Joint Administrative Services Board

April 22, 2013   Regular Meeting   1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, April 22, 2013 at 1:00 pm in County Administration Meeting Room, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor; Berryville, Virginia.

Members Present

    David Ash; Chip Schutte; Sharon Keeler; Michael Murphy; J. Michael Hobert

Members Absent

    None

Staff Present

    Tom Judge, Lora Walburn

Others Present

    None

1. Call to Order - Determination of Quorum

    At 1:00 pm, Chairman Schutte called the meeting to order.

2. Approval of Minutes

Michael Hobert, seconded by David Ash, moved to approve the February 25, 2013 meeting minutes as presented. The motion carried as follows:

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

Sharon Keeler joined the meeting at 1:02 pm.

3. Update from Director

Tom Judge provided updates on the following:

− Four credit cards have been cancelled and reissued due to fraudulent activity from culprits outside Clarke County.

− Travel Policy issues:

  o Looking at optimum travel reimbursement policies: per diem payments for meals with no receipts vs. daily limits with receipts; restrictions on mileage reimbursements; valet parking; missing detailed receipts; variable reporting of mileage.

  o Need to make policies clear to department heads and employees.

  o Mike Murphy suggested establishing a matrix for mileage reimbursement.

  o David Ash contributed that mileage to Richmond for each jurisdiction is designated by State Code.

− Architecture, Engineering Contracts:

  o Mike Legge is looking for an architect to provide consulting services for small design projects.

  o Chester Engineering, the County's engineer, has at times consulted an architect on some projects; however, an architect separate from the engineer is preferred.

  o Networking with Loudoun or Fairfax Counties is a possibility.

  o David Ash will follow up with Brandon Stidham regarding the Regional Commission's recent procurement of several engineers that could be a potential service source.

4. ERP Implementation Guideline

Tom Judge advised that $600,000 was appropriated in the FY2014 Budget for the purpose of implementing an ERP system. He stated that GFOA had made a proposal to provide services at an approximate cost of $50,000.

Michael Hobert put forth that the proposal made it clear that if GFOA is not involved in the early phases it would not be held responsible in the latter phases.

Tom Judge advised that at some point the Joint Administrative Services Board needed to identify implementation resources such as employees and citizens.

Following preliminary discussion on use of the "Cloud", the Board agreed to ask vendors to present it as an option.

I. Communicate decision to affected employees. Clarification of business practices.

- Employees involved in the focus groups were part of developing the business case for ERP implementation. These same employees will be part of implementation.

- Need to consider operations and review current practices to identify key elements, how data is organized, and how to simplify processes.

- Michael Hobert opined that the Joint Administrative Services Board needed to stay on top of the ERP implementation process for it would be the most important thing the County would be doing for a long.

II. Establish Team.

a. Determine local Project Manager.

- Joint Administrative Services will action at the oversight body ERP development.

- Team work is critical to project success.

- ERP implementation could take two to three years.

- Initial phase will focus on finance, procurement and human resources modules.

- Tom Judge is the most qualified to act as project manager. However, Tom Judge, as well as David Baggett and Gordon Russell, lacks sufficient time to act as project manager. Suggestions:

  o Backfill the current position with temporary help.

  o Grant broader authorization to Joint Administrative Services staff.

b. Identify knowledgeable citizens for guidance.

- Review RFP.

- Provide proposals.

c. Build on previous focus groups to develop specialized expertise by function.

- These groups would provide input on technical requirements.

d. Clarify roles of Boards, IT directors, Department heads, focus groups. Verify cooperation of semi-independent agencies.

- The Joint Administrative Services Board must take its decisions to the respective bodies; however, this could hinder the decision-making process during ERP implementation.

- Constitutional officers must be consulted to ensure buy off / participation.

- ERP implementation will be a change of business practice and business culture.

e. Seek sources of assistance from: VITA, Shenandoah University Institutional Computing, similarly situated communities [Portsmouth, Prince George, Staunton, and Alexandria], Center for Innovative Technology, etc.

f. Evaluate whether we have identified the expertise to carry out the project, or whether a consultant should be hired to guide it.

III. Establish Requirements.

a. Detail specifications for each module. [Received specifications from Staunton and Alexandria – very detailed.]

b. Cloud versus Server.

 – Discussion highlights:

 o Believe use of the Cloud will continue to grow.

 o Connectivity is the issue however the Cloud is becoming more reliable.

 o Cloud data security is an ongoing issue.

 o The Cloud is being "*sold*" by those that want to profit from this new technology; and at this time, use does not result in cost savings.

 o County servers are sufficient.

 o Determine if data can be split between the server and the Cloud.

 o Some members of the Board expressed reservations about use of the Cloud for security reasons and loss of control.

c. Data Standards and Data Independence (lock-in avoidance).

d. Best Practices.

e. Phase-in versus Big Bang.

f. Timing vis-a-vis tax year and fiscal year.

g. Historical data vs. point forward.

h. Web based.

i. Disaster Recovery and Security.

j. Web Training vs. Travel Training.

k. Ability to interface with Rec-Trac, Cafe Enterprise, ESRI, Southern Software, etc.

IV. Issue a Request for Proposals.

a. List of Potential Vendors (Tyler, Sungard, New World, Microsoft Dynamics, OpenRDA, Edmunds, etc.)

b. Demonstrations and site visits.

c. Evaluation Criteria.

    d. JAS Board to evaluate.

    e. Financial Data and long range corporate commitment.

    f. Proceed to contract:

    V. Develop Implementation Plan.

ERP Research Documents

    a. GFOA/Microsoft Study on ERP in the Public Sector.

    b. GFOA Consulting Proposal.

    c. Economics of the Cloud for the Public Sector.

    d. Gartner on Cloud Security.

Next Meeting

The next regularly scheduled meeting of the Joint Administrative Services Board is Monday, May 20, 2013 at 1:00 pm in Meeting Room AB at the Berryville Clarke County Government Center.

Adjournment

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

Minutes Recorded and Transcribed by Lora B. Walburn *[left the meeting at 2:29 pm]*