

March 28, 2016

Joint Administrative Services Board
Regular Meeting

1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, March 28, 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, Gordon Russell

Others Present

None

1. Call To Order - Determination of Quorum

At 1:02 pm, David Weiss called the meeting to order having determined that a quorum was present.

2. Approval of Minutes

Chuck Bishop, seconded by Chip Schutte, moved to approve the February 22, 2016 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

a. ERP status report

Tom Judge reviewed the status report below.

<u>Category</u>	<u>Module</u>	<u>Status</u>	<u>Notes</u>
F	General Ledger	Done	
F	Budget Management	Done	
F	Accounts Payable	Done	
F	Fixed Assets	Done	Outreach needed
F	Project & Grant Accounting	Done	Outreach needed
F	Student Activity Fund Accounting	Done	
F	Vendor Self Service	Done	Slow rollout underway
H	HR Management	Done	Circle back needed
H	Payroll	Done	
H	Applicant Tracking	Incomplete	Setup and Training done; not implemented.
H	Employee Self Service	Incomplete	About one-third of employees now have access
P	eProcurement	Delayed	Questions raised about value added
P	Cash Management	Done	Circle back needed
P	Contract Management	Done	Outreach needed
P	Inventory	Done	
P	Purchasing	Done	
R	Maplink GIS Integration	Delayed	Questions raised about value added
R	Accounts Receivable	Done	Setup to continue during Utility/Tax
R	General Billing	Done	Setup to continue during Utility/Tax
R	Cashiering	Done	Setup to continue during Utility/Tax
R	Permits and Code Enforcement	Go Live April 10	
R	Utility Billing	Go Live July	Accelerated from October
R	CAMA bridge	July kickoff	But question regarding assessment software
R	Tax Billing	July kickoff	
R	Virginia Income Tax	July kickoff	
Z	Reporting	Done	Outreach needed
Z	Content Manager (documents)	Done	Decision on Enterprise edition in future
Z	Citizen Self Service	Go Live April 10	Slow rollout planned

- Gordon Russell suggested delaying for a year implementation of Maplink GIS Integration.
- Permits and Code Enforcement:
 - Gordon Russell is developing the central property file, which is a major component of the permits and code enforcement module.
 - In Munis, one of the more difficult conversion aspects is entering the second owner name on a separate line in the central property file.
- Mike Legge supports acceleration of the utility billing module. Once implemented, this will reduce the number of systems used in the Treasurer’s office.
- CAMA Bridge: Need to review the array of reassessment software.
- Tax Billing:

- Tom Judge has not yet begun scheduling.
- Sharon Keeler requested that Tyler work with her office during set up and training schedule development.
- Sharon Keeler reminded that the Treasurer's Office could not be closed for training.
- Reporting: Joint Administrative Services may create several reports to increase awareness and generate use.

b. Customer ID issue

- Item not discussed.

c. Citizen Self-Service

- Tom Judge suggested that Sharon Keeler, "citizen one", test this segment.

d. Permits and Code Enforcement Timing Issues

- Issues may become more apparent over time.
- Anticipate lag time between disparate systems / departments.
- Starting point forward without import of current and historical data.

e. Online payment convenience fee

- By consensus, the Board agreed to continue assessing online payment convenience fee.

f. Social Services AP integration

- Need to move forward and select an implementation date.
- Tom Judge was asked to address ways to suppress confidential personal information displayed on invoices processed by Social Services.

4. Joint Administrative Services 2017 Budget

The advertised budget reflects a salary increase of 3% as opposed to 4%, and a health insurance rate of 8.1 % as opposed to 10%.

Tom Judge briefly covered the above listed adjustments.

5. Set Next Meeting

The next regularly scheduled meeting is set for Monday, April 25, 2016.

6. Adjournment

Being no further business, at 2:15 pm, **Chip Schutte, seconded by David Ash, moved to adjourn 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 and Transcribed by Lora B. Walburn