

Sharon Keeler	-	Absent
Charles "Chip" Schutte	-	Aye
David Weiss	-	Absent
Beverly McKay		Abstain

4. Audit Committee

RFP responses are due tomorrow for the annual audit. It is recommended that Sharon, Tom, and Annette meet to review the responses and decide on the vendor.

Tom Judge told the Board that Robinson Farmer Cox was the only respondent at this time.

Following brief review, **David Ash, seconded by Chip Schutte, moved to approve review of responses to the audit RFP by Tom Judge, Annette Gilley and Sharon Keeler. The motion carried by the following vote:**

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

5. Penalties

There have been two penalties of \$7,000 each this year from the IRS. These have been appealed, but the appeals have been denied. Efforts have been made to absorb these penalties within the JAS budget, and these efforts are projected to be successful. The Board should be aware that we are now under the threat of penalty from the following organizations for failing to electronically transmit funds within tight deadlines following each payroll:

- a. IRS, including ACA data
- b. VRS
- c. Virginia Department of Taxation
- d. Anthem
- e. ICMA-RC

The motives of these organizations appear to be: enhanced cash flow, increased fees, or delegation of administrative responsibility. Staff have been cross-trained to make these deadlines, but a confluence of factors (holidays, bank delays, illnesses, competing deadlines, etc.) can make compliance with ramped up enforcement difficult.

Tom Judge provided the following comments.

- IRS:
 - o When the pay date falls on Friday, funds are transmitted that day; however, the IRS does not process for 24 hours after receipt causing the payment to be late.

- Proposed fix: in the event the pay date is due on a Friday, payment will be sent to the IRS a day in advance of the pay date.
- Mr. Judge believes that funds will be found in the current year budget to absorb the cost of the penalties.
- JAS is responsible to update the VRS and Anthem databases.
- VRS and Anthem have adopted regulations similar to the IRS.

6. ERP

- a. Citizen Self-Service: (working through this, have 3 volunteers willing to test).
 - Policy decision is needed to determine whether citizens will be able to view only their information or all public information.
 - Supervisor Mary Daniel has volunteered to test the citizen self-serve module.
- b. Permits and Code Enforcement, Business Licenses, now live.
- c. Social Services AP integration still dragging on. Working on TCM settings to make attachments confidential (viewable by DSS and AP only).
- d. Utility Billing: Training May 3,4,5.
- e. Permits and Code Enforcement, Business License, Citizen Self Service: post-live followup May 6.
 - Tom Judge asked David Ash to follow up with the Building Department on need for part-time office coverage for this meeting.

7. JAS 2017 Salary Rates

Please find attached a proposal for salary increases. This emulates the school division.

Tom Judge briefly reviewed the FY2017 proposal.

David Ash, seconded by Chip Schutte moved to approve the salary proposal based on its consistency with the School Board's salary proposal. The motion carried by the following vote:

David Ash	- Aye
Chuck Bishop	- Absent

Sharon Keeler - Absent
 Charles "Chip" Schutte - Aye
 David Weiss - Absent
 Beverly McKay Aye

POSITION	CURRENT		NEW SALARY	PERCENT INCREASE	CCSA PORTION	JAS PORTION
	TOTAL	Increase				
Director	122,940	1,032	123,972	0.84%		123,972
Accountant	65,869	1,900	67,769	2.88%		67,769
Accountant	59,517	1,900	61,417	3.19%		61,417
Purchasing Manager	57,213	1,900	59,113	3.32%	35,468	23,645
Accounts Payable Specialist	38,462	1,900	40,362	4.94%		40,362
Payroll and Benefits Coordinator	47,787	1,900	49,687	3.98%		49,687
Administrative Assistant	41,940	1,900	43,840	4.53%		43,840
	433,728	12,432	446,160	2.87%	35,468	410,692
Budgeted amount (3% of salary)			446,740			

8. Set Next Meeting

Tom Judge advised that it might not be necessary to conduct the next regularly scheduled meeting set for Monday, May 23, 2016.

9. Adjournment

Being no further business, at 1:37 pm, **David Ash, seconded by Chip Schutte, moved to adjourn the meeting. The motion carried by the following vote:**

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

Minutes Recorded and Transcribed by Lora B. Walburn