

July 28, 2011

Joint Administrative Services Board  
Regular Meeting

2:00 pm

At a regular meeting of the Joint Administrative Services Board held on Thursday, July 28, 2011 at 2:00 pm in Meeting Room AB, Berryville Clarke County Joint Government Center, 101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia.

Members Present:

Sharon Keeler, J. Michael Hobert, Michael Murphy (arrived at 2:15pm), David Ash, Robina Bouffault - Alternate

Staff Present:

Tom Judge, Amanda Kowalski

Also Present:

John Staelin

Members Absent:

Emily Rhodes

1. Call To Order: Determination of Quorum:

Mr. Hobert called the meeting to order at 2:02 pm.

2. Adoption of Agenda:

Ms. Bouffault moved, seconded by Mr. Ash, to approve the agenda as presented. The motion carried as follows:

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

3. Approval of Minutes:

Ms. Keeler moved, seconded by Ms. Ash, to approve the meeting minutes as presented.  
The motion carried as follows:

Sharon Keeler	-	Aye
Robina Rich Bouffault	-	Abstain
Emily Rhodes, Chair	-	Absent
Michael Murphy	-	Absent
J. Michael Hobert, Vice Chair	-	Aye
David Ash	-	Aye

4. Technology:

Mr. Judge outlined the upcoming conference call regarding the technology infrastructure in the City of Staunton, noting the questions that still need to be answered, with a conference call with Mike Bowen.

Mr. Mike Bowen, systems engineer from the City of Staunton answered the following questions:

**Is your system Schools Interoperability Framework (SIF) compliant?**

Mr. Bowen noted that this is unknown to him; however, MUNIS has guaranteed that their system is compliant and could refer to Arlington County School.

**What governance structure do you use to keep school and government on the same system?**

Mr. Bowen noted that this program has brought the two entities together. He also noted that there is no specific IT department for MUNIS and that the cities' IT Department does not support the school's software.

Dr. Murphy arrived at 2:15 pm.

Ms. Bouffault asked if there was a committee formed when MUNIS came on board. Mr. Bowen noted that members from the school board and the city council were present on the "board."

**Does the system have the ability to import and export data, or cross platforms, to reduce staff time and eliminate duplication of effort?**

Mr. Bowen noted that most data can be imported and exported easily to most program modules.

**Explain how end-user access and accessibility works, for staff to log-in, for instance, and either manipulate data, review data, or print data. Are such changes available in real time?**

Mr. Bowen noted that it is browser-based software. Regarding reports, Mr. Bowen noted that it has Windows-based printer options. Mr. Bowen also noted that data is updated in real-time.

**Which systems has Staunton implemented and which have had the most positive impact?**

Mr. Bowen reviewed the systems that Staunton implemented. Mr. Judge asked about real estate assessment system. Mr. Bowen noted that they do not have a MUNIS real estate assessment system because they could not come to terms on the price. Mr. Bowen also highlighted the HR module, including online references, applications, etc.

**Assuming modular implementation: What was the order of implementation and rough time line? Are there any modules, looking back, that you would have deferred or simply not adopted?**

Mr. Bowen noted that the financial module, including general ledgers, were brought on first, followed by the payroll and HR module, utility module, fixed assets module, and inventory module.

**What are your thoughts on use of "cloud system" v. purchasing a system that resides in our own system?**

Mr. Bowen shared his thoughts about the pros of having your own system, which is what the City of Staunton has, noting the control that staff has over the system when in-house.

**Regarding Implementation: Was the local team enhanced prior to implementation?**

Mr. Bowen stated that additional staff was not brought on board for the implementation.

**What kind of support did you receive from the vendor post implementation? How did it show up?**

Mr. Bowen noted that there was an ongoing relationship with MUNIS. Mr. Bowen stated that MUNIS overestimated the amount of training in the contract and that all training was not used initially.

**How did you address data migration? Did you prepare a plan in advance that identified the data to move and the timing?**

Mr. Bowen explained that MUNIS migrated the data and then had the IT department review the data. Mr. Judge asked if business practices / process were changed before MUNIS was implemented. Mr. Bowen noted that processes were reviewed during the MUNIS implementation and less before the implementation.

**How do you address, generally, access control and firewalls?**

Mr. Bowen noted that there is a VPN tunnel on the network, limiting the files and records that school and county personnel can access.

**Did you prepare summary of various business processes before implementation?**

Mr. Bowen stated there was no summary prepared.

**Were there many changes to your business practices?**

Mr. Bowen noted the increase in business efficiency once MUNIS was implemented and established.

**Is there any other reorganization that a local government might consider before ERP implementation?**

Mr. Bowen stated that there has been some reorganization but not because of a direct correlation to the MUNIS implementation. Mr. Bowen also noted the increase of efficiency because of the reorganization.

**How did you or would go about creating an objective selection methodology to choose an ERP system?**

Mr. Bowen stated that the city looked at several vendors, noting the need for functionality and feasibility. Mr. Bowen also noted that MUNIS was a 'happy medium' that could address both school and city needs.

**What can we do now to improve or increase our systems and personnel readiness to adopt ERP?**

Mr. Bowen noted that needs have to be assessed internally in order to create personal matrix. In regard to IT, Mr. Bowen noted that the type of system in place could determine what type of infrastructure to use.

**Does the system handle personal property tax calculation well?**

Mr. Bowen noted that MUNIS calculations have functioned properly. Mr. Bowen also noted that MUNIS keeps updated with new Virginia tax codes and laws.

Mr. Hobert asked approximately how much was spent on MUNIS last year. Mr. Bowen stated that the training package was \$100,000.

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After the conference call, Mr. Judge reported that work will continue on the HR data for integration. Mr. Judge would also submit a budget request to the JAS board for FY2013. Ms. Bouffault suggested a financing option.

Regarding the training, Mr. Baggett stated that most of the training will be for the staff that import and use the data, noting less of an IT issue, and more of a management issue. Dr. Murphy noted the need for intensive end-user training. The board members then discussed workload and the increased efficiency for staff.

Regarding payment, Ms. Bouffault noted that the RFP perimeters will have to be created. Mr. Judge stated that information given is enough for an appropriation request. Mr. Judge also noted that there is a cost involved whether or not the MUNIS system is bought, stating that other programs will have to be replaced and maintained. The board members then discussed short- and long-term goals associated with replacing programs.

Mr. Hobert noted the timeline of approximately next 3 months. Mr. Judge stated that he will be in contact with Loudoun County for any updates they may have on a similar project.

5. Virginia Retirement System Deferred Compensation Plan

Mr. Judge reviewed the need for the resolution regarding the VRS Compensation Plan and Ms. Keeler questioned if a staff member can contribute to both funds. Mr. Judge stated that only one fund can be contributed to.

**Dr. Murphy moved, seconded by Ms. Bouffault, that the Resolution on Page 3 of the July 28, 2011 JAS packet be adopted as written: The motion carried as follows:**

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

6. Next Meeting

Mr. Hobert reminded the JAS board that the next meeting scheduled will be on September 26<sup>th</sup> at noon.

7. Adjournment

Mr. Hobert adjourned the meeting at 3:53 pm.

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*Minutes Recorded and Prepared by: Amanda W. Kowalski*