

Joint Administrative Services Board
October 23, 2017 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, October 23, 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: Sue Braithwaite, Tom Judge, Donna Peake, Gordon Russell, Stephanie Smith

Others Present: None

1. Call to Order - Determination of Quorum

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

2. Approval of Minutes

Chuck Bishop, seconded by David Ash, moved to approve the September 25, 2017 minutes as presented. The motion carried by the following vote:

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

3. ERP Update: Taxation

Tom Judge reviewed the following:

a) Schedule:

- i. Implementation began July 26, 2016.
- ii. Twenty six sessions of training/set-up to date. Not all staff attended all sessions.
- iii. User training October 31, November 1, 2.
- iv. Internal user training with scripts (no consultant) throughout November.
- v. Tyler on site or GTM for Go Live: December 14, 15, 18, 19, 20, 21.
- vi. Back on site in January for Income Tax.

b) Tyler will credit one training day for technical problems.

- c) Tyler will add additional Project Manager (not sure of role).
- d) Staff request for hard copy documentation specific to Clarke.
- e) Need to evaluate readiness for go live: Additional training days? Postponement?

Ms. Keeler stated that all members of her staff have not yet received training and that training attended to date has not been sufficient. Ms. Keeler feels that her office will not be ready to go live in December. Mr. Weiss asked how training could be improved. Ms. Keeler suggested only having those staff members in the training that will be primarily responsible for what is being covered and other staff members can be trained on those topics at a later date. Ms. Braithwaite stated that training to date has been set-up oriented which can become confusing when staff is expecting training rather than set-up.

Mr. Weiss suggested utilizing the scheduled December days for more training rather than for going live. Mr. Judge stated that it may be beneficial to have Tyler conduct a more personalized training with individual staff members so that the training can be more customized for each staff member as has been requested. Mr. Judge asked that Ms. Keeler and Ms. Peake create a list of which processes each employee should be trained on so that he can inform Tyler for training purposes.

It was discussed and decided to proceed with the scheduled training on October 31, November 1, 2 pending the resolution of issues found at the last training session. After the training session, a decision will be made as to whether or not to postpone going live. If the decision is made to postpone, the goal will then be to go live in early March 2018.

4. Next Meeting

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

5. Adjournment

At 2:08 pm, David Ash, seconded by Chip Schutte, moved to adjourn the meeting.

Minutes Recorded and Transcribed by Stephanie Smith