<div align="center">Joint Administrative Services Board</div>

September 24, 2012   Regular Meeting   1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, September 24, 2012 at 1:00 pm in Meeting Room AB, Berryville Clarke County Joint Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

        Sharon Keeler; Chip Schutte; Michael Murphy; David Ash; David Weiss [Alternate]

Members Absent

        J. Michael Hobert

Staff Present

        Tom Judge, Lora B. Walburn

Others Present

        None

1. Call To Order - Determination of Quorum

    David Weiss, Board of Supervisors alternate to the Joint Administrative Services Board, attended the meeting in the absence of J. Michael Hobert.

    After determining that a quorum was present, at 1:00 pm, Vice Chair Chip Schutte called the meeting to order.

    David Ash, seconded by Mike Murphy, moved to adopt the agenda as presented. The motion carried by the following vote:

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

2. Approval of Minutes

David Ash, seconded by Sharon Keeler, moved to approve the May 21, 2012 meeting minutes as presented. The motion carried as follows:

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

3. Update

Tom Judge provided the following update:

— Director evaluation is in process and will be discussed at the October meeting.

— Dependent verification resulted in two plans dropping dependents that were either ineligible, or which the policy holder didn't intend to cover.

— The auditor presented internal control recommendations, the efficacy of which has been challenged by staff, and which will be discussed with the auditor in October.

— Emily Johnson of Boyce will replace Cathy Pope at the Accounts Payable position starting October 1.

— Redefinition of retiree health insurance group to confirm with Local Choice policy resulted in one coverage being dropped.

4. Joint Technology Plan.

The broad view plan developed by the JAS Director and Technology Directors was approved by the School Board and Board of Supervisors in June. An interim draft of a more detailed "Joint Technology Plan" is provided. The goal is to complete this plan by November, for presentation to the boards in December.

Although the plan includes primarily capital expenditures, it is intended to include shared projects which may be funded from the operating budgets: (ex. ongoing training, joint software subscriptions, etc.). The JAS Board should evaluate this draft for further refinement, and make recommendations where needed, especially with regards to timing and priority, because the strongest plan that can be presented to the Boards will be one that will be both technically and financially feasible.

Tom Judge provided an overview. Highlights of Board discussion include:

o   Fiber optic network:

   • Currently negotiating lease extension with ComCast.

- Inclusion of Boyce Elementary is part of the negotiations.

- Gordon Russell is exploring the purchase of fiber optic lines.

- Where feasible, the County should consider ownership of fiber/data lines and underground installation.

- o Energy Management Systems:

  - Mike Murphy provided:

    - Snyder would like to provide a presentation at the next Schools Facility meeting.

    - His is arranging a meeting with Joe from Snyder.

    - He has discussed with RRMM the lack of compatibility between programs.

    - Cost savings could be realized if maintenance added an HVAC person.

  - Tom Judge put forth that Maintenance was hoping to standardize the County systems.

  - David Ash provided:

    - The BCCGC is wired to accommodate an energy management system.

    - The Court buildings should be able to accommodate remote energy management.

- o Telephone Systems Extensions:

  - Extension of the Avaya system should be complete by 2014 in all remaining County locations.

  - Mike Murphy commented that more phone lines would be necessary to meet 911 requirements.

- o Building Security Systems:

  - Systems are very expensive.

  - Not all systems require the same level of sophistication.

  - It has not yet been determined how many of the security cameras used in the old high school will be used after conversion. Some of these cameras will be relocated at Johnson Williams Middle School.

- o Video Conferencing: This feature might prove useful in future.

- o Network Switches: Upgrades were included in the schedule.

- o Enterprise Resource Planning and Document Management Systems:

  - Estimate is $550,000 with a $50,000 contingency for hardware needs. The estimate was sought to addresses concerns raised about the cost range used in the GFOA study.

  - A three-year phase in is recommended.

  - Software maintenance is estimated at $62,000 per year.

  - The Board discussed establishing ERP implementation as a priority.

- David Weiss suggested that Mr. Judge be specific on what the costs will be to the County when presenting the ERP request to the respective bodies.

o Shared Data Storage: Select data is backed up to a facility in California.

o Information Security: Various factors must be considered. At this time, IT does not favor using the "cloud."

o Employee Training: An annual budget is recommended to provide existing and new hire training on system basics.

o Tom Judge stated that he hoped to present the Joint Technology Plan to the respective governing bodies in November for inclusion in the 2014 budget.

o Mike Murphy, noting ever changing and increasing storage needs, requested revising Shared Data Storage:

- Removing the reference to five years. *"This additional capacity should be adequate for five years, after which it will be necessary to purchase a fourth unit."*

- Adding reference to email archiving, storage, sorting and retrieval.

o David Ash requested the addition of software replacement to ensure that the costs of software upgrades, maintenance and component replacement is considered.

5. Fraud Prevention Program.

A request by the County Administrator and Superintendent for additional attention to fraud led to the following chain of events:

a. Discussion with our auditor who stated that their work is focused entirely on whether financial transactions reflect financial statements, and although they could spot check for financial fraud for a cost, this may be too narrow a mechanism.

b. Auditor provides refinements to internal controls in response to fraud inquiry.

c. JAS joins Association of Certified Fraud Examiners to research best practices.

d. "Report to the Nations on Occupational Fraud and Abuse" shared with JAS Board detailing prevalence of fraud by type and technique, and lists the most effective fraud prevention and detection techniques. Anonymous fraud tipline, and efforts to raise employee awareness regarding fraud; emerge as the most practical course of action.

e. Information Technology Directors opine that both voice and web tiplines would be feasible, but the web would probably better guarantee anonymity.

The following course of action is therefore recommended: *"Be it resolved that internet-based fraud tipline(s) be devised on the websites of Clarke County Government and Schools to permit citizens and employees to anonymously report suspected instances of fraud, waste, and abuse, and be it further resolved that short, intermittent communications be distributed to assist citizens and employees in recognizing fraud, waste, and abuse should it occur, and be it further resolved that the Director of Joint Administrative Services, or designee, monitor the tipline(s) and work with the respective executives of affected organizations to investigate and resolve alleged or suspected instances of fraud, waste, and abuse."* ·

Tom Judge briefly reviewed his research and recommendation.

Following discussion, the Board directed Tom Judge to further research the matter.

6. Software Application Sharing.

The following software applications have been recently purchased, and can be considered for sharing: Code Red (Sheriff). AESOP (Schools). Veritime (Schools).

Tom Judge summarized this item.

Mike Murphy commented that the company owning both AESOP and Veritime was willing to work with the County. He added that he had discussed use of Veritime for Parks and Recreation part-time, hourly employees with Lisa Cooke, Parks and Recreation Director.

7. Economic Development Fiscal Agency.

The Board of Supervisors recently approved an agreement among the Commonwealth, IDA, Government, Town, and Berryville Graphics to provide government funding for improvements and expansion at Berryville Graphics contingent upon that company achieving specific improvement thresholds including targets for the acquisition of machinery and tools as well as new employment. Responsibility for monitoring Berryville Graphics achievement of these thresholds was assigned to Joint Administrative Services. Though earlier consideration by the JAS Board might have been preferred, the duration of the responsibility will be limited to three years; and though the time burden of fulfilling the responsibility is unknown at this time, it is believed to be modest and capable of fulfillment by staff given that the primary burden for supplying documentation rests with Berryville Graphics.

Tom Judge briefed the Board on the assignment of fiscal agent responsibility for economic development funds for Berryville Graphics to Joint Administrative Services.

8. Next Meeting

The next regularly scheduled meeting is set for Monday, October 29, 2012 at 1:00 p.m. in Meeting Room AB at the Berryville Clarke County Government Center.

Adjournment

At 2:57 pm, **Mike Murphy, seconded by David Ash, moved to adjourn the meeting. The motion carried by the following vote:**

David Ash   -   Aye
J. Michael Hobert   -   Absent

Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

_____

Minutes Recorded and Prepared by: Lora B. Walburn