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Joint Administrative Services Board  
January 24, 2011                      Regular Meeting                      1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, January 24, 2011, at 1:00 p.m. in the Meeting Room AB, Berryville Clarke County Joint Government Center, 101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia.

Present

Sharon Keeler, Robina Rich Bouffault, Emily Rhodes, Michael Murphy, David Ash, J. Michael Hobert

Staff Present

Tom Judge, Lora B. Walburn

Also Present

Ed Leonard

Call To Order and Determination of Quorum

Chairman Hobert called the meeting to order at 1:00 pm.

Selection of Chair

Mr. Judge called for a motion for nomination of Joint Administrative Services Board Chair for 2011.

**Robina Rich Bouffault, seconded by J. Michael Hobert, moved to nominate and elect Emily Rhodes for Chair of the Joint Administrative Services Board effective at the next meeting.**

**The motion was approved by the follow vote:**

Sharon Keeler	-	Aye
Robina Rich Bouffault	-	Aye
Emily Rhodes	-	Aye
Michael Murphy	-	Aye
J. Michael Hobert	-	Aye
David Ash	-	Aye

By consensus, J. Michael Hobert chaired the January meeting.

#### Selection of Vice Chair

Tom Judge called for a motion for nomination of Joint Administrative Services Board Vice Chair for 2010.

**Robina Rich Bouffault, seconded by Sharon Keeler, moved to nominate and elect J. Michael Hobert as Vice Chair of the Joint Administrative Services Board effective at the next meeting.**

The motion was approved by the follow vote:

Sharon Keeler	-	Aye
Robina Rich Bouffault	-	Aye
Emily Rhodes	-	Aye
Michael Murphy	-	Aye
J. Michael Hobert	-	Aye
David Ash	-	Aye

#### Establishment of Calendar

Tom Judge called for discussion of standard meeting dates and times.

- February 28, 2011
- March 28, 2011
- April 25, 2011
- May 23, 2011
- September 26, 2011
- October 24, 2011
- December 12, 2011
- ~~January 24, 2011~~ January 23, 2012

**Robina Rich Bouffault, seconded by Mike Murphy, moved to approve the 2011 calendar as amended from January 24, 2011 to January 23, 2012.**

The motion was approved as follows:

Sharon Keeler	-	Aye
Emily Rhodes	-	Aye

Robina Rich Bouffault - Aye  
Michael Murphy - Aye  
J. Michael Hobert - Aye  
David Ash - Aye

### Approval of Minutes

Chairman Hobert requested a change on page 3 from emphasis to emphasize.

**Robina Rich Bouffault, seconded by Sharon Keeler, moved to approve the December 16, 2010 minutes as amended. The motion was approved as follows:**

Sharon Keeler - Aye  
Robina Rich Bouffault - Aye  
Emily Rhodes - Aye  
Michael Murphy - Aye  
J. Michael Hobert - Aye  
David Ash - Aye

### Technology Update

Tom Judge provided the following update on the system analysis by Government Finance Offices.

- References were checked.
- Proposal was received.
- Analysis begins next week to meet with a broad cross section of government and school employees.
- GFO requested listing of applications in use, organizational charts, as well as history of discussions over the last few months.
- He will share with them a copy of the RDA report.
- GFO is leaving open time at week's end for additional, focused input.
- GFO will attempt to determine level of training and sophistication.
- To make a business case, an analysis will need to be prepared of current technological expenditures.
- Should have analysis by end of March allowing for time to review and comment but timing to allow for budget adjustment if determined to be necessary.
- Development of an RFP by GFO could be contracted separately.
- J. Michael Hobert suggested that he, Emily Rhodes, and Robina Rich Bouffault attend some of the meetings.

- Tom Judge suggested attendance at the beginning meeting, the 8:30 am meeting on February 4, and wrap-up meeting at 10:30 am on February 4 were suggested.
- Have groups that do not include managers to facilitate conversation.

### OpenRDA Best Business Practices Report

Chairman Hobert reported that the OpenRDA Best Business Practices Report and Mr. Judge's response would be evaluated by GFO.

Robina Rich Bouffault opined that it was a very measured good response that reflects what she believed to be reality. She did note that a report of this type in private industry would be very unusual.

J. Michael Hobert contributed that having GFO review the RDA report would place the County in a better position to evaluate the report. He stated that there were specifics in the report that he found to be inaccurate. Robina Rich Bouffault and Sharon Keeler concurred.

### VRS Member Share Discussion

Tom Judge review proposed legislation regarding member payment of VRS contributions noting that the matter continued to evolve in the General Assembly. He suggested discussion in advance to facilitate the decision. There followed lengthy discussion of options and criteria. Highlights include:

David Ash:

- The proposed change follows the State's tendency to transfer funding by shifting payment to the localities.
- 16 out of the last 20 years the State had under funded the retirement system.
- This is not a short-term problem having been caused by long-term factors.
- The proposed change would not resolve the issue but would only relieve the State of the burden for this year.
- There were too many unknowns at this time to make a recommendation.

Mike Murphy:

- Feels as though this is being forced upon the localities.
- The is State trying to shift more liability to the localities
- There is such a wide variety of scenarios under discussion that it would be difficult to make a logical decision at this time.
- It is going to be a very challenging year.

- Briefly discussed the State's proposed ruling setting limits of "65%/35% - educational / administrative staff."
- Clarke County would like to remain competitive with its master's stipends and salaries.
- Student enrollment is declining due to many variable factors. Migration data will be provided to the Board of Supervisors.

Robina Rich Bouffault:

- If the Schools must assume the 5% increase for the retirement benefit, it will mean budget cuts.
- If state requires a 5.25% raise and the employees is held harmless with no decrease, this will be greater than \$600,000 averaged out with health care increases; therefore his matter requires careful review.
- Without considering anything else, this will be a \$500,000 to \$600,000 budget increase.
- State government is badly in debt, under funded and financial stability in the next few years is unlikely.

J. Michael Hobert:

- Employees have been without raises for years and holding them harmless would be the fair thing to do in the event they are required by the Commonwealth to pick up a 5% VRS contribution.
- The decline in student enrollment will result in a decline in state funding to the Schools and to the extent the County maintains the current level of local funding to School District operations, it would effectively be an increase in per student funding.

Tom Judge drew the Board's attention to a preliminary cost analysis distributed with the packet noting that the goal to hold employees harmless would come at a cost.

The Board reached a consensus that it would be preferable to hold County employees harmless.

Chairman Hobert specifically noted that the Board had not discussed salary increases advising that this could only be addressed after we understand the requirements mandated by the State.

### Joint Administrative Services FY 12 Budget

Tom Judge distributed a revised FY2012 budget for review. He summarized the proposed budget with particular note of the VRS and health rate.

Chairman Hobert noted that there was an overall increase of 2%. He further commented that in light of the recently approved Fiscal Agency agreement between the County and Town no

revenues for this were included in the FY2012 Budget. Tom Judge responded that he would be billing the Town on an annual basis; therefore revenue would not be known until 2012.

**Robina Rich Bouffault, seconded by David Ash, moved to approve recommendation to the Board of Supervisors and School Board the JAS FY2012 budget proposal as presented by the Director.**

The motion was approved as follows:

Sharon Keeler	-	Aye
Emily Rhodes	-	Aye
Robina Rich Bouffault	-	Aye
Michael Murphy	-	Aye
J. Michael Hobert	-	Aye
David Ash	-	Aye

Closed Session

**Robina Rich Bouffault, seconded by Michael Murphy, moved to convene into closed session pursuant to Section §2.2.3711-A1 of the Code of Virginia to discuss personnel matters.**

The motion was approved as follows:

Sharon Keeler	-	Aye
Emily Rhodes	-	Aye
Robina Rich Bouffault	-	Aye
Michael Murphy	-	Aye
J. Michael Hobert	-	Aye
David Ash	-	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, **Robina Rich Bouffault, seconded by Sharon Keeler, moved to reconvene in open session. The motion carried as follows:**

Sharon Keeler	-	Aye
Emily Rhodes	-	Aye
Robina Rich Bouffault	-	Aye
Michael Murphy	-	Aye
J. Michael Hobert	-	Aye
David Ash	-	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:**

Sharon Keeler	-	Aye
Emily Rhodes	-	Aye
Robina Rich Bouffault	-	Aye
Michael Murphy	-	Aye
J. Michael Hobert	-	Aye
David Ash	-	Aye

During the Closed Session, the Board finalized the personnel evaluation of Joint Administrative Services Director Tom Judge.

#### Next Meeting

The next meeting of the Joint Administrative Services Board is scheduled for Monday, February 28, 2011 at 12:00 noon in Meeting Room AB of the Berryville Clarke County Joint Government Center.

#### Adjournment

At 2:40 pm, Chairman Hobert adjourned the meeting.

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Minutes Recorded and Prepared By:  
Lora B. Walburn