

Charles "Chip" Schutte - Aye

3. Update

Tom Judge provided the following update:

- Circuit Court payroll
 - Joint Administrative Services will assume payroll processing for the Circuit Court.
- Internal Control Recommendations
 - Working on establishing controls to address concerns raised during the FY12 audit.

4. Joint Technology Plan.

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. The plan can be proposed for adoption at this meeting, and sources of funding for the ERP System can be discussed in advance of the FY 14 budget process.

Tom Judge provided an overview. Highlights of discussion include:

- Reviewed summary table including events, projected costs and time line.
- ComCast: negotiations continue.
- Fiber Optic Network:
 - Currently, trenching and completing connections between DG Cooley and high school.
 - Main link will run down Main Street and picks up all schools terminating at Social Services.
 - It may be necessary to purchase easements.
 - County-owned fiber is buried; ComCast-owned fiber is overhead.
 - Need to include in projected cost estimated annual recurring charges for lease and maintenance.
 - Goal is to negotiations complete for FY 2014 and complete by 2020.
 - Extension of ComCast Lease. Negotiation on the extension of the lease with Comcast is underway and expected to be complete prior to the outset of the FY 14 budget process. The terms of the lease should be compared to the cost of purchase.
- Energy Management System Extensions:
 - Dr. Murphy is meeting with Snyder Electric on Monday.
 - Need to look for most likely vendor.

- Schools have authorized the purchase of an iPad for Bobby Levi to allow remote access.
 - Criteria for selection should be an open system.
 - Ask RRMM, school renovations architect, for recommendation.
 - Approach Bobby Levi, Maintenance Director, and ask him to gather information. Dr. Murphy volunteered to brief Bobby Levi and Randy Trenary.
 - Need to determine whether a consultant should be hired and whether to hire an HVAC employee.
 - Rework section to simplify.
- Telephone System Extensions and Upgrades
- Section straightforward and no rework necessary.
- Building Security Systems
- Grant funds are no longer available; and given the high cost, there are greater priorities.
 - Add statement that issues of cost and to whom data belongs are under investigation.
 - By consensus, agreed that looking at expenditure of funds to address technology is a lower priority while recognizing that targeted expenditures are needed.
- Video Conferencing
- At this time, there is no demand making it a lower priority.
 - It was recognized that this is an evolving priority.
- Network Switches
- Section requires greater elaboration.
 - There are some shared systems with one point of intersection and some overlap. The schools do have more switches.
- Enterprise Resource Planning and Document Management Systems
- While this is a priority, it continues to compete for resources.
- Sort options in timeline order.
- Shared Data Storage
- Data storage costs have decreased over time.
- Information Security

- As a first step, goals need to be defined. This process is anticipated to take approximately a year.
- Employee Training
 - Move employee training closer to ERP.
 - Tom Judge will ask General Government IT to add training to its FY2014 budget.
 - No shared budget is recommended at this time.
 - Develop goals over the next 6 to 12 months.
 - Schools will invite General Government to next software training.
- Software Adoption and Replacement
 - Need to review future needs for shared systems.
 - Many disparate software systems could be replaced with an ERP.

Tom Judge will rewrite and bring back to the group for further review.

5. Fraud Prevention Program.

Last month's discussion of this topic ended with concerns regarding whether hotline tips can subsequent investigations were subject to disclosure under the Freedom of Information Act. Correspondence from the relevant state agency is attached. It appears that such information can be kept confidential, but legal opinion from the County Attorney is recommended.

Due to time constraints, this item was moved forward to the next scheduled meeting.

6. Budget Calendar

The Board may wish to discuss the budget calendar, especially with respect to the constraints on the process, and the timing of the School Board's request.

The Board discussed the timing of the budget calendar. Various examples were given of changes in requirements that negatively impacted the budget that came late in the budget season; and it was agreed that such actions have fostered a reluctance to act early.

By consensus, Tom Judge, David Ash and Mike Murphy were tasked with drafting the calendar.

7. Benefit Waivers.

Attached is information concerning benefit waivers, whereby an employee is paid some amount that encourages them to enroll in health coverage with a spouse, thereby reducing the total cost to the

employer. This is presented for information only. If the board wishes to pursue the matter, more information can be obtained.

Due to time constraints, this item was moved forward to the next scheduled meeting.

8. Director Evaluation

The Board may wish to convene a closed session for personnel matters in order to consider the evaluation of the director.

Dr. Murphy called for process clarification.

David Ash, seconded by Chip Schutte, moved to convene into Closed Session pursuant to §2.2-3711(A1) Specific Employees or appointees of the Board. The motion carried as follows:

David Ash	- Aye
J. Michael Hobert	- Aye
Sharon Keeler	- Aye
Michael Murphy	- Aye
Charles "Chip" Schutte	- 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, **Chip Schutte, seconded by Mike Murphy, moved to reconvene in open session.**

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

It was further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors 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 Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors 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 Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

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

Following Closed Session, the matter was remanded to staff for resolution.

9. Next Meeting

The next regularly scheduled meeting is set for Monday, December 17, 2012 at 1:00 p.m. in Meeting Room AB at the Berryville Clarke County Government Center.

Adjournment

At 3:15 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	- Aye
Sharon Keeler	- Aye
Michael Murphy	- Aye
Charles "Chip" Schutte	- Aye

Minutes Recorded and Prepared by: Lora B. Walburn