



**J. Michael Hobert, seconded by Chip Schutte, moved to approve the May 27, 2014 minutes as presented. The motion carried by the following vote:**

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

### 3. ERP Implementation Update

*The kickoff meeting was held, general information on the project was gathered for development of the "project plan" and "implementation plan". Components of these plans are "the communications plan" and the "risk management plan". This full day meeting was followed by another meeting the next day from 8:30 to 2:30 to review the Scope of Work and Contract. This was tedious, but did raise a number of ambiguities and missing pieces which Tyler is investigating.*

*7/29 and 7/30 are full day meetings to restructure the Chart of Accounts. The SharePoint software (similar to Wrike) is being set up. Board members will have access to track the project. Sampling of issues:*

- a. Distributed versus central input of AP.*
- b. Minimum time unit.*
- c. Substitute Caller.*
- d. Electronic timesheets.*
- e. Purchasing cards*
- f. Monthly employee reimbursements.*
- g. Force policy change timeline to ERP implementation timeline.*
- h. What version are we getting: need Silverlight, Java, Internet Explorer?*
  - 1. ESRI upgrade.*
- j. Additional cashiering sites.*
- k. Bank of Clarke service levels.*

Tom Judge provided a summary of the meetings with Tyler Munis conducted July 22 and 23. He advised that an introduction for IT was scheduled for August 14 to include, Ed Shewbridge, Gordon Russell, and Rob Fuller.

Mr. Judge distributed and reviewed a draft of the Implementation Management Plan 2014 by Munis. Highlights include:

- Review of the Communication Plan.
  - Class size is limited to 15.
  - Black-out dates need to be identified.

- Training mandate should come from the Joint Administrative Services Board, which is the technology governance board.
- Tom Judge will request expansion of SharePoint users.
- Review of Quality Management Plan
  - Owner on the matrix refers to the person[s] responsible for testing.
  - Chairman Hobert put forth for consideration placement of additional staffing to assist in implementation.
  - Implementation is spread out over three years with the initial phase going live May 2015.
- Risk Management Planning
  - Tom Judge reviewed the Risk Description list he developed.
  - HR Payroll starts in March. A new personnel policy is required prior to implementation.

#### 4. Garnishment Fee

*We have approximately a dozen garnishments on each payroll. These are a combination of court orders, tax liens, and child support payments. There is substantial turnover each month in the list of garnishees, and approximately four hours per month is spent setting up the garnishments, calculating the deductions, and processing the checks and associated paperwork. This costs approximately \$150 per month and is especially troublesome for the arrears payrolls processed in June to cover 10 month employees for the summer months. Employers are permitted to assess fees to recover the cost of garnishments as follows:*

- a. Garnishment summons: \$10 per summons.*
- b. Tax lien: \$20 per lien.*
- c. Child support: \$5 per pay period.*

*The revenue collection would vary over the course of the year, but it does not appear that it will exceed the cost of providing the service. See attached statute citations.*

Tom Judge reviewed the proposed policy recommended by his staff.

**Chip Schutte, seconded by Sharon Keeler, moved to approve the statutorily authorized garnishment lien and child support fees. The motion carried by the following vote:**

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

#### 5. Pay and Classification Update.

*JAS positions were considered in the Evergreen Study conducted by the Clarke County Public Schools. However, before presentation to the School Board on June 6 the positions were withdrawn because comparable position classifications from other communities could not be found. Meanwhile, the School Board has postponed action on the Evergreen Study recommendations that were received. Evergreen remains willing to proceed with a determination of JAS position salaries using a different methodology. Position descriptions will be reviewed and approved, and direction will be given to them to proceed.*

Tom Judge reviewed the issue of Joint Administrative Services [JAS] salaries. Highlights include:

- JAS did not receive the July 1, 2013 salary increase provided to School employees.
- JAS is subject to the School's personnel policies.
- Action was postponed during the budget process pending results of the Evergreen study. However, when Evergreen presented its study June 6 to the School Board, they had withdrawn JAS because they had not been able to find comparables.
- Evergreen was originally contracted to complete a side analysis for JAS positions.
- Evergreen has been asked to provide recommendation for how JAS positions will be treated.
- Rick Catlett forwarded to Tom Judge JAS job descriptions for his review. Following his review, he will request Evergreen to complete work on JAS salaries.

Chairman Hobert stated that Springsted, Inc. conducted the study for general government employees and asked Mr. Judge to check to see if they commit in their contract to give any kind of grading for JAS positions.

## 6. Set Next Meeting

Tom Judge advised that the next regularly scheduled meeting of the Board set for Monday, August 25, 2014 at 1:00 pm in Meeting Room AB at the Berryville Clarke County Government Center may not be necessary.

## 6. Adjournment

At 2:20 pm, Chairman Hobert adjourned the meeting.

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Minutes Recorded and Transcribed by: Lora B. Walburn