

**AGENDA**

Joint Administrative Services Board  
Monday November 24, 2014 1:00 p.m.  
Joint Government Center

1. **Call to Order.**
2. **Approval of Minutes. (October 27 Minutes Attached).**
3. **ERP Update.**
  - A. Savings against contract now at \$20K.
  - B. Analysis of Financial Modules complete. System will be set up by Tyler analysts between now and early January for testing in mid-January.
  - C. Forms design submitted.
  - D. Need to set up all users, give them access to Sharepoint, Tyler Community, and MUNIS application, and encourage them to explore in advance of training.
  - E. Need tech support at training sessions in January and February.
4. **ERP Policy Issues.**
  - A. **Require budget compliance at a line item level?** Currently we allow departments to exceed line item budgets provided that they do not exceed the total of their non-personnel line items. The new system can be setup to allow this, but we are told that best practice is not to allow it, but require that the budget be cleaned up front rather than after the fact. There are ways to prevent the transaction from being delayed or lost if we decide to enforce the budget at the line item level: ex. Notification of Finance for budget modification, extending budget modification authority to departments/schools, with security ranges, etc.
  - B. **Require invoice entry by all departments?** It is not the goal of the implementation to offload invoice entry to departments, so the thinking so far has been to allow departments the option of entering invoices themselves, or letting central Accounts Payable handle it. However, through the course of the analysis sessions, the following points have been made:
    - a. If departments opt out of invoice entry, won't some wish to opt out of the rest of ERP?
    - b. Opting out of invoice entry defeats the Delegated PO process whereby departments can issue their own POs under \$800,

- provided they handle the receiving and the invoice.
- c. Executives, rather than handling all invoice approvals via MUNIS dashboard, will continue to handle both paper and electronic approvals.

It is recommended that all departments/schools, however small, be required to handle invoice entry. Central AP will be on the road supporting this for as long as necessary.

- C. **Purchasing Cards.** The MUNIS/Purchase Card Interface program costs \$7,500 and does not solve the receipt problem. Therefore this is not recommended at this time.
- D. **Workflow and Security Logjam responsibility.** When the entire system is set up there will be stranded requisitions, timesheets, receipts, etc. that will require intervention at high security levels to resolve. IT does not feel qualified to intervene in detailed transactions, so it may be a matter of allocating these responsibilities to functional leads as we learn more about the nature and extent of the responsibilities.

**5. JAS Compensation Adjustments (closed session, with action to follow):**

*"Be it resolved that, pursuant to section 2.2-3711A(1) of the Code of Virginia, the Board convene a closed meeting for consideration of employee compensation."*

*"Be it resolved that the Board adjourn its closed meeting and return to its regular meeting."*

*"Does each member certify that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discoursed, or considered."*

**6. Next Meeting January 26, 2015 at 1 pm (organization meeting).**

**Clarke County****tjudge@clarkecounty.gov**

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**Re: Draft 10-27-2014 JAS Board Minutes**

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**From :** Michael Hobert <clarkesupervisor@visuallink.com>

Tue, Oct 28, 2014 01:24 PM

**Subject :** Re: Draft 10-27-2014 JAS Board Minutes**To :** Lora Walburn <lwalburn@clarkecounty.gov>**Cc :** Chip Schutte <schuttec@clarke.k12.va.us>, Thomas Judge <tjudge@clarkecounty.gov>, David Ash <dash@clarkecounty.gov>, Sharon Keeler <skeeler@clarkecounty.gov>, Chuck Bishop <bishopc@clarke.k12.va.us>

Minutes look good to me. Item 4 (c) refers to an attachment. You may wish to delete this reference. If not, add the attachment.

Thank you.

**Michael Hobert****Clarke County Board of Supervisors**

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On Oct 28, 2014, at 12:01 PM, Lora Walburn <lwalburn@clarkecounty.gov> wrote:

Good Afternoon All: For your review, attached is the draft of the 10-27-2014 JAS minutes.

Lora B. Walburn

Deputy Clerk to the Board Supervisors

Executive Assistant - County Administration

Administrative Services Board  
Regular Meeting

October 27, 2014

1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, October 27, 2014 at 1:00 pm in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

Chuck Bishop; J. Michael Hobert; Sharon Keeler; Chip Schutte

Members Absent

David Ash

Staff Present

Emily Johnston; Tom Judge; Gordon Russell; Lora Walburn

Others Present

None

1. Call To Order - Determination of Quorum

At 1:00 pm, Michael Hobert called the meeting to order.

By consensus, the Board adopted the agenda as presented.

2. Approval of Minutes

**Chip Schutte, seconded by Chuck Bishop, moved to approve the October 6, 2014 minutes as presented. The motion carried by the following vote:**

David Ash	-	Absent
Chuck Bishop	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Charles "Chip" Schutte	-	Aye

### 3. Travel Policy

*Please find an amendment to the current Purchasing Policy section on Travel attached, along with a one page form that will be the instrument for organizing travel events in the future. A concerted effort will be made to enforce this policy and utilize this form. Adoption of this amendment is proposed, after which the matter will be brought to the School Board and Board of Supervisors.*

Tom Judge reviewed the issues and recommendation. Emily Johnson answered questions from the Board during the course of its discussion. Highlights include:

- Employees will be reimbursed up to the per diem amounts.
- If receipts are not presented and/or charges exceed per diem, the County will take measures to recover the funds from the responsible employee.
- Emily Johnson explained the process for determining the tier using the GSA website.
- Employees shall be required to submit reimbursements using the revised *Travel Requisition and Reimbursement Form*.

**Chip Schutte, seconded by Chuck Bishop, moved to approve the changes to the Travel Policy as shown, as well as the revised Travel Requisition and Reimbursement Form with the new policy to go into effect January 1, 2015 upon approval by the School Board and Board of Supervisors. The motion carried by the following vote:**

David Ash	-	Absent
Chuck Bishop	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Charles "Chip" Schutte	-	Aye

### 4. ERP Update

*A. There will be a visual demonstration of the system.*

*B. There has been substantial savings on travel and conversion costs against what was included in the contract (approx. \$10K to date).*

*C. Next two weeks: extensive meetings on set up options for financial management. See attached brainstorm regarding switch settings.*

Tom Judge briefly summarized the items above.

Tom Judge and Gordon Russell provided a demonstration of the Tyler Munis system. Highlights include:

- Plan is to instruct 11 persons per train-the-trainer session.
- Training will include the dashboard function for individual users.

- Authorized users may access from off-site personal computers.
- Employee and citizen self-service functions will be available from off-site personal computers.
- History will include: FY2013 and FY2014 budget and actual; FY2015 budget and year-to-date. Tom Judge is negotiating inclusion of FY2016.
- Tyler Munis is pleased with the County's progress toward implementation.

5. PT assistance for Payroll

*Staff medical issues, ERP setup responsibilities, and the prospect of mid-year retroactive payrolls in months with short payroll turnarounds will make it necessary to hire part-time assistance for the Payroll department. JAS generally turns back \$10K/year from its budget. It is expected that the department can absorb the cost from its existing budget through December. After that, the ERP portion can be charged to the Capital budgets, or a supplemental from government savings sought. Approval of this course of action is requested.*

Tom Judge provided background of the current need with his recommendation for hiring part-time clerical assistance for the Payroll department.

**Chip Schutte, seconded by Sharon Keeler, moved to authorize use of existing budgeted funds to cover 10 hours per week thru the end of December at a rate not to exceed \$13 per hour. The motion carried by the following vote:**

David Ash	-	Absent
Chuck Bishop	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Charles "Chip" Schutte	-	Aye

6. Payroll and Classification Update

*The Board of Supervisors has approved additional funding for Joint Services equivalent to 4% of total salary plus benefits, pending completion of the Evergreen Study, and approval by the Joint Administrative Services Board.*

Tom Judge summarized the above. He advised that subsequent to completion of the Evergreen study he would bring the study to the Board with recommendation about implementation of salary increase.

7. Set Next Meeting

The next regularly scheduled meeting is set for Monday, November 24, 2014.

8. Adjournment

At 2:00 pm, Chairman Hobert adjourned the meeting.

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Minutes Recorded and Transcribed by: Lora B. Walburn