

At a special meeting of the Joint Administrative Services Board held on Wednesday, April 16, 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; Sharon Keeler; Chip Schutte

**Members Absent**

Michael Murphy

**Staff Present**

Tom Judge; Gordon Russell; Lora Walburn

**Others Present**

None

**1. Call To Order - Determination of Quorum**

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

**2. Approval of Minutes**

**David Ash, seconded by Chip Schutte, moved to approve the March 24, 2014 minutes as presented. The motion carried by the following vote:**

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

**3. Closed Session**

**Chip Schutte, seconded by David Ash, 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	-	Aye
Michael Murphy	-	Absent
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 David Ash, moved to reconvene in open session. The motion carried as follows:**

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

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	-	Aye
Michael Murphy	-	Absent
Charles "Chip" Schutte	-	Aye

#### 4. ERP Discussion

Highlights of Board discussion include:

- Joint Administrative Services may need clerical assistance during ERP implementation.
- Mike Hobert suggested a person be designated for ERP implementation during the transition period. Chip Schutte will discuss with Mike Murphy.
- Rick Catlett was put forward for consideration as liaison to the Joint Administrative Services Board during the transition phase.
- Mike Hobert asked David Ash to contemplate alternative options to make staffing available and provide direction at the Board's next meeting.

#### 5. Set Next Meeting

Tom Judge advised that the next regularly scheduled meeting of the Board set for Monday, April 28, 2014 at 1:00 pm in Meeting Room AB at the Berryville Clarke County Government Center might be cancelled.

From the ERP plan, Tom Judge proposed a meeting on Wednesday, May 7, 2014 at 1 pm. Due to scheduled interviews, Chip Schutte advised that he would let members know if he was able to attend. Following discussion, it was agreed that having School staff present during discussion was critical and the proposed date would be changed if necessary.

#### 6. Adjournment

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

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Minutes Recorded and Transcribed by: Lora B. Walburn