

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

At a regular meeting of the Joint Administrative Services Board held on Monday, March 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, Brianna Taylor, Donna Peake

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

Chuck Bishop, seconded by Sharon Keeler, moved to approve the February 26, 2018 minutes as presented. The motion carried by the following voice vote:

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

David Ash joined at 10:02 am

3. Purchasing Policy Proposed Amendments

Tom Judge explained the three proposed amendments to the General Terms and Conditions of the Purchasing Policy.

- o Page 61- Add Section F. Contractor is responsible for paying any and all taxes on any purchases that it directly makes
- o Page 69- Section F. Health Care Practitioner change from 2,000,000 per occurrence, 3,000,000 aggregate to \$2,350,000 per occurrence, \$7,050,000 aggregate
- o Page 72- Add Section G. Materials delivered shall be installed prior to invoicing, or else surety is to be provided.

Chip Schutte joined at 10:10 am.

David Ash, seconded by Chuck Bishop, moved to adopt the proposed amendments to the General Terms and Conditions of the Purchasing Policy. The motion carried by the following voice vote:

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

4. ERP Update

Tom Judge stated-

- o Training was held last week but conversions were not properly communicated so training was done on old data.
- o Staff (Gordon, Tom, Sharon, and Donna) met last Friday and discussed the status of the project. The conversions and forms were the key things that would cause problems.
- o Contacted Tyler last Friday afternoon and they agree. Discussed postponing to Go Live June 26th- 28th, 2018. With follow up training from Tyler in late July.
- o This would give few more months to train on our own and communicate with Tyler with any issues that are found.

Sharon Keeler stated that postponing would allow for her staff to have training days actually working in Tyler training ourselves. Staff would log in individually so that they can make sure that all the permissions are correct. She also mentioned that it might help if we could budget in for dual monitors for each desk because there are many pages that need to be flipped through and being able to do split screen would be helpful.

Donna Peake stated that it would help in her office as well to train individually to make sure permissions are there where needed.

Sharon Keeler, seconded by Chip Schutte, moved to postpone the Go Live date to June 26th, 2018. 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 April 23, 2018.

6. Adjournment

At 10:25 am, Chairman David Weiss adjourned the meeting

Minutes Recorded and Transcribed by Brianna R. Taylor