



**Chip Schutte, seconded by Mike Murphy, moved to approve the April 23, 2012 meeting minutes as amended. The motion carried as follows:**

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

### 3. FY13 Audit

*Dave Ash and Dr. Murphy approved an award for the FY 12 Audit to Robinson, Farmer, Cox. Mr. Ash and Dr. Murphy also recommend that Joint Administrative Services explore options for fraud detection and prevention.*

Tom Judge provided the following update:

- Two proposals received.
- One vendor did not meet the requirements leaving Robinson, Farmer, Cox as the sole consideration.
- Fraud detection and prevention recommendations were requested in the RFP.
- While no specific fraudulent activities are currently suspected, the County must be open to the possibility of fraud and be vigilant in monitoring.
- Some focal areas suggested by staff include: fraudulent leave, time accounting, inventory control, financial transactions, pilfering.
- RFC noted that not all fraud runs through the financial books and fraud detection might be best conducted separately.
- RFC suggested researching the Association of Fraud Examiners.
- Upon review of the Association of Fraud Examiners website, Mr. Judge determined that staffing levels were not adequate to perform the extensive monitoring.
- Best deterrent is to establish policies and educate employees on those policies.
- A reporting hot line could be established.
- Policy clarification is the first step.
- Tom Judge put forth that establishment of personnel policies was the responsibility of the individual entities.
- Tom Judge offered to research areas of risk and make recommendations.

### 4. Director Evaluation

*The Job Description for this position is currently under review.*

Mike Murphy and David Ash provided the following update:

- Have conducted several meetings.
- Review and revision of the job description to meet current responsibilities is planned for the next scheduled meeting.
- Following review and revision of the job description, evaluation will be conducted.
- To maintain consistency, will provide comment on goals established during last year's evaluation.

## 5. Technology Governance

*A broad view plan, developed by the JAS Director and Technology Directors is attached. If approved it will be submitted to the respective governing bodies for review and support.*

Tom Judge lead the review. Highlights of the discussion include:

- Broad view plan developed by Tom Judge, David Baggett and Gordon Russell.

### MEMORANDUM

TO: Clarke County Board of Supervisors and Clarke County School Board

FR: Joint Administrative Services Board

DT: May 21, 2012

RE: *Conceptual Overview for Development of a Coordinated 10-Year County/School Technology Plan*

The School Board and Board of Supervisors recently tasked the Joint Administrative Services Board with Technology Governance. The JAS Board has taken a first step toward fulfilling this obligation by requesting that its Director, and the two technology directors, work to develop an outline of a ten-year technology plan.

This plan is to be limited to areas of mutual benefit to the two organizations. Ten years was chosen for the term to encourage a long-term view, to encourage timely near-term actions to provide for future needs and, in particular, to include a replacement for the Comcast fiber lines connecting the Berryville buildings which will be needed by 2020.

Areas of mutual benefit that have thus far been identified include:

1. The need to provide greater bandwidth across the wide area network, including the need to replace fiber optic cabling between buildings not currently owned.
2. The need to extend telephone, energy management, and building security systems across the wide area network.

3. The need to provide for video conferencing and document management systems across the wide area network.
4. The need to plan for upgrading network switching devices.
5. The implementation of the Enterprise Resource Planning (ERP) system that would integrate administrative software.
6. The need to provide for information security including threats from outside the network, within the network, and data backup on multiple sites.
7. Development of shared data storage facilities.
8. Development of software operating system "virtualization", a technique for running many software applications on a single computer.
9. Shared training opportunities, and a regular schedule of training.

These various components are interdependent so it is important to identify the timing and financing of projects so that all systems are fully functional when implemented. The table on the following page presents an initial overview of the plan. Much work remains on the cost and timing of the projects, as well as the best technology direction for Government and Schools over the period. Approval of the Joint Board's work at this conceptual stage is requested.

#### Conceptual Overview of Joint Government/School Technology Plan 05/16/12

EVENT	2014	'15	'16	'17	'18	'19	'20	'21	'22	'23	Notes
Purchase Franchise fiber infrastructure					X		X				changed item name. Not sure it should span all years. Probably a single
Energy Management System	X	X	X	X	X	X	X	X	X	X	buildout. No plan on County side for building automation. Need Bobbies
Extensions	X		X						X		input.
Telephone System Extensions		X			X	X				X	Boyce. Remodel old HS/cooley unknown. JWMS.
Building Security System Extensions	X			X			X			X	No plan on County side for security cameras.
Document Management System		X	X								
Video Conferencing				X		X		X			
Network Switch Upgrades		X	X			X	X		X	X	Operating expense.
Enterprise Resource Planning System (ERP)			X	X							DR plan.
Information Security	X	X									
Shared Data Storage	X		X								
SystemWide Training	X	X	X	X	X	X	X	X	X	X	End users..?

— Highlights of Board review of the planned technology events list include:

- Purchase Franchise fiber infrastructure: change to read Fiber “Data” Infrastructure.
- Energy Management Systems monitoring and controls are waiting on repairs to the BCCGC HVAC, as well as transfer to the new high school.
- Telephone System:
  - Major system upsize and upgrade since original installation.
  - System sized large enough for all the instruments needed for the foreseeable future.
  - Dr. Murphy noted that he would like to plan accordingly so that every handset registers the individual number in the Communications Center.

- Building Security Systems:
  - BCCGC security system has been designed but not yet implemented.
  - Systems in place in the old and new high schools and Johnson Williams Middle School.
  - E911 building was designed for a security system. Limited grant funds were used to procure monitors. Head-end equipment is still needed to process incoming video and sensor information. Chairman Hobert requested follow up.
  - Legal counsel is working with School Administration on the legal issue of who owns certain forms of student records.
  - Consideration of system integration of fire alarms, burglar alarms, etc. is necessary at the front end of facility design projects.
- Document Management System:
  - Identified in the GFOA report as a priority.
  - A long-term plan is needed for both the Schools and General Government.
  - Include email archiving system.
- Video conferencing is not considered a priority; however, this item was added to ensure availability of the necessary bandwidth.
- Information security is not a specific device or piece of software; however, this item was noted to ensure security consideration.
- ERP
  - May be more “doable” if phased in; however, GFOA warned against a piece-meal approach.
  - If parceled out over time, the broad view may be lost.
  - Any time purchase of enterprise software is considered it should be looked at collaboratively.
- System training allows users to maximize productivity and is critical for long-term success.
- Next steps:
  - Share Conceptual Overview with respective governing bodies during the monthly Joint Administrative Services update; and,
  - Request approval of the Joint Board’s work at this conceptual stage.
  - After receiving general consensus approval, the Joint Administrative Services Board will:
    - Prioritize the technology events list.
    - Review the events individually and identify those things that need to be addressed or considered to move the item along.

By consensus the Board agreed to move the plan forward to their respective bodies for consideration, approval and feedback.

## 6. Purchase of New Software

*Procurement of new transportation management and timesheet tracking software are planned by the School System. These should be discussed by the Board in terms of possible joint use, as well as the long-term plan to implement an ERP system.*

Mike Murphy led the review. Highlights include:

— Transportation Management Software:

- Current transportation software does not work.
- Believe there are a lot of efficiencies from use of adequate transportation software.
- This system has been extensively researched by school staff.
- This software is used by small up to large schools divisions,
- Have not begun to look at the procurement process.

— Time Sheet tracking software:

- Making a significant change in hourly accounting for enterprise fund employees [food service.] [Enterprise fund means that revenue and expenditure must be balanced.]
- Paper time sheets are a challenge division wide.
- Approximately 100 plus employees have paper time sheets. [Bus drivers, food service, maintenance personnel are paper time sheet driven.]
- Time sheets are not used by exempt employees. [Teachers and Administrators]
- Veri-time was selected from the programs reviewed.
- Implementation would eliminate paper time sheets, manual data entry errors and should provide greater control of over time.
- Use of comp time instead of over time is regulated by law and is different from flex time.
  - Schools use AESOP for leave accounting; but Joint Administrative Services does not have the ability to import the data, so a paper report is generated.
  - Full-time, year-round School employees use AESOP for leave: annual, personal, sick, to assist schools, bereavement, etc.
  - AESOP is a web-based tracking program.
- Time sheet tracking will start with food service workers.
- System will eventually be used by all non-exempt employees.

- Goal is to have in place by the beginning of the next school year.
- The Veri-time system could be used by Schools and General Government non-exempt employees.
- Tom Judge opined that this system could become redundant following ERP implementation; however, it could be years before an ERP is implemented and the estimated software cost is approximately \$3,000.

#### Reconsideration of Meeting Time

Due to repeated schedule conflicts, David Ash suggested changing the start time for the Joint Administrative Services Board meetings from 12:00 noon to 1:00 p.m.

By consensus, the Board agreed to change the regular meeting start time from 12:00 noon to 1:00 p.m.

#### 7. Next Meeting

The next regularly scheduled meeting is set for Monday, June 25, 2012 at 1:00 p.m. in Meeting Room AB at the Berryville Clarke County Government Center.

Note: Tom Judge indicated that the June meeting may not be necessary.

#### Adjournment

At 2:00 pm, Chairman Hobert adjourned the meeting.

---

Minutes Recorded and Prepared by: Lora B. Walburn