

Joint Administrative Services Board
August 26, 2013 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, August 26, 2013 at 1:00 pm in Berryville Clarke County Government Center Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor; Berryville, Virginia.

Members Present

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

Members Absent

None

Staff Present

Tom Judge; Lora Walburn

Others Present

None

1. Call to Order - Determination of Quorum

At 1:02 pm, Chairman Schutte called the meeting to order.

2. Approval of Minutes

Michael Murphy, seconded by J. Michael Hobert, moved to approve the June 24, 2013 meeting minutes as presented. The motion carried as follows:

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

David Ash joined the meeting at 1:08 pm.

3. ERP RFP Review of Key Considerations

The RFP is currently under review by 6 persons with strong technology credentials. Their comments are due back September 15. The Board is invited at this stage to comment on any aspect of the RFP which consists of the attached narrative section, as well as a requirements spreadsheet and a pricing table. However, a few key considerations are:

Key considerations are:

- a. The distinction made between Core, Non-Core, and Optional Components.*
- b. The special consideration given to Land Management.*
- c. The Evaluation Process.*
- d. The content proposers are to provide (see attached Section 3).*

Highlights of Board review include:

- Provide comment by September 16.
- Proposals will be evaluated by the Joint Administrative Services Board.
- \$600,000 budget does not include hardware installation.
- Page 19 – Change from Alert Now to Blackboard Connect 5.
- Page 52 – Change Management Approach add item e) Security – User Acceptance including security.
- Page 54 –
 - o Edit table to include actual titles, where applicable;
 - o Consider revising Item 5, “*Likewise, the County requests that the Vendor*”
 - o Add expectations for County staff.
 - o Document wide, “scrub” for “large locality” statements.
- Page 57 – 3.8 Technical Requirements - Tom Judge will ask Gordon Russell to double check this section.
- Page 88 – Question 17 – Add a column specifically for Virginia businesses to help identify trend as to whether the vendor is growing or receding in the market.

4. Other Technology Governance Issues: Training, Fiber Backbone Update

Training

- Operating budgets for General Government / Schools include training on MicroSoft Office software, email, and other systems currently in use.
- Renee Weir, Office Manager - School Administration, is developing clerical training. This training could be expanded to include general government staff.
- Mike Murphy will follow up with Renee Weir and Ed Shrewbridge on the idea of a roving trainer.

- Consider providing employees scholarships to attend software and computer classes offered by Parks & Recreation.
- Include training on web page updates.

Fiber Backbone

- Gordon Russell was not in attendance to provide an update.

5. VaCorp/VRS Local Disability Program Pending Decision.

The Government and Schools need to decide by November 1 whether to participate in the VRS Disability Plan or the VaCorp Disability Plan. The consideration should consider the following:

- a. Participation in the VRS Plan is irrevocable while the VaCorp plan decision is not.*
- b. Certain Commonwealth administered insurance pools such as LODA and Worker's Compensation have awarded generous claims, making their policies more expensive over time. It is not clear whether the VRS program may behave similarly.*
- c. The initial VaCorp rates are better:*

Proposed Disability Insurance Rates (% of payroll)		
<i>Group Name</i>	<i>VACORP</i>	<i>VRS</i>
Government	.79	.91
School Non-Professional	.37	.91
School Professional	.37	.39

The VaCorp government proposal is attached. The School's will be identical, except the rates above. The board should consider whether to recommend approval of these proposals to the respective Boards, or engage a consultant for an in depth comparison.

Tom Judge and Dave Ash, VACorp Insurance Board member, summarized the pros and cons of the plans. By consensus, action on the matter was deferred to the next meeting.

6. Affordable Care Act Checklist (FYI).

Tom Judge advised that the act takes effect January 1, 2014.

Chip Schutte commented that holders of non-compliant policies have started to receive notifications.

Next Meeting

The next regular meeting is scheduled for September 23, 2013.

Adjournment

Chairman Schutte adjourned the meeting at 2:55 pm.

Minutes Recorded and Transcribed by Lora B. Walburn