

Chip Schutte, seconded by Sharon Keeler, moved to nominate and elect Michael Hobert as Chair of the Joint Administrative Services Board for calendar year 2014.

With no others names advanced, Tom Judge closed the floor to nominations and called for the vote.

The motion was approved by the following vote:

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

Following the vote, Tom Judge turned the meeting over to Chairman Hobert.

Selection of Vice-Chairperson

Chairman Hobert called for a motion for nomination of Joint Administrative Services Board Vice Chair for 2014.

David Ash, seconded by Sharon Keeler, moved to nominate and elect Chip Schutte as Vice Chair of the Joint Administrative Services Board for calendar year 2014.

Being no further nominations, Chairman Hobert called for the vote.

The motion carried by the following vote:

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

Establishment of meeting calendar

Subject to verification of meeting room availability, **David Ash, seconded by Chip Schutte, moved to adopt the meeting calendar as presented. The motion carried as follows:**

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

Date	Time	Location	Topic(s)
02/24/14	1:00:00 PM	JGC	Health Ins, Budget, Technology
03/24/14	1:00:00 PM	JGC	Health Insurance, Technology
04/28/14	1:00:00 PM	JGC	Health Insurance, Technology
05/19/14	1:00:00 PM	JGC	Health Insurance, Audit, Technology
06/23/14	1:00:00 PM	JGC	Technology
07/28/14	1:00:00 PM	JGC	Technology
08/25/14	1:00:00 PM	JGC	Technology
09/29/14	1:00:00 PM	JGC	Technology
10/27/14	1:00:00 PM	JGC	Director Evaluation, Technology
11/24/14	1:00:00 PM	JGC	Technology
12/22/14	1:00:00 PM	JGC	Technology
01/26/15	1:00:00 PM	JGC	Organization, Budget, Technology

2. Approval of Minutes

Chip Schutte, seconded by Sharon Keeler, moved to approve the December 16, 2013 meeting minutes as presented. The motion carried as follows:

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

3. Joint Technology Plan

Joint Technology Plan
Source: Joint Administrative Services

01/23/14

EVENT	2015	2016	2017	2018	2019	2020	2021	2022	2023	Notes
Telephone System	30,000						30,000			PBX replacement
Information Security	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	Disaster Recovery System
Energy Management System		100,000	100,000	100,000	100,000	100,000				Await head-end during Elem renovation; then extend
Building Security System		50,000	50,000	50,000	50,000					For extensions of current system
Fiber optic infrastructure	60,000		300,000							60k=shentel augmentation in town, 300k = Boyce w/o Erate
Network Switch Upgrades	80,000	80,000	80,000				80,000	80,000	80,000	replacement cycle six years
Shared Data Storage				35,000				35,000		
Video Conferencing						25,000				Need and cost not defined
TOTAL	195,000	255,000	555,000	210,000	175,000	150,000	135,000	140,000	105,000	

KEY:
Bold = School 100%
Italic = Government 100%
 Normal = Split 50/50

Tom Judge reviewed the current plan. Highlights include:

- Energy Management System: Bobby Levi, Maintenance Director, was consulted about moving the project out to 2016.
- Building Security Systems:
 - o Consulted Sheriff Tony Roper, about extending implementation of building security systems [cameras], out to 2016.
 - o Chip Schutte could not speak to the School's position of on building security systems.
 - o Gordon Russell clarified that building security systems targeted cameras/video surveillance equipment.
 - o Door access systems have been discussed under this project but will most likely be worked in during renovations rather than through the separate technology budget.
 - o The Committee agreed to revise building security systems to make it clear that this item was for data systems, video and other sensors.
- Fiber Optic Infrastructure: 44% discount on Erate-eligible infrastructure going into schools.
- Network Switch Upgrade: Tom Judge will follow up with Ed Shewbridge to advise him that the \$80,000 for 2017 belongs to the Schools.
- Training: Chairman Hobert requested that training be added back to the plan.
- Tom Judge will revise the Joint Technology Plan and bring back to the Board in February.

Chip Schutte, seconded by Sharon Keeler, moved to approve the Joint Technology Plan as presented subject to making the requested changes in the table. The motion carried as follows:

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

4. SaaS vs. Local Server

The Tyler Proposal presented two options:

- i) Software-as-a-Service whereby the software is "rented" and runs on Tyler Technology servers, and*
- ii) Traditional licensed software running on Clarke County servers.*

It is necessary that the Board decide which option to pursue before commencing negotiations with Tyler Technologies. Please note the following:

- a. See attached list of communities in Virginia using Tyler Munis, and their respective software delivery choices.*

- b. See attached graph from "IT Budgeting and Decision Making" showing lower cost profile for SaaS.
- c. See cost analysis from another, somewhat larger, community showing cost approximately equal.
- d. Tyler Technologies states that a choice for SaaS now can be converted to the traditional licensing option in the future, and vice-versa. The mechanism for doing so would be built into the contract.
- e. See list of pros and cons from Plante and Moran (forthcoming).
- f. Dennis Bagley of Plante and Moran will be available by conference call beginning at 1:30 pm to provide advice in making this decision.

Tom Judge briefed the Committee on the two options. Highlights of the Committee discussion include:

- Traditional License / In-house Hosting:
 - o Gordon Russell, IT Director, voiced his support for traditional licensing.
 - o The County has the infrastructure to host it in house; and while there will be a greater capital outlay at the beginning, it will be less expensive over time for SaaS will cost significantly more if hosted by Tyler.
 - o Over the last several months, Mr. Russell has become more clearly convinced that in-house hosting was the better solution.
 - o Implementation will require the same level of IT support for either option.
 - o Daily operations and management following implementation will require the same level of support.
- Conference call with Dennis Bagley, Plante Moran:
 - o County must thoroughly review services, service levels and associated cost.
 - o Comparative analysis is not specific and represents overall industry.
 - o Tyler began hosting approximately five years ago with its Munis software.
 - o Approximately 1 in 5 to 1 in 10 contracts are going with the hosted solution.
 - o Those going with the hosted solution tend to be smaller local governments and school districts that lack capacity on the IT side.
 - o Typically the cost between options equals at seven years.
 - o SaaS fees are typically much higher than the license fee.
 - o A comparative analysis of both options is recommended prior to making a decision.
 - o The Board could make recommendation using current information and make it contingent upon the ability to negotiate a price and service level with which the County was comfortable.

Chip Schutte, seconded by David Ash, moved that the County was willing to go with software as a service but making it contingent upon meeting value requirements and being competitively priced, and competitive with the services provided, as traditional licensing software. The motion carried as follows:

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

5. Decision to Commence Negotiation with Tyler Munis

Since this was last discussed we have visited City of Staunton, Virginia; have obtained references from several communities; and have established a contract with Plante & Moran to advise us during contract negotiation (see attached). It is requested that the board review this information, and vote to proceed to contract with Tyler Technologies for provision of an ERP system. This decision will need to be confirmed by the School Board and the Board of Supervisors but, if confirmed, it is recommended that it be the last such approval prior to actual contract and implementation since we will be investing substantial resources in the contract negotiation over the coming months, and time is getting short to meet the July 1 cutover of the General Ledger. Curt Steddum of Tyler Technologies will be on hand to answer any questions that might remain. Mr. Steddum will demonstrate the Software for the School Board and Board of Supervisors at a 4:30 meeting later this day.

Tom Judge provided a brief review followed by a summary of responses from Tyler references.

Chip Schutte, seconded by Sharon Keeler, moved to proceed to contract negotiations with Tyler Technologies. The motion carried as follows:

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

Dennis Bagley provided the following suggestions for "next steps":

- Perform a comparative analysis.
- Review initial draft of statement of work provided by Tyler and schedule discussions with them to begin developing the statement of work.

Tom Judge advised that in February the Joint Administrative Services Board decision would be placed before the governing boards for action.

6. Pay and Classification Studies

The School Division and the Government are each engaged in Pay and Classification Studies. Because JAS operates under School Personnel Policies, it is recommended that it participate in the School Division's study.

Tom Judge requested that the Joint Administrative Services office, which operates under the School's policies, be included in the School's pay and classification study.

Chairman Hobert asked if the work performed by the JAS office was more akin with employees of school districts or general government. Tom Judge responded that in surrounding jurisdictions a finance office would be found in each entity. Further, when he first started with the County, there were two finance offices doing essentially the same thing; so, Clarke County chose to combine the offices.

Chairman Hobert inquired about the fiscal impact. Tom Judge responded that the School's had 350 employees and the addition of his staff would only add 7 to that number, which would be a very marginal difference. Further, when the School's issued the RFP, Joint Administrative Services was included as a possibility. David Ash added that Joint Administrative Services had been included in the County's last study.

Chip Schutte, seconded by David Ash, moved to confirm that the Joint Administrative Services be treated as School employees for purposes of pay and classification study. The motion carried as follows:

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

7. JAS FY 15 Budget

Please find a proposal attached. This may be discussed, modified, and adopted for inclusion in the Board of Supervisors FY 15 Budget.

JAS FY 15 BUDGET PROPOSAL

	FY 12	FY 13	FY 14	FY 15	1/21/2014	
	ACTUAL	ACTUAL	ADOPTED	REQUEST	VARIANCE	NOTES
FUNC 12240 INDEPENDENT AUDITOR						
3120 PROFESSIONAL SERVICES	30,650	31,100	34,500	33,000	(1,500)	May decrease more if purchase CAFR Builder
FUNC 12510 DATA PROCESSING						
3100 PROFESSIONAL SERVICES	-	500			-	
3320 MAINTENANCE SERVICE CONTRACT	24,181	25,008	26,100	26,100	-	
5540 TRAVEL CONVENTION & EDUCATION					-	
6001 OFFICE SUPPLIES					-	
8207 EDP EQUIPMENT					-	
12510 DATA PROCESSING	24,181	25,508	26,100	26,100	-	
FUNC 12530 FINANCE & PURCHASING						
1100 SALARIES - REGULAR	343,960	364,389	367,598	382,016	14,418	2% plus catchup, plus day adjust
1300 SALARIES - PART TIME					-	
2100 FICA BENEFITS	25,555	27,455	28,123	29,224	1,101	
2210 VSRS BENEFITS	38,971	42,488	42,862	55,392	12,530	Rate increase
2300 HEALTH INSURANCE BENEFITS	26,577	23,752	24,261	27,068	2,807	Rate increase
2400 LIFE INSURANCE	963	4,336	4,374	5,043	669	Rate increase
2750 RETIREE HEALTH CARE CREDIT		4,045	4,080	4,508	428	Rate increase
2800 OTHER BENEFITS	150	3,400	-	-	-	
3000 PURCHASED SERVICES					-	
3320 MAINTENANCE SERVICE CONTRACTS					-	
3500 PRINTING AND BINDING					-	
3600 ADVERTISING	196	354	200	400	200	
4300 CENTRAL PURCHASING/STORE	(1,292)	(558)			-	
5210 POSTAL SERVICES	2,588	2,210	2,800	2,200	(600)	More EFT
5230 TELECOMMUNICATIONS	1,309	1,392	1,339	1,400	61	
5510 TRAVEL MILEAGE	620	468	700	700	-	Rate increase
5540 TRAVEL CONVENTION & EDUCATION	1,320	121	700	100	(600)	More Webinar
5810 DUES & MEMBERSHIPS	864	335	900	900	-	
6001 OFFICE SUPPLIES	2,209	1,381	3,000	2,000	(1,000)	Fewer forms, more electronic
6012 BOOKS AND SUBSCRIPTIONS	159	-	200	200	-	
6014 OTHER OPERATING SUPPLIES					-	
8201 MACHINERY AND EQUIPMENT					-	
12530 FINANCE & PURCHASING	444,249	475,568	481,137	511,151	30,014	
TOTAL	499,080	532,176	541,737	570,251	28,514	

Tom Judge reviewed his department budget including a request for a two percent increase that was given to the Schools in FY2014 and an additional two percent increase for FY2015.

Chairman Hobert commented that the issue of raises covered all employees on the government side and asked for a solution that deferred the question of raises.

By consensus, the Board deferred the matter to its February meeting.

8. Director Evaluation

The Board may wish to go in to closed session to discuss the evaluation of the Director.

David Ash advised that the Mr. Judge's evaluation was complete, all members had been given an opportunity to review and no objections had been raised.

Chip Schutte, seconded by Sharon Keeler, moved to approve the Director's evaluation as provided with the request that Mike Murphy or David Ash review the evaluation with Tom Judge and make it a part of his personnel record. The motion carried as follows:

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

9. Next Meeting

The next regularly scheduled meeting of the Joint Administrative Services Board is Monday, February 24, 2014 at 1:00 pm in Meeting Room AB at the Berryville Clarke County Government Center.

Adjournment

At 2:43 pm, Chairman Hobert adjourned the meeting.

Minutes Recorded and Transcribed by: Lora B. Walburn