

August 25, 2014

Administrative Services Board
Regular Meeting

1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, August 25, 2014 at 1:00 pm in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

David Ash; Chuck Bishop; J. Michael Hobert; Sharon Keeler; Chip Schutte

Members Absent

None

Staff Present

Emily Johnston; Tom Judge; Lora Walburn

Others Present

Tony Roper

1. Call To Order - Determination of Quorum

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

By consensus, the Board adopted the agenda as presented.

2. Approval of Minutes

Chip Schutte, seconded by Sharon Keeler, moved to approve the July 28, 2014 minutes as presented. The motion carried by the following vote:

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

3. Travel Policy

Emily Johnson, Accounts Payable Specialist, has recommended modifications to our current travel policies. Two recommendations directly address problems that have continued since the most recent revision of the travel policy in 2010.

Those recommendations are:

- A. Payment of per diem rates for meals in cases of overnight travel, rather than the current system of reimbursement for individual meals.*
- B. Development and mandated use of a single form for capturing travel expenditures.*

In addition to these items, Ms. Johnson will review additional modifications to current policy intended as clarification of current policy. Please find the current (p. 2) and proposed (p. 5) policies attached. Action is not requested at this meeting.

Tom Judge introduced Emily Johnson, Accounts Payable Coordinator. He briefly summarized Mrs. Johnson's recommendation advising that this would be an update under the purchasing policy. Emily Johnson answered questions from the Board during the course of its discussion. Highlights include:

- Concerns expressed:
 - Must continue to require documentation before and after including notation that the trip was authorized and made during the established time period.
 - Mistaken additions to the credit card charges.
 - Per Diem rates require further review.
 - Consider assigning responsibility for overages to account managers.
 - After-the-fact enforcement of overages or disputed charges.
- Follow Up Items:
 - Research policies in surrounding jurisdictions and provide comparisons.
 - Develop process for handling special situations.
 - Check VACo trip form.

4. ERP Update

Since the last meeting there has been two days of Chart of Accounts training and development, and one half day of Cloud Administration training.

There was also a meeting with Social Services to set up a chart of accounts for CCSS and CSA.

This week there will be two days of training on System Administration, and next week two days of training on Security and Workflow administration.

We plan to complete the Chart of Accounts draft by mid-September in advance of the annual financial audit. Board members should now have access to the Sharepoint site on which the project plan and calendar are laid out.

Attached is a proposed communication to employees regarding the new system (p. 22). The Board should discuss the text, as well as the best means of distributing it.

Highlights of Tom Judge's review and Board discussion include:

- Completed the implementation plan discussed by the Board at its July 28 meeting:
 - Made the requested changes to the risk register.
 - Uploaded the document.
- Completed the project plan.
 - Resolved date problems.
 - Uploaded the document.
- By consensus, the Board approved the text of the proposed memo as presented.
- By consensus, the Board agreed to have the notice signed by David Ash and Chuck Bishop.

5. Pay and Classification Update

JAS job descriptions were reviewed and forwarded to Evergreen. Evergreen is expected to respond in the near future through Rick Catlett.

Highlights of Tom Judge's review include:

- Reviewed Joint Administrative Services job descriptions.
- Rick Catlett has submitted the job descriptions to Evergreen.
- Evergreen has not yet responded.

6. Set Next Meeting

Tom Judge advised that the next regularly scheduled meeting of the Board was set for Monday, September 29, 2014.

Sharon Keeler and Mike Hobert advised that due to scheduling conflicts they were unable to attend the September 29 meeting.

By consensus, the Board agreed to change the regular meeting date from September 29 to October 6 at 1 at 1:00 pm in Meeting Room AB at the Berryville Clarke County Government Center.

6. Adjournment

At 1:50 pm, Chairman Hobert adjourned the meeting.

Minutes Recorded and Transcribed by: Lora B. Walburn