

January 30, 2017 Joint Administrative Services Board
 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, January 30, 2017 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 1:00 pm, Tom Judge called the meeting to order having determined that a quorum was present.

Selection of Chairperson

Mr. Judge opened the floor for nominations for the position of Joint Administrative Services Board Chair for 2017.

David Ash, seconded by Chuck Bishop, moved to appoint Chip Schutte for Joint Administrative Services Board Chair for 2017.

Tom Judge called for vote from all those in favor of Chip Schutte as Chair for calendar year 2017. The vote carried by the following voice vote:

David Ash	-	Aye
Chuck Bishop	-	Aye
Sharon Keeler	-	Aye

Charles "Chip" Schutte - Aye
David Weiss - Aye

Following the vote, Tom Judge turned the meeting over to Chairman Chip Schutte.

Selection of Vice-Chairperson

Chip Schutte opened the floor for nominations for Vice Chair.

David Ash, seconded by Chuck Bishop, nominated David Weiss for Joint Administrative Services Board Vice Chair for 2017.

Chairman Schutte called for vote from all those in favor of David Weiss 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 David Ash, moved to approve the calendar 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)
02/27/17	1:00:00 PM	JGC	Health Ins, Budget, Technology
03/27/17	1:00:00 PM	JGC	Health Insurance, Budget, Technology
04/24/17	1:00:00 PM	JGC	Technology
05/22/17	1:00:00 PM	JGC	Audit, Technology
06/26/17	1:00:00 PM	JGC	<i>If needed</i>
07/24/17	1:00:00 PM	JGC	<i>If needed</i>
08/28/17	1:00:00 PM	JGC	<i>If needed</i>
09/25/17	1:00:00 PM	JGC	Technology
10/23/17	1:00:00 PM	JGC	Director Evaluation
11/27/17	1:00:00 PM	JGC	<i>If needed</i>
12/18/17	1:00:00 PM	JGC	<i>If needed</i>
01/22/18	1:00:00 PM	JGC	Organization, Budget, Technology

2. Approval of Minutes

David Weiss, seconded by Sharon Keeler, moved to approve the October 24, 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

Utility Billing is live:

- Utility bills for the Clarke County Sanitary Authority [CCSA] were issued Friday, January 27.
- Not a smooth implementation:
 - o Had to abort in October.
 - o Had a week with an implementation consultant.
 - o Still "cleaning up" some issues.
 - o By in large, module is working.
- Module includes a new rate structure and other changes implemented by the CCSA.
- Staff glad to have on line in one system.
- On line payment is not ready. Gordon Russell dealing with two third-parties to resolve.

Taxation

- Six implementation days.
- Much of the setup is complete.
- Gordon Russell working with Tyler on the conversion; and while complicated, it appears that all needed information is available.
- Implementation is an iterative process first running the conversion, review, tweak, run again, until the data presents as needed.
- Next three-day session with Tyler is scheduled for February 14, 15, 16.

Building Permits:

- Appears to be going well.
- Building Department input FY2018 budget in Munis.
- Processing building permits.
- Gordon Russell instrumental in providing support.
- Munis system is less user-friendly than the old system – WindowWare.
 - More steps.
 - More pass-through screens.
 - More data gathered and integrated into other countywide departments.
 - Process is now less simplified.
 - Takes three to four times longer to issue a permit.
 - Processing delays because of system integration when required data from another department is missing or unavailable.
 - There can be a significant lapse between the time of real estate transaction and input into county records.
 - To reduce pressure on staff, may need to change permit processing time and reduce customer expectation.

Tyler Issues:

- Tyler so busy at times it has difficulty focusing and returning emails.
- Difficult to get attention at times particularly on the implementation side of things.
- New Tyler staff unfamiliar with its system.
- Munis is not an elegant system.

Budgeting of FY2018 Operating Cost

The annual operating cost of the ERP system is \$120K. To date, this cost has been budgeted and charged to the capital budget; but in July, the capital project will be complete. There is an estimated surplus in the capital project, which might cover this (it will be close), but there are additional capital expenditures, which should be considered: a new assessment system, and upgrading the ESRI mapping system. There are therefore three options for charging FY 18 ERP operating cost:

- i. Charge to Capital knowing it will be close, and supplement for additional expenditures later if necessary.*
- ii. Charge to General Fund and School Fund 50/50.*
- iii. Charge to Joint Administrative Services (shown in budget below).*

Tom Judge and Gordon Russell reviewed:

- Purchase of new assessment software:
 - Software separate from Munis.
 - Approximate cost of \$10,000 to \$20,000.
 - Assessment software systems transfers its values into Munis from which Munis generates the tax bills.
 - Implementation of assessment software required prior to AS400 replacement.
- AS400 replacement.
- ESRI mapping priority.

Following review, by consensus, Tom Judge summarized action as follows:

- Subtract \$120,000 from JAS budget request,
- Leave \$2,000 in the line item for JAS copier,
- Keep balance to cover the FY2018 operating cost, which was part of the initial five-year bid, and to cover an assessment system.
- Use residual funds for mapping system.

4. Joint Administrative Services 2018 Budget

Following review, **David Ash, seconded by Chuck Bishop, moved to approve the Joint Administrative Services budget with the reduction from Tom Judge’s budget of the same amount set aside in the Capital Budget for the operation and substituting an assessment program for the map link at the initial outset. The motion carried by the following vote:**

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

Tom Judge noted that the department’s adjusted total budget was \$603,817, which takes into account elimination of the \$120,000 and the reduction in health insurance.

5. Next Meeting

The next regularly scheduled meeting is set for Monday, February 27, 2017.

6. Adjournment

Being no further business, Chip Schutte adjourned the meeting.

Minutes Recorded by David Ash; Transcribed by Lora B. Walburn