

February 22, 2016 Joint Administrative Services Board
Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, February 22, 2016 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, Sharon Keeler, Chip Schutte, David Weiss

Members Absent

None

Staff Present

Tom Judge

Others Present

None

1. Call To Order - Determination of Quorum

At 1:00 pm, Tom Judge called the meeting to order having determined that a quorum was present.

Selection of Chairperson

Mr. Judge reminded that the position of Chair rotated between the Board of Supervisors and the Schools and opened the floor for nominations for the position of Joint Administrative Services Board Chair for 2016.

Chip Schutte, seconded by Chuck Bishop, nominated David Weiss for Joint Administrative Services Board Chair for 2016.

Tom Judge called for vote from all those in favor of David Weiss as Chair. The vote carried by the following voice vote:

David Ash - Aye
Chuck Bishop - Aye

Sharon Keeler - Aye
Charles "Chip" Schutte - Aye
David Weiss - Aye

Selection of Vice-Chairperson

David Weiss opened the floor for nominations for Vice Chair.

Chuck Bishop, seconded by Sharon Keeler, nominated Chip Schutte for Joint Administrative Services Board Vice Chair for 2016.

Tom Judge called for vote from all those in favor of Chip Schutte as Vice Chair. The vote carried by the following voice vote:

David Ash - Aye
Chuck Bishop - Aye
Sharon Keeler - Aye
Charles "Chip" Schutte - Aye
David Weiss - Aye

Establishment of meeting calendar

Chuck Bishop, seconded by Chip Schutte, moved to adopt the meeting dates as presented. The motion carried as follows:

David Ash - Aye
Chuck Bishop - Aye
Sharon Keeler - Aye
Charles "Chip" Schutte - Aye
David Weiss - Aye

Date	Time	Location	Topic(s)
02/22/16	1:00:00 PM	JGC	Health Ins, Budget, Technology
03/28/16	1:00:00 PM	JGC	Health Insurance, Budget, Technology
04/25/16	1:00:00 PM	JGC	Technology
05/23/16	1:00:00 PM	JGC	Audit, Technology
06/27/16	1:00:00 PM	JGC	<i>Only schedule if needed for Technology</i>
07/25/16	1:00:00 PM	JGC	<i>Only schedule if needed for Technology</i>
08/22/16	1:00:00 PM	JGC	<i>Only schedule if needed for Technology</i>
09/26/16	1:00:00 PM	JGC	Technology
10/24/16	1:00:00 PM	JGC	Director Evaluation, Technology
11/28/16	1:00:00 PM	JGC	Technology
12/19/16	1:00:00 PM	JGC	Technology
01/23/17	1:00:00 PM	JGC	Organization, Budget, Technology

2. Approval of Minutes

Chip Schutte, seconded by Sharon Keeler, moved to approve the November 23, 2015 minutes as presented. The motion carried by the following vote:

David Ash	-	Aye
Chuck Bishop	-	Aye
Sharon Keeler	-	Aye
Charles "Chip" Schutte	-	Aye
David Weiss	-	Aye

3. ERP

Phase 1 Financials Additional Training:

- Web Training on 1099 reporting in January.

Phase 2 Payroll/HR

- Web Training on W2s and ACA reporting in January.

Phase 3 Revenue and Permits.

- General Billing, Accounts Receivable, Tyler Cashiering, Animal License went live February 16.
- Permits and Inspections Go Live April 12.
- Business License Go Live April 12
- Utility Billing Kicked Off. Go Live in October.

Tom Judge provided the following update:

- Have three systems in use at this time.
- Hope to accelerate the tax module.

4. Discussion of Monthly Pay Date.

Payroll is due in employee accounts on the "last teaching day of the month", except in the summer months (this harkens back to a time when checks were hand delivered). In addition, payroll typically arrives in employee accounts 24 hours earlier than the due date, in order to create a buffer against paying late due to technical problems. We receive occasional comments and suggestions from employees regarding these practices, usually with a request for less variability, and it bears some discussion.

Following discussion, by consensus, the Board agreed to leave the policy unchanged.

5. ESS Rollout & Transmittal Emails.

Roll out is on time.

6. W2 and 1095C Emails. (opt in and password).

Tom Judge provided a brief update.

7. Invoice Processing.

Please find an updated listing of the number of invoices entered over approximately the first seventh months of using MUNIS, including a count of invoices greater than \$800 by department.

The Board discussed this item. No action was requested.

8. Joint Administrative Services 2017 Budget. Please find a budget proposal attached.

Following review, Chuck Bishop, seconded by Chip Schutte, moved to approve the Joint Administrative Services Department budget as presented. The motion carried by the following vote:

David Ash - Aye
 Chuck Bishop - Aye
 Sharon Keeler - Aye
 Charles "Chip" Schutte - Aye
 David Weiss - Aye

JAS Finance & Purchasing			ACTUAL	ORIG BUD	REQUEST	VARIANCE	
10700010	1100	Finance Salaries	383,952	400,106	415,376	15,270	Includes 4% Salary Increase
10700010	1300	Finance PT Sal	917	2,000	2,000	-	
10700010	2100	Finance FICA	28,655	30,761	31,929	1,168	
10700010	2210	Finance VRS 1&2	55,740	56,725	60,894	4,169	
10700010	2300	Finance Health Ins	26,258	29,312	31,955	2,643	
10700010	2400	Finance Life Ins	4,645	4,761	5,483	722	
10700010	2750	Finance RHCC	4,088	4,188	4,611	423	
10700010	2800	Finance Leave Pay	300	-	-	-	
10700010	3120	Finance Fin & Aud	31,800	34,500	36,000	1,500	Estimate increase on reprourement
10700010	3320	Finance Maint Con	50	-	-	-	
10700010	3600	Finance Advertise	-	200	200	-	
10700010	4300	Finance Cen Purch	-	-	-	-	
10700010	5210	Finance Postal	1,435	2,150	1,200	(950)	Down from 6K 5 years ago
10700010	5230	Finance Telephone	1,260	1,200	1,200	-	
10700010	5500	Finance Travel	855	1,500	1,500	-	
10700010	5510	Finance Mileage	319	800	800	-	
10700010	5810	Finance Duc & Memb	190	750	500	(250)	Quit GFOA
10700010	6000	Finance Mat&Sup	1,091	2,000	1,200	(800)	Using less paper products
10700020	3320	IT Maint Con	27,082	7,000	7,500	500	Copier/Contingency for Utility Billing/Fines and Penalties
10700020	6000	IT Mat&Sup	-	-	100	100	Toner
TOTAL			568,636	577,953	602,448	24,495	
REVENUE							
10700030	180302	Rebates & Refunds - JAS	149	3,000	2,000	2,000	

9. Joint Technology Plan.

Tom Judge reviewed the plan.

10. ACA Agreement with Local Choice.

Following review, **Chuck Bishop, seconded by Sharon Keeler, moved to accept Anthem and explanation of any changes in coverage. The motion carried by the following vote:**

David Ash	-	Aye
Chuck Bishop	-	Aye
Sharon Keeler	-	Aye
Charles "Chip" Schutte	-	Aye
David Weiss	-	Aye

11. Set Next Meeting

The next regularly scheduled meeting is set for Monday, March 28, 2016.

12. Adjournment

Being no further business, **David Weiss adjourned the meeting. The motion carried by the following vote:**

David Ash	-	Aye
Chuck Bishop	-	Aye
Sharon Keeler	-	Aye
Charles "Chip" Schutte	-	Aye
David Weiss	-	Aye

Minutes Recorded by David Ash
Transcribed by Lora B. Walburn