

Administrative Services Board
Regular Meeting

October 27, 2014

1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, October 27, 2014 at 1:00 pm in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

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

Members Absent

David Ash

Staff Present

Emily Johnston; 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.

By consensus, the Board adopted the agenda as presented.

2. Approval of Minutes

Chip Schutte, seconded by Chuck Bishop, moved to approve the October 6, 2014 minutes as presented. The motion carried by the following vote:

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

3. Travel Policy

Please find an amendment to the current Purchasing Policy section on Travel attached, along with a one page form that will be the instrument for organizing travel events in the future. A concerted effort will be made to enforce this policy and utilize this form. Adoption of this amendment is proposed, after which the matter will be brought to the School Board and Board of Supervisors.

Tom Judge reviewed the issues and recommendation. Emily Johnson answered questions from the Board during the course of its discussion. Highlights include:

- Employees will be reimbursed up to the per diem amounts.
- If receipts are not presented and/or charges exceed per diem, the County will take measures to recover the funds from the responsible employee.
- Emily Johnson explained the process for determining the tier using the GSA website.
- Employees shall be required to submit reimbursements using the revised *Travel Requisition and Reimbursement Form*.

Chip Schutte, seconded by Chuck Bishop, moved to approve the changes to the Travel Policy as shown, as well as the revised Travel Requisition and Reimbursement Form with the new policy to go into effect January 1, 2015 upon approval by the School Board and Board of Supervisors. The motion carried by the following vote:

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

4. ERP Update

- A. *There will be a visual demonstration of the system.*
- B. *There has been substantial savings on travel and conversion costs against what was included in the contract (approx. \$10K to date).*
- C. *Next two weeks: extensive meetings on set up options for financial management. See attached [attachment is included in 10-27-2014 packet] brainstorm regarding switch settings.*

Tom Judge briefly summarized the items above.

Tom Judge and Gordon Russell provided a demonstration of the Tyler Munis system. Highlights include:

- Plan is to instruct 11 persons per train-the-trainer session.
- Training will include the dashboard function for individual users.

- Authorized users may access from off-site personal computers.
- Employee and citizen self-service functions will be available from off-site personal computers.
- History will include: FY2013 and FY2014 budget and actual; FY2015 budget and year-to-date. Tom Judge is negotiating inclusion of FY2016.
- Tyler Munis is pleased with the County's progress toward implementation.

5. PT assistance for Payroll

Staff medical issues, ERP setup responsibilities, and the prospect of mid-year retroactive payrolls in months with short payroll turnarounds will make it necessary to hire part-time assistance for the Payroll department. JAS generally turns back \$10K/year from its budget. It is expected that the department can absorb the cost from its existing budget through December. After that, the ERP portion can be charged to the Capital budgets, or a supplemental from government savings sought. Approval of this course of action is requested.

Tom Judge provided background of the current need with his recommendation for hiring part-time clerical assistance for the Payroll department.

Chip Schutte, seconded by Sharon Keeler, moved to authorize use of existing budgeted funds to cover 10 hours per week thru the end of December at a rate not to exceed \$13 per hour. The motion carried by the following vote:

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

6. Payroll and Classification Update

The Board of Supervisors has approved additional funding for Joint Services equivalent to 4% of total salary plus benefits, pending completion of the Evergreen Study, and approval by the Joint Administrative Services Board.

Tom Judge summarized the above. He advised that subsequent to completion of the Evergreen study he would bring the study to the Board with recommendation about implementation of salary increase.

7. Set Next Meeting

The next regularly scheduled meeting is set for Monday, November 24, 2014.

8. Adjournment

At 2:00 pm, Chairman Hobert adjourned the meeting.

Minutes Recorded and Transcribed by: Lora B. Walburn