

Joint Administrative Services Board
November 27, 2017 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, November 27, 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, David Weiss

Members Absent: Chip Schutte

Staff Present: Tom Judge, Gordon Russell, Brianna Taylor

Others Present: None

1. Call to Order - Determination of Quorum

At 1:01 pm, David Weiss called the meeting to order having determined that a quorum was present.

2. Approval of Agenda

Chuck Bishop, seconded by David Ash, moved to approve the November 27, 2017 agenda as presented. The motion carried by the following vote:

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

3. Approval of Minutes

Chuck Bishop, seconded by David Ash, moved to approve the October 23, 2017 minutes as presented. The motion carried by the following vote:

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

4. ERP Update: Taxation

Tom Judge reviewed the following:

- a) Tyler has credited three credit days for training:
- b) Tyler has added an addition Project Manager (Hope McLean). Working on conversion issues, Tax Relief for the Elderly and Disabled, and following up on issues with Gordon.
- c) Staff request for hard copy documentation specific to Clarke.

Options: Pay fee to get the hard copy tailored for our needs from Tyler; or use a copy that we have of the document..

It was discussed and decided to use the copy of the document that we have. So that we could tailor and customize the document per departmental needs.

- d) Suspending the decision on Go Live.

Not going live in December: looking at March- waiting on suggestions from Tyler.

- e) Tyler Forms says custom programming is required to emulate our current bill.

It was discussed and decided that it was necessary to get the custom programming to emulate our current bills and supplemental bills.

Sharon Keeler, seconded by David Ash, moved to purchase the custom programming to emulate our current bills and supplemental bills. The motion carried by the following vote:

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

5. Taxation Refund

Tom Judge stated that legal services are attempting to obtain our refund from the IRS.

6. Health Plan Option

Tom Judge stated that FY19 Rates for the State's health plan for localities have been distributed and are roughly 18% higher than our current rates. However, the terms of the plan have not been distributed, so its value is unclear. This matter will get discussed further in the next meeting.

7. Position Advertised

Tom Judge stated that the job advertisement has been posted for a replacement, for the outgoing Administrative Assistant at Purchasing for CCSA.

8. Next Meeting

The next regularly scheduled meeting is set for January 22, 2018.

9. Adjournment

At 1:45 pm, David Ash, seconded by Chuck Bishop, moved to adjourn the meeting.

Minutes Recorded and Transcribed by Brianna Taylor