

Joint Administrative Services Board
February 26, 2018 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, February 26, 2018, at 10:00 am 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, Donna Peake, Brianna Taylor

Others Present: None

1. Call to Order - Determination of Quorum

At 10:00 am, Chairman David Weiss called the meeting to order having determined that a quorum was present.

2. Approval of Minutes

David Ash, seconded by Chip Schutte, moved to approve the January 22, 2018 minutes with corrections to the regular meeting year and the next meeting date. 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

Gordon and Donna were invited to join with Sharon in assessing the status of the taxation implementation.

Taxation Schedule

March 8th and 9th- Taxation Training

April 2nd- final pass for tax data for conversions

April 5th and 6th- work through the conversions

April 9th, 10th, and 11th- Go Live with Jim Rasmussen

April 23rd and 24th- Go Live bill print with Jim Rasmussen

Taxation Implementation Discussion

Tom Judge opened the floor to Sharon Keeler, Gordon Russell, and Donna Peake to discuss the Taxation Implementation status.

Sharon Keeler stated that in her office she believes that they will get there after working in MUNIS, but is worried about if MUNIS will be ready for all of the things that need done.

Gordon Russell expressed that he is worried about running out of time on the conversions because if they are not fixed before Go Live there will be extra manual work on the converted data that could have been fixed prior to going live. He also stated that if there are minor or major errors in the conversions when the final conversion comes back that there will not be enough time to turnaround another set of conversions because it takes weeks to get the data back. He is not comfortable going live until all conversion errors are fixed and working properly.

Donna Peake stated that in her office they are getting more comfortable with MUNIS but every time that they try to train in the system errors are occurring because of the conversions that are not working.

Gordon Russell has been talking to the Project manager to be able to push the conversion along and try to get errors fixed faster. Tom also stated that he could call in and try to move the conversions faster.

David Ash asked what would be the circumstance if we had to push the Go Live date back and if we did end up pushing the Go Live date back when would the new Go Live date be? Tom Judge stated that we would fall back on Bright and the new Go Live date would be around July 2018.

David Weiss stated that it sounds as if the last iterations of preparation are not on our end, but more so on the conversion turnaround. Tom Judge expressed that the conversions are complicated but it needs to be done correctly in order work properly.

Chip Schutte, seconded by Chuck Bishop, moved be it resolved that conversion turnaround be accomplished on timeline such that Clarke County is assured on accuracy of conversion data and program setup by the first of April, we will further delay on the taxation module.

The motion carried by the following voice vote:

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

Gordon and Donna left the meeting at 10:30 am.

4. 2019 Health Plan

Tom Judge stated that there would be no savings in administrative costs through Local Choice by eliminating a plan, but eliminating the KA 250 Plan for 2019 is estimated to save 7% in overall

premiums in 2020 if that change occurred for plan year 2019. He also stated that other options could be to look into differential employer contributions.

Chuck Bishop, seconded by David Ash, moved to accept the FY2019 Health Insurance Rates. The motion carried by the following voice vote:

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

5. Next Meeting

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

6. Adjournment

At 10:43 am, Chairman David Weiss adjourned the meeting

Minutes Transcribed by Brianna R. Taylor