a Tyler product that integrates with MUNIS.
- During the demonstration, the schools:
 - Realized that the product would not address all needs.
 - Current software is less expensive.
 - Schools are not currently supporting it.
- Sheriff's Office remains interested in a solution that improves transparency, and is open to other ideas.
- The Executime quote was \$50,000 for the first year, and, then, \$26,000 for each year after.
- Currently, Fire & EMS employees are using a system called EPRO, which allows for scheduling and has other capabilities. Encouraged Sheriff's Office to look at EPRO to see if that could be an option for their employees, and in addition, to be able to present to this Board all of the concerns and information.

Chuck Bishop stated that:

- Currently, the Schools use a system called Frontline, which consist of four parts.
- Total package is \$16,000; the VeriTime (time management) is approximately \$4,000.
- Agree that what we are currently using is the solution; but, at this time, it is probably our best option.

Chair David Weiss invited both Brian Lichty and Travis Sumption to the table for discussion.

Travis Sumption Stated that:

- Sheriff's Office biggest concern is that ESS does not allow employees to put the time in and time out if those shifts start on one day and end on the next day.
- Currently, just putting total hours in; and, it is verified by the schedule.
- By federal regulations, need an actual clock in and clock out.

- Another problem is that some of the grants require proof of work, so it has been extra work to get them to accept what our system cannot do.
- Looking for a program that allows for the clock in and clock out feature, allows us to track employees, scheduling (if possible), and transparency.
- Would like the program to have full transparency, have levels of approval, have full access, and be able to pull reports. Believe that the County should not have six different programs to fit the needs of the different department.
- Looked at EPRO with Brian Lichty; and, it does have levels of approval, does scheduling, and will fit all of the Sheriff's Office needs.
- Want to be transparent with Joint Administrative Services Board and make sure we are able to look into different programs that will work to our needs the best.

Sharon Keeler confirmed that Employee Self Service worked well for her department that has normal scheduled working hours.

Brian Lichty stated that:

- EPRO is the system that he brought in with him when hired; he added that he helped develop the system when he was in Fauquier County.
- Extremely pleased with the system.
- Explained that EPRO:
 - Generates reports,
 - Has clock in and clock out (capable of doing in many different ways),
 - Has a daily discrepancy report that compares time in and time out with the set schedule and flags any discrepancies,
 - Time cards are submitted by the employee weekly, this is where comments are recorded, then goes to the Supervisor for approval.
- Cloud-based system
- Text and email program setup in it so employees get an update of schedules and other messages.
- Tracks certifications
 - Employees get notification that certifications are about to expire 90 days in advance
 - Department Head receives a monthly report of the certifications that are expiring.
- In the system, there are modules that are not in use that we could use if needed.
- Real time leave balances and leave cannot be used unless available.

- A hierarchy of approvals can be setup in the system.
- All of the codes for employee numbers, pay code, leave, accruals, etc. are setup the same in EPRO as they are in MUNIS.
- Pay \$180-190/ month, done by group of employees, and the number of modules used. If employees become inactive, they move to inactive status. The information is still there per retention and encase they come back; however, only pay for the active employees.

Tom Judge stated that the overall goal with MUNIS was to have it all in one so that all was integrated. The import from one system to another works, but still have to keep two systems.

Chair David Weiss asked if this could be an option for the schools. Chuck Bishop stated that, without looking into it more, he did not know. Brian Lichty opined that he could sit down with Rick Catlett to see if it could be an option.

Tom Judge added that on the EPRO website, it did not mention schools; but it has many modules that may work for the schools.

Tom Judge stated that Executime lacked the matching of the teacher absence with a substitute pay, allows a check to see which substitute filled in for what teacher.

Chuck Bishop stated that another module is sub caller where the system sends out a message to substitutes to fill for the day.

Brian Lichty opined that in EPRO there is a module that if someone takes off last minute the shift will open up and then a text / email is sent out to the authorized group for that shift and then as soon as someone takes the shift the shift is no longer available.

Chair David Weiss asked if this could be moved forward or if it still needs to be looked at. Tom Judge opined that Rick Catlett could look at the EPRO system and go from there.

Travis Sumption opined that the system fits the Sheriff's Office needs; the only thing that he would like to look into more is the accessibility of a hierarchy so all of the information is transparent. Brian Lichty stated that there are different levels of approvals that can be set up so it should not be an issue to set it up in that manner.

Brian Lichty stated that he would try to get more information with cost and a demonstration.

Chuck Bishop confirmed that for the schools this would only cover the leave and time, and the other pieces in use now will still need to be used; so, when looking at budget cost, that will be considered.

Chris Boies expressed that switching the Sheriff's Office over the EPRO System would fit their needs. Adding that for government employees Employee Self Service works well.

Travis Sumption opined that he could work up a budget request to get it into the FY2021 budget; so, starting July 1, 2020, the Sheriff's Office could be using the new system.

Chris Boies opined that having one system would be the best scenario; but, with the needs of Public Safety Employees, using the better system would fit those needs better.

Tom Judge agreed to having Travis Sumption put in a budget request and move forward this year. Then, Rick Catlett can look at EPRO and can decide what direction to go for the schools.

The Board agreed for Travis Sumption to move forward with the EPRO option for the Sheriff's Office.

Brian Lichty added that he believes that ESS and EPRO have the ability with the import to track the leave, but everything will have to be set up properly so that the two systems can communicate through the import. This is something we will keep working on.

Tom Judge expressed that, in the future once Executime is a true module in MUNIS, it may be an option to look at.

The Board is supportive of the Sheriff's Office moving forward and bringing everything forward to the budget process.

4. Clarke County Sanitary Authority Responsibility

The duties of the Joint Administrative Services Administrative Assistant, who serves as the Clarke County Sanitary Authority Clerk, have changed over the years. For the Sanitary Authority, those duties have increased from 40% to 90%. These duties include both the water system and the sewer system. The duties also include receiving and distributing plans, writing memos, doing site visits, etc.

Tom Judge stated that he wanted the JAS Board to be aware of this change and how it is being handled. Adding that with the change both employees are handling the work, adjusting to the changes, and serving their roles accordingly.

Chair David Weiss opined that over time that the position could go to 100% for the Sanitary Authority, and wanted to know if as those duties go more towards Sanitary Authority will there be a negative effect on the Purchasing Department. Adding that in the long term we may have to reevaluate the positions but in short keep working this way.

5. JAS FY21 Budget Proposal

FY 21 JAS Budget Request

1/26/2019

ACCOUNT	DESCRIPTION	2020	2019	2021	VARIANCE NOTES
		ORIGINAL	ACTUAL	PROPOSED	
107-000-000-000-1-12-124-12430-1100 -	JAS Finance Salaries	445,927	430,572	445,041	(886) Does not include salary increase.
107-000-000-000-1-12-124-12430-1300 -	JAS Finance Part Time Salaries	5,500	4,722	8,500	3,000 Increase payroll support.
107-000-000-000-1-12-124-12430-2100 -	JAS Finance PICA	32,333	32,803	33,261	928
107-000-000-000-1-12-124-12430-2210 -	JAS Finance VRS 1&2	57,569	56,317	61,019	3,450 Rate increase.
107-000-000-000-1-12-124-12430-2220 -	JAS Finance VRS Hybrid	12,355	11,052	13,338	983 Rate increase
107-000-000-000-1-12-124-12430-2300 -	JAS Finance Health Ins	57,118	48,981	52,403	(4,715) Does not include rate increase.
107-000-000-000-1-12-124-12430-2400 -	JAS Finance Life Ins	5,845	5,629	5,965	120
107-000-000-000-1-12-124-12430-2510 -	JAS Finance Dis Ins Hybrid	213	190	234	21
107-000-000-000-1-12-124-12430-2700 -	JAS Finance Worker's Comp	849	824	805	(44)
107-000-000-000-1-12-124-12430-2750 -	JAS Finance RHCC	5,353	5,156	5,388	35
107-000-000-000-1-12-124-12430-2800 -	JAS Finance Leave Pay	-	16,430	-	-
107-000-000-000-1-12-124-12430-3000 -	JAS Finance Pur Svcs	2,000	300	2,000	-
107-000-000-000-1-12-124-12430-3120 -	JAS Finance Finance & Auditing	39,000	49,631	46,151	7,151 Audit and actuarial study
107-000-000-000-1-12-124-12430-3600 -	JAS Finance Advertising	500	-	500	-
107-000-000-000-1-12-124-12430-5210 -	JAS Finance Postal Svcs	1,500	1,584	1,800	300
107-000-000-000-1-12-124-12430-5230 -	JAS Finance Telephone	1,300	1,431	1,600	300
107-000-000-000-1-12-124-12430-5500 -	JAS Finance Travel	2,823	1,381	3,500	677 CPE for accountants and purchasing agent.
107-000-000-000-1-12-124-12430-5510 -	JAS Finance Local Mileage	400	-	-	(400) No longer needed.
107-000-000-000-1-12-124-12430-5810 -	JAS Finance Dues & Memb	800	450	800	-
107-000-000-000-1-12-124-12430-6000 -	JAS Finance Mat & Sup	1,800	1,512	1,600	(200)
107-000-000-000-1-12-124-12430-6035 -	JAS Finance Noncap Off Equip	-	218	-	-
107-000-000-000-1-12-125-12510-3000 -	JAS IT Pur Svcs	-	-	6,000	6,000 PACE training for Countywide Munis Training
107-000-000-000-1-12-125-12510-3320 -	JAS IT Maint Contracts	127,200	105,065	125,016	(2,184) Scanner/Copier Maintenance. Munis.
107-000-000-000-1-12-125-12510-6000 -	JAS IT Mat & Sup	500	281	500	-
107-000-000-000-1-12-125-12510-8200 -	JAS IT Capital Outlay Add	4,500	-	4,500	- Oldest copier in County still running.
TOTAL		805,385	774,527	819,921	14,536

Tom Judge highlights included:

- At this time, no salary increase calculated, stating that traditionally follow the increase of the School Board decision.
- Part-Time Salary Increase for payroll support.
- VRS Rates – increased.

- Health Insurance does not include rate increase – heard from Anthem that the increase is in the 1-5% range.
- Finance and Auditing increase because the Actuarial Study.
- PACE Training - \$6,000 increase for computer training in MUNIS.
- Scanner / Copier Maintenance MUNIS – increase because we are out of the original contract.

Chuck Bishop asked about the tiers in Health Insurance, and if there are options to use those tiers.

Tom Judge stated that Anthem permits Single, Employee + Child, Employee + Spouse, Family. However, Local Choice tier options are Employee, Dual, and Family. In terms of total premium, it probably does not make a difference; but, from a competitive standpoint wish, those were broken out. Should be talking to Local Choice this week.

Chuck Bishop asked the County side if there was interest in increasing the deductibles instead of the 250 and 500. Believe that Local Choice never gives enough information on the different plans that are offered, and it would be nice to look at all of the options.

Chair Davis Weiss asked what a higher deductible would do for all the costs. Chuck Bishop stated that cost is not known because the options and information has never been given.

Chair David Weiss stated that personally he would like to see all the numbers and the options. Chuck Bishop agreed that the options would be nice to review.

Chuck Bishop expressed that Tom Judge should have Mike Legge look at the cost to lease a copier for the JAS Office.

Tom Judge clarified that the budget request would be modified as soon as the Salary Increase Rates and Health Insurance Rates were established.

Chuck Bishop, seconded by Chris Boies, moved to accept the JAS FY2021 Budget as presented, pending modification from the Board of Supervisors. The motion carried by the following voice vote:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Aye
Chip Schutte	- Absent
David Weiss	- Aye

6. Closed Session Pursuant to §2.2-3711-A1 Specific Employees or appointees of the Board

At 11:08 am, Chuck Bishop, seconded by Sharon Keeler, moved that the Joint Administrative Services Board enter Closed Session pursuant to §2.2-3711-A1 for the purpose of discussing personnel matters related to performance. The motion carried by the following vote:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Aye
Chip Schutte	- Absent
David Weiss	- Aye

At 11:45 am, 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, Chris Boies, seconded by Sharon Keeler, moved to reconvene in open session. The motion carried as follows:

Chuck Bishop	- Aye
Chris Boies	- Aye
Sharon Keeler	- Aye
Chip Schutte	- Absent
David Weiss	- Aye

Chris Boies, seconded by Sharon Keeler, further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Joint Administrative Services Board 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 that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Joint Administrative Services Board 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. The motion was approved by the following roll-call vote:

Chuck Bishop	-	Aye
Chris Boies	-	Aye
Sharon Keeler	-	Aye
Chip Schutte	-	Absent
David Weiss	-	Aye

No action was taken following closed Session

7. Next Meeting

February 24, 2020

8. Adjournment

At 11:46 am, Chairman David Weiss adjourned the meeting.

Minutes Recorded and Transcribed by Brianna R. Taylor