

Joint Administrative Services Board
May 22, 2017 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, May 22, 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

Members Absent: Chip Schutte, David Weiss

Staff Present: Brenda Bennett, Annette Gilley, Emily Johnson, Tom Judge,

Others Present: None

1. Call To Order - Determination of Quorum

At 1:00 pm, in the absence of the Chair and Vice Chair, Tom Judge called the meeting to order having determined that a quorum was present.

2. Approval of Minutes

Approval of minutes was carried forward to the next regularly scheduled meeting.

3. IRS Refund

The \$14K IRS refund has not been received after several follow-up inquires. \$2K legal expenses have been paid in this regard, making the JAS budget tight. Further follow-up is being pursued.

4. Munis Demonstration

JAS staff demonstrated MUNIS as follows:

Tom: Dashboard (10 minutes).

Annette: demonstrate Account Inquiry (15 minutes).

Emily: demonstrate AP and VSS (15 minutes).

Brenda: demonstrate Fixed Assets (15 minutes).

Annette and Brenda: demonstrate Grants and Projects (15 minutes).

5. Next Meeting

The next regularly scheduled meeting is set for June 26, 2017.

6. Adjournment

At approximately 2:00 pm, Tom Judge adjourned the meeting.

Minutes Recorded and Transcribed by Lora B. Walburn