



**Chip Schutte, seconded by Sharon Keeler, moved to approve the February 24, 2014 meeting minutes as presented. The motion carried as follows:**

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

### 3. Social Services Accounts Payable

*"Be it resolved that the Department of Social Services be required to process accounts payable through Joint Administrative Services and its associated policies in conjunction with the implementation of the new ERP system."*

**Chip Schutte, seconded by Sharon Keeler, moved to adopt the Social Services accounts payable resolution as presented. The motion carried as follows:**

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

### 4. ERP Discussion

- a. Exclude Income Tax? The Tyler SaaS proposal includes \$2,817 annual cost for a software module to calculate Virginia Income Tax, a service performed for the Commonwealth for a declining clientele of currently less than 50 persons. Sharon Keeler will report on whether this functionality is necessary in the future.

**Chip Schutte, seconded by Mike Murphy, moved to include Virginia Income Tax in the modules to be implemented. The motion carried as follows:**

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

- b. Exclude Business License? The Tyler SaaS proposal includes \$4,763 annually for a business license module. However, because we charge a flat fee, as opposed to gross receipts tax, it

was recommended by Tyler that this could be handled by "General Billing", and therefore excluded from the contract.

- d. Bracket Animal License? The Tyler SaaS proposal includes an Animal Licensing module at a cost of \$1,993 annually. However, like Business License we are simply issuing a tag for a flat fee, functionality that can be handled by "General Billing". We can negotiate a freeze on this rate should we decide to do it in the future.

**Chip Schutte, seconded by Sharon Keeler, moved to exclude Business License and Animal License, but negotiate a freeze on price. The motion carried as follows:**

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

- c. Bracket UB Interface? The Tyler SaaS proposal includes \$2,406 annually for a system to automatically capture meter readings. This is not considered necessary for the 500 or so accounts of this small system. We can negotiate a "freeze" on this rate should we decide to do it in the future.

Mike Murphy put forward that as some point a return on investment study should be performed.

Gordon Russell concurred noting that it would be up to the Clarke County Sanitary Authority to determine economic feasibility.

**Mike Murphy, seconded by Chip Schutte, moved to exclude UB Interface, negotiate a freeze on price, and recommended CCSA perform a "return on investment" analysis. The motion carried as follows:**

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

- e. Exclude Sympro Investment Management, Debt Management, and Cash Management? Provides more functionality than needed; requires up front cost \$168,400. Tyler Munis Cash Management would still be included.

**Mike Murphy, seconded by Sharon Keeler, moved to exclude Sympro Investment Management, Debt Management, and Cash Management. The motion carried as follows:**

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

- f. Include Vendor Self -Service? Tyler's E-Procurement was inadvertently left out of there pricing. It is recommended that it be included at this stage of the negotiation.

**Chip Schutte, seconded by Mike Murphy, moved to include Vendor Self-Service / Tyler's E-Procurement. The motion carried as follows:**

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

- g. Review and Confirm Gap Analysis. See attached listing of system requirements that Tyler cannot provide, can provide with third-party software, and can provide with software modification. Confirm that there is nothing in this listing that we cannot proceed without.

Highlights of review include the following:

- Proposed Modules:
  - o MapLink GIS Integration: Per Gordon Russell, he does not see this as an essential piece; but if the money is there, the County should include.
  - o GFOA recommended that RecTrak and Café Enterprise be left free standing.
- Proposed System Interfaces: Tom Judge recommended inclusion in the initial contract.
- Modules Potentially Requiring Modification or Third-Party Solution:
  - o Tom Judge stated that over the years the Board has determined that it does not want any customization. Further, the Board recognizes that all software has it limits.
  - o Accounts Payable: No enhancements, modifications, third-party software, etc. needed. [For list, see packet page 17.]
  - o Bank Reconciliation: No enhancements, modifications, third-party software, etc. needed. [For list, see packet page 18.]
  - o Budgeting: No enhancements, modifications, third-party software, etc. needed. [For list, see packet page 19.]
  - o Capital Assets: No enhancements, modifications, third-party software, etc. needed. [For list, see packet page 20.]

- Cash Management: No enhancements, modifications, third-party software, etc. needed. [For list, see packet page 21.]
- Cash Receipting: No enhancements, modifications, third-party software, etc. needed. [For list, see packet page 22.]
- Contract Management: No enhancements, modifications, third-party software, etc. needed. [For list, see packet page 23.]
- Debt Management: With the Board's previous action to exclude Sympro, this item will not be necessary; therefore, no enhancements, modifications, third-party software, etc. needed. [For list, see packet page 24.]
- Document Management: No enhancements, modifications, third-party software, etc. needed. [For list, see packet page 25.]
- General Ledger: [For list, see packet page 26.]
  - Tyler provides the State Chart of Accounts to other localities. In response to a request from Plante Moran specific to the Chart of Accounts, Tyler advised that they would review with Tom Judge.
  - Tom Judge will speak with Curt Stidham about the matter.
- General and Technical: No enhancements, modifications, third-party software, etc. needed. [For list, see packet page 27.]
- Grants, Project Management and Accounting: [For list, see packet page 28.]
  - Tyler is working on the ability to interface with eVA, which was given a high priority.
  - No other enhancements, modifications, third-party software, etc. needed although it would have been good to have some of the functions.
- Human Resources: No enhancements, modifications, third-party software, etc. needed. [For list, see packet pages 29 and 30.]
- Inventory Management: No enhancements, modifications, third-party software, etc. needed. [For list, see packet pages 31.]
- Investment Management: This module is not included therefore unnecessary. [For list, see packet pages 32.]
- Payroll: No other enhancements, modifications, third-party software, etc. needed although it would have been good to have some of the functions. [For list, see packet pages 33.]
- Permitting and Inspections: Current operations are manual or spreadsheet, therefore, this module will be able to do a great deal more than is currently available. Modifications are not deemed necessary at this time. [For list, see packet pages 34 and 35.]
- Purchasing: No enhancements, modifications, third-party software, etc. needed. [For list, see packet page 36.]
- Tax Billing: [For list, see packet page 37.]

- Land Use values will be calculated in the CAMA Bridge System.
- Ability to report PPTRA would be useful but not essential.
- No other enhancements, modifications, third-party software, etc. needed.
- Utility Billing: [For list, see packet page 38.]
  - CodeRed can provide warnings and correspondence to a geographically defined area.

**Chip Shutte, seconded by Mike Murphy, moved to indicate that the Joint Administrative Services Board conducted a review of the gap analysis provided by Plante Moran and decided that there is no need for modifications or third-party software and it accepts the fact that these additional functionality will not be provided by Tyler. The motion carried as follows:**

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

- Proposed Data Conversions: Tom Judge advised that these are laid out in the contract; and should the Board decide not to do one, the County will not be charged. However, if something is found that is not on the list, there will be a charge at the rate upon which the initial conversions were based.
- Proposed Timeline by Phase:
  - May 1 is more realistic for contract completion.
  - Tyler recommends converting the general ledger October 1 to allow sufficient time for completion of prior year accounting.
  - Tom Judge will follow up on timeline details.
- Plante Moran is responsible for the revised timeline, financial analysis, contract terms and conditions, statement of work, and negotiation strategy.
- Mike Hobert expressed his desire to explore future inclusion of the Town of Berryville in the ERP.

## 5. Shentel Dark Fiber

*Please find attached a proposal from Shentel showing the monthly recurring charges for provision of fiber optic between Government and Schools buildings. The Board should discuss next steps for this project.*

Highlights of discussion include:

- Per Gordon Russell, while a contract with ComCast has not yet been executed, it is believed that the agreement will in place for 15 more years.
- The ComCast fiber inter-networks all Town and County facilities in Berryville.
- Shentel:
  - County IT approached to provide dark fiber to interconnect its locations to provide a second set of interconnections that would increase capacity.
  - Pricing is by month and by location and includes the installation.
  - Boyce is included on the list without a price.
  - Under E-Rate [available to schools and libraries], the County cannot ask for Boyce because it is obligated for three more years with an existing E-Rate reimbursement.
  - Shentel is proposing a 20-year dark fiber lease.
  - The County owns the fiber from 100 North Church to 102 North Church to 101 Chalmers Court.
  - Proposed locations include: Clarke County High School, Joint Administrative Services [includes Maintenance and bus yard], Clarke County Government Center, Clarke County School Board Office [and Primary School], and Johnson Williams Middle School.
  - Intend for all strands to terminate at the High School.
  - A letter of intent is required by March 26.
  - Mike Murphy will provide a letter of intent to include Cooley, to start the E-rate process and to review the contractual details with Shentel.
  - Mike Murphy will clarify whether the link was made at the high school.

## 6. FY 15 Flex Benefits Plan

Attached are results of a poll regarding the Flex Benefits Plan. The poll shows a clear preference for automatic carryover of up to \$500 from one plan year to the next. The following is recommended: *"Be it resolved that the FY 15 Flex Benefits Plan be modified to permit carryover of up to \$500 of unused funds at the end of the plan year in lieu of the current 90-day grace period."*

Tom Judge reviewed the proposed flex benefits plan change.

**Mike Murphy, seconded by Sharon Keeler, moved "be it resolved that the FY 15 Flex Benefits Plan be modified to permit carryover of up to \$500 of unused funds at the end of the plan year in lieu of the current 90-day grace period." The motion carried as follows:**

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

## 7. Reminder

The sick leave plan for Hybrid Plan employees needs to be revised or they may be paid double for PTO.

Tom Judge impressed upon the Board the need to amend sick leave policies to address the new hybrid employees.

Sharon Keeler informed the Board that she had received a telephone call confirming that customer self-service would work for animal and business licensing and advised that Tyler would be providing her more information.

## 8. Set Next Meeting

The next regularly scheduled meeting of the Board is Monday, March 24, 2014 at 1:00 pm in Meeting Room AB at the Berryville Clarke County Government Center.

## 9. Adjournment

At 3:27 pm, Chairman Hobert adjourned the meeting.

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Minutes Recorded by Gordon Russell and Transcribed by Lora B. Walburn