

Joint Administrative Services Board  
January 22, 2018      Regular Meeting      1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, January 22, 2018, 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, Brian Lichty, Brianna Taylor

Others Present: None

1. Call to Order - Determination of Quorum

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

Selection of Chairperson

Tom Judge opened the floor for nominations for the position of Joint Administrative Services Board Chair for 2018.

**Sharon Keeler, seconded by Chuck Bishop, moved to appoint David Weiss for Joint Administrative Services Board Chair for 2018.**

**Tom Judge called for vote from all those in favor of David Weiss as Chair for calendar year 2018. The vote carried by the following voice vote:**

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

Following the vote, Tom Judge turned the meeting over to Chairman David Weiss.

Selection of Vice-Chairperson

Chairman David Weiss opened the floor for nominations for Vice Chair.

**David Ash, seconded by Chuck Bishop, nominated Chip Schutte for Joint Administrative Services Board Vice Chair for 2018.**

**Chairman David Weiss called for vote from all those in favor of Chip Schutte as Vice Chair. The vote carried by the following voice vote:**

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

Tom Judge introduced Mary the new CCSA employee to the board.

Establishment of meeting calendar

Chairman David Weiss suggested to move the meetings to morning, Chuck Bishop suggested 10AM.

**All members came to the consensus to move the time to 10:00AM and set the schedule as presented.**

Date	Time	Location	Topic(s)
02/26/2018	10:00AM	JGC	Technology
03/26/2018	10:00AM	JGC	Technology
04/23/2018	10:00AM	JGC	Technology
05/21/2018	10:00AM	JGC	Audit, Technology
06/25/2018	10:00AM	JGC	<i>If needed</i>
07/23/2018	10:00AM	JGC	<i>If needed</i>
08/27/2018	10:00AM	JGC	<i>If needed</i>
09/24/2018	10:00AM	JGC	Technology
10/22/2018	10:00AM	JGC	Director Evaluation
11/26/2018	10:00AM	JGC	<i>If needed</i>
12/17/2018	10:00AM	JGC	<i>If needed</i>
01/28/2019	10:00AM	JGC	Organization, Budget, Technology

**2. Approval of Minutes**

**Chip Schutte, seconded by Chuck Bishop, moved to approve the December 18, 2017 minutes as presented. The motion carried by the following voice vote:**

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

**3. ERP Update**

Tom Judge stated that Jim Rasmussen from Tyler Technologies was here for Taxation Training last week and is scheduled to be here nine more days before the Go Live date. He also stated that the Go Live date needs to be discussed and re-evaluated.

**4. Health Plan**

Tom Judge explained the changes in the Health Insurance Plan, for the FY19 plan. After discussion, Tom is going to get more information on options for the Health Insurance Plan and bring it back to the board.

**5. JAS 2019 Budget**

Tom Judge stated that the budget is rising \$150K primarily due to inclusion of the ERP system annual maintenance. The board agreed that the ERP system should be included in the JAS budget. Tom Judge will take this forward to the Board of Supervisors for their consideration.

**6. Next Meeting**

The next regularly scheduled meeting is set for February 26, 2018.

**7. Adjournment**

At 1:51 pm, Chairman David Weiss adjourned the meeting

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Minutes Recorded and Transcribed by Brianna Taylor