David Ash – Chip Schutte – Michael Hobert - Sharon Keeler – Dr. Michael Murphy

AGENDA
Joint Administrative Services Board
May 21, 2012 12:00 p.m.
Joint Government Center

1.   Call to Order.

2.   **Approval of Minutes. (April 23 Minutes Attached).**

3.   FY 13 Audit.   Dave Ash and Dr. Murphy approved an award for the FY 12 Audit to Robinson, Farmer, Cox. Mr. Ash and Dr. Murphy also recommend that Joint Administrative Services explore options for fraud detection and prevention.

4.   Director Evaluation. The Job Description for this position is currently under review.

5.   Technology Governance.   A broad view plan, developed by the JAS Director and Technology Directors is attached. If approved it will be submitted to the respective governing bodies for review and support.

6.   Purchase of New Software.   Procurement of new transportation management and timesheet tracking software are planned by the School System. These should be discussed by the Board in terms possible joint use, as well as the long-term plan to implement an ERP system.

7.   Next Meeting will be June 25 (Technology Governance).

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Joint Administrative Services Board

April 23, 2012   Regular Meeting   12:00 pm

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At a regular meeting of the Joint Administrative Services Board held on Monday, April 23, 2012 at 12:00 pm in Meeting Room C, Berryville Clarke County Joint Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

> Sharon Keeler; Chip Schutte; Michael Murphy [in 12:03];David Ash; J. Michael Hobert

Members Absent

> None

Staff Present

> Tom Judge, David Baggett, Lora B. Walburn

Others Present

> Ed Leonard

1. Call To Order - Determination of Quorum

   At 12:00 pm Michael Hobert called the meeting to order after determination that a quorum was present.

   By consensus, the Board adopted the agenda as presented.

2. Approval of Minutes

   Chip Schutte, seconded by Sharon Keeler, moved to approve the March 26, 2012 meeting minutes as prepared. The motion carried as follows:

David Ash	-	Aye
J. Michael Hobert	-	Aye

Sharon Keeler	-	Aye
Michael Murphy	-	Absent
Charles "Chip" Schutte	-	Aye

3. Health Insurance: Dependent Eligibility Verification.

A proposed communication to employees regarding the Eligibility of Dependents is provided. This would be distributed to all employees currently claiming dependents, and to all who wish to add dependents in the future. Note this this communication warns employees that documentation may be requested at any time, but does not require documentation at this time.

Tom Judge provided the following update:

— Requested that the Board approve the communication.

— At time of hire, new employees must provide the required documentation.

— In future, spot audits will be performed.

Chip Schutte, seconded by David Ash, moved to approve the notice to employees regarding the eligibility of dependents. The motion carried by the following vote:

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

4. Health Insurance: Retiree Group membership.

a. *Government Personnel Policy Definition of Eligibility: "A regular full-time employee that has served Clarke County for a minimum of 10 years, and who is eligible to draw retirement payments from the Virginia Retirement System, may be a part of the health insurance retiree group, if the employee elects to join this group within thirty-one days subsequent to the termination date. The premium for the retiree group membership shall be borne by the member and, if membership is discontinued, there is no eligibility for reinstatement. Dependents covered on the termination date can continue to be covered, but dependents cannot be added subsequent to the termination date."*

b. *School Personnel Policy Definition of Eligibility: "A regular full-time employee, or Food Service worker eligible for health group membership, that has served Clarke County Public Schools for a minimum of 10 years, and who is eligible to draw retirement payments from the Virginia Retirement System, may be a part of the health insurance retiree group, if the employee elects to join this group within thirty-one days subsequent to the termination date. The premium for the retiree group membership shall be borne by the member and, if membership is discontinued, there is no eligibility for reinstatement. Dependents covered on the termination date can continue to be covered, but dependents cannot be added subsequent to the termination date."*

Tom Judge summarized the eligibility definitions. He advised that elected officials were only eligible to participate in the program while in office.

Chip Schutte, seconded by David Ash, moved that the proposed changes be forwarded to the Personnel Committees of respective governing bodies. The motion carried by the following vote:

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

5. Director Performance Evaluation.

This evaluation is planned for April 25.

Tom Judge advised that, as requested by the Board, his employee evaluation would be conducted April 25.

6. FY13 Audit.

Proposals from audit firms for performance of the FY 13 audit are expected on May 1, and the contract should be awarded by May 15. Although the JAS Board could schedule a special meeting to decide this matter, it is recommended that Dave Ash and Dr. Murphy rank the proposals and follow through with the contract, for the sake of expediency.

Tom Judge updated the Board on the upcoming review of audit firms to conduct the FY2013 audit.

Mike Murphy, seconded by David Ash, moved to adopt the recommendation to rank and select appropriate vendor and proceed with contract negotiations. The motion carried by the following vote:

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

7. Technology Governance.

a. Approved Memorandum of Agreement establishing Technology Governance responsibilities.

b. *Thoughts of Gordon Russell on considerations for development of a Joint Technology Plan.*

c. *Clarke County Public Schools Technology Plan.*

d. *Concerns of John Staelin regarding an ERP system.*

The Board should begin the development of a ten-year plan that lays out actions related, at a minimum, to the following:

a. *Extension of phone system, and upgrades.*

b. *Extension of Building Automation system, and upgrades.*

c. *Extension of Building Security system, and upgrades.*

d. *Network switching upgrade schedule, and location of central switching rooms.*

e. *Training schedule and training budget for common software applications.*

f. *ERP system implementation.*

David Baggett, Technology Services Administrator – CCPS, and Gordon Russell, Director of Technology – Clarke County Government, joined the Joint Administrative Services Board for discussion of development of a long-range technology plan. Points raised during this discussion include:

- Use of long-range plan as a budgeting tool.

- Performance of a gap analysis.

- Telephone technology.

- Interdependency of certain elements.

- Network infrastructure.

- Preparation in advance of the expiration of ComCast 15-year franchise agreement.

- Installation of county-owned fiber between facilities.

- Camera equipment.

- Server rooms at Johnson Williams Middle School and Government Center

- Training components

- Storage

- Firewalls

- Educational versus Government pricing.

- E-rate funding requirements.

- Next Steps:
  o Develop a 10-year plan.
  o Start with items of mutual benefit.
  o Focus on establishing core infrastructure.
  o Leave ERP implementation off list at this time but keep it in the scope of the
  o Develop a training component.
  o Include bandwidth, infrastructure, disaster recovery.

- o In time, grow list to include such items as specification of software versions, cell phone providers, etc.

- o Start with development of a broad view plan and provide to Joint Administrative Services Board for consensus.

- o Once consensus reached by the Board, submit the broad view plan to the respective governing bodies for review and support.

- o Proposal to be developed by David Baggett, as lead, with Gordon Russell and Tom Judge.

8. Next Meeting

The next regularly scheduled meeting is set for Monday, May 21, 2012 at noon in Meeting Room AB at the Berryville Clarke County Government Center.

Adjournment

At 1:28 pm, Chairman Hobert adjourned the meeting.

Minutes Recorded and Prepared by: Lora B. Walburn

MEMORANDUM

TO: Clarke County Board of Supervisors and Clarke County School Board

FR: Joint Administrative Services Board

DT: May 21, 2012

RE: *Conceptual Overview for Development of a Coordinated 10-Year County/School Technology Plan*

The School Board and Board of Supervisors recently tasked the Joint Administrative Services Board with Technology Governance. The JAS Board has taken a first step toward fulfilling this obligation by requesting that its Director, and the two technology directors, work to develop an outline of a ten-year technology plan.

This plan is to be limited to areas of mutual benefit to the two organizations. Ten years was chosen for the term to encourage a long-term view, to encourage timely near-term actions to provide for future needs and, in particular, to include a replacement for the Comcast fiber lines connecting the Berryville buildings which will be needed by 2020.

Areas of mutual benefit that have thus far been identified include:

1. The need to provide greater bandwidth across the wide area network, including the need to replace fiber optic cabling between buildings not currently owned.
2. The need to extend telephone, energy management, and building security systems across the wide area network.
3. The need to provide for video conferencing and document management systems across the wide area network.
4. The need to plan for upgrading network switching devices.
5. The implementation of the Enterprise Resource Planning (ERP) system that would integrate administrative software.
6. The need to provide for information security including threats from outside the network, within the network, and data backup on multiple sites.
7. Development of shared data storage facilities.
8. Development of software operating system "virtualization", a technique for running many software applications on a single computer.
9. Shared training opportunities, and a regular schedule of training.

These various components are interdependent so it is important to identify the timing and financing of projects so that all systems are fully functional when implemented. The table on the following page presents an initial overview of the plan. Much work remains on the cost and timing of the projects, as well as the best technology direction for Government and Schools over the period. Approval of the Joint Board's work at this conceptual stage is requested.

Conceptual Overview of Joint Government/School Technology Plan

Source: Joint Administrative Services

05/16/12

EVENT	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Notes
Purchase Franchise fiber infrastructure	x	x	x	x	x	x	x	x	x	x	changed item name. Not sure it should span all years. Probably a single buildout.
Energy Management System Extensions	x	x	x	x	x	x	x		x	x	No plan on County side for building automation. Need Bobbies input.
Telephone System Extensions		x			x	x				x	Boyce. Remodel old HS/cooley unknown. JWMS.
Building Security System Extensions	x		x			x	x			x	No plan on County side for security cameras.
Document Management System		x	x	x							
Video Conferencing								x			
Network Switch Upgrades		x	x		x	x	x		x	x	Operating expense.
Enterprise Resource Planning System (ERP)			x	x							
Information Security	x	x									DR plan.
Shared Data Storage	x		x								
System-Wide Training	x	x	x	x	x	x	x	x	x	x	End users...?