

March 24, 2014

Joint Administrative Services Board
Regular Meeting

1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, March 24, 2014 at 1:00 pm in Meeting Room AB, Berryville Clarke County Joint Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

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

Members Absent

Sharon Keeler

Staff Present

Tom Judge; Lora Walburn

Others Present

Val Van Meter

1. Call To Order - Determination of Quorum

At 1:00 pm, Michael Hobert called the meeting to order.

By consensus, the agenda was adopted as modified removing Item 2 Approval of Minutes.

2. Approval of Minutes

The Board passed to its next meeting approval of the March 17 meeting minutes, which were unavailable at the time of the meeting.

3. ERP Discussion

Tom Judge initiated a conference call with Dennis Bagley and Jennifer Baranski, Plante Moran.

Vendor hosted versus self-hosted cost comparison [Software As a Service]

Discussion highlights:

- The Board reviewed Tyler’s Financial Impact Analysis – Executive Summary comparing the two options.
- Per Dennis Baley, Tyler advised him today that it will be providing updated pricing.
- Plante Moran has requested two separate quotes that should be available later today: 1) Implementation fee; 2) Annual SaaS Fee.

Chip Schutte, seconded by Mike Murphy, moved to reaffirm the Board’s prior decision. The motion carried by the following vote:

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

Motion From the January 27, 2014 Joint Administrative Services Board Meeting Minutes: *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

Contract Negotiation Strategy

Chip Schutte, seconded by Mike Murphy, moved to convene into Closed Session: “Be it resolved that the Joint Administrative Services Board go into Closed Session pursuant to Code of Virginia Section 2.2-3711(A)(30) for the purpose of discussing Contract Negotiation Strategy. The motion carried as follows:

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

At 2:20 pm, Chip Schutte left the meeting.

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, **Mike Murphy, seconded by J. Michael Hobert, moved to reconvene in open session. The motion carried as follows:**

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

Subsequent to reconvening in open session, Chairman Hobert called for a Certification.

CERTIFICATION OF CLOSED SESSION

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

NOW, THEREFORE BE IT RESOLVED, that the Joint Administrative Services Board 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 Joint Administrative Services Board 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	-	Absent
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Absent

4. Pay and Classification Studies

Although the Government and Schools were not able to find a common vendor for their Pay and Classification Studies, the goal of obtaining a common set of benchmark communities remains. Springsted has suggested the following communities of comparison, though no decision has been made by the government:

<i>Loudoun County</i>	<i>City of Winchester</i>
<i>Fauquier County</i>	<i>Town of Front Royal</i>
<i>Warren County</i>	<i>Clarke County Schools</i>
<i>Shenandoah County</i>	<i>Frederick County</i>
<i>Page County</i>	

Evergreen has proposed some 30 communities to which Clarke PS could compare, but has not narrowed this further, nor has Clarke PS established its preference. It is therefore an opportune time to revisit this issue and further discuss how to achieve the goal of a common set of benchmark communities.

- Mike Murphy indicated that he and Rick Catlett requested that Evergreen make the benchmark recommendations.
- Evergreen initial recommendations for benchmark communities in agreement with the General Government list:
 1. Loudoun County Public Schools
 2. Fauquier County Public Schools
 3. Warren County Public Schools
 4. Shenandoah County Public Schools
 5. Page County Public Schools
 6. City of Winchester Public Schools
 7. Frederick County Public Schools
- Evergreen initial recommendations for benchmark communities not included on the General Government list:
 8. Rappahannock County Public Schools
 9. City of Manassas Park Public Schools
 10. Prince William County Public Schools
- Mike Murphy noted that Clarke and the City of Manassas Park were comparable in many ways. He also noted that Clarke loses virtually no one to Rappahannock or Page Counties but it does lose to Prince William.
- Mike Hobert suggested considering one or more of the similarly budgeted jurisdictions used by Robinson, Farmer, Cox for audit comparisons:
 1. Amelia County
 2. King George County
 3. King William County
 4. Madison County
 5. Rappahannock County
 6. Green County
- Tom Judge indicated that per Rick Catlett 95% of schools in the United States use the step scale system that provides a minimum and maximum for each step.
- Per Mike Murphy the average step is about 2.5%.

- Per Tom Judge, the step scale is more like a salary guide. Every year the scale is recomputed based on the amount of money in the budget but there is no automatic movement up the steps if no money is given to the Schools for salary increases.
- The Schools' FY2014 raise was applied as a 2% increase to each step of the scale.
- David Ash suggested that the Schools and the County compare benchmark communities, valuation and methodology.
- Mike Murphy indicated that the Schools do offer signing bonuses to some teachers, as well as stipends for master degrees. He noted some places offer doctoral stipends.
- Tom Judge suggested having the consultants, Evergreen and Springsted, discuss and recommend benchmark communities.
- Springsted recommendations for benchmark communities:
 1. Loudoun County
 2. Fauquier County
 3. Warren County
 4. Shenandoah County
 5. Page County
 6. City of Winchester
 7. Town of Front Royal
 8. Clarke County Schools
 9. Frederick County
- David Ash, noting that Springsted had listed Fauquier County twice, suggested the County could add one of the three mentioned: Rappahannock County, City of Manassas Park, or Prince William County.
- Mike Murphy will provide David Ash a clean copy of the Schools' list to forward to Springsted.

7. Set Next Meeting

A called meeting of the Board was set for Wednesday, April 16, 2014 at 1:00 pm in Meeting Room C at the Berryville Clarke County Government Center.

The next regularly scheduled meeting of the Board is Monday, April 28, 2014 at 1:00 pm in Meeting Room AB at the Berryville Clarke County Government Center.

8. Adjournment

At 3:27 pm, Chairman Hobert adjourned the meeting.

Minutes Recorded and Transcribed by: Lora B. Walburn