

David Ash – Chip Schutte – David Weiss - Sharon Keeler – Dr. Chuck Bishop

AGENDA

Joint Administrative Services Board
February 23, 2015 1:00 p.m.
Joint Government Center

1. **Call to Order.**
2. **Approval of Minutes. (January 26 Minutes Attached).**
3. **JAS FY 16 Budget.** As with past practice, the JAS Budget request will be amended to reflect the salary increase proposed by the School Board.
4. **Health Insurance renewal.** We have not received the renewal at this writing. The Anthem Hack may have created the delay. The Board should be prepared to convene a meeting on short notice when it is received.
5. **ERP Update.**
6. **Director Evaluation.** The Board may wish to go in to closed session to discuss the evaluation of the Director.

- Chuck Bishop - Aye
- Sharon Keeler - Aye
- Charles "Chip" Schutte - Aye
- David Weiss - Aye

Selection of Vice-Chairperson

Tom Judge opened the floor for nominations for Vice Chair.

Chip Schutte, seconded by Sharon Keeler, nominated David Weiss for Joint Administrative Services Board Vice Chair for 2015.

Tom Judge called all those in favor. The vote carried by the following voice vote:

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

Tom Judge turned the meeting over to Chairman Chip Schutte

Establishment of meeting calendar

Chip Schutte advised that he would be unable to attend the March 23, 2015 meeting.

Tom Judge asked the Board if they would like to consider other days, dates, times that might be more convenient for the present Board.

Subject to verification of meeting room availability, **David Weiss, seconded by Chuck Bishop, moved to adopt the meeting dates as indicated on page 1. The motion carried as follows:**

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

Date	Time	Location	Topic(s)
02/23/15	1:00:00 PM	JGC	Health Ins, Budget, Technology
03/23/15	1:00:00 PM	JGC	Health Insurance, Technology
04/27/15	1:00:00 PM	JGC	Technology
05/18/15	1:00:00 PM	JGC	Audit, Technology
06/22/15	1:00:00 PM	JGC	Technology
07/27/15	1:00:00 PM	JGC	Technology
08/24/15	1:00:00 PM	JGC	Technology
09/28/15	1:00:00 PM	JGC	Technology
10/26/15	1:00:00 PM	JGC	Director Evaluation, Technology
11/23/15	1:00:00 PM	JGC	Technology
12/21/15	1:00:00 PM	JGC	Technology
01/25/16	1:00:00 PM	JGC	Organization, Budget, Technology

2. Approval of Minutes

Chuck Bishop, seconded by Sharon Keeler, moved to approve the November 24, 2014 minutes as presented. The motion carried by the following vote:

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

3. Joint Technology Plan

Highlights of discussion and review include.

- The Joint Technology Plan is in its third year.
- The Joint Administrative Services Board must adopt the plan and forward to the governing bodies for review and confirmation.
- Telephone System:
 - County, Schools and Town all work off the same PBX.
 - Every building is now connected to the system.
 - Cost allocation: 45% Schools; 45% Government; 10% Town of Berryville.
 - Projected cost includes maintenance, handset replacement and PBX replacement anticipated in 2021.
 - Ed Shewbridge, CCPS, has included in his budget. Gordon Russell is still working out the details for his budget request.
- Information Security:
 - Key component is a disaster recovery system.
 - Ed Shewbridge and Gordon Russell are making incremental changes in their operations to address some of the risks involved with information security. They recommend waiting until after 2016.
 - One option is a company coming in to set up an infrastructure. Another common option is establishing a secondary site.
- Energy Management System:

- The Schools leased an energy management system [TAC] that was supposed to provide centralized control for all the buildings. However, the system never functioned to expectation.
- The Sieman system spec'd for the new high school is not compatible with the TAC system.
- Toward the goal of establishing a universal protocol, the County purchased a central service with software that offers an open standard.
- Goal is to replace proprietary equipment and bring all buildings under central control.
- The \$25,000 budgeted for 2016 is primarily for the Schools to replace sensors and switches. It is anticipated in out years there will be an agreed-upon protocol.
- The Schools are considering employing an HVAC technician.
- Gordon Russell will follow up with Alison Teetor to see how / if this program dovetails with her energy management program.
- Building Security: Video and Sensor
 - Cameras have been placed in the high school, middle school, and renovated Cooley.
 - Questions remain on access to video.
 - Must determine priority of goal.
- Fiber optic infrastructure
 - 2016 the County beginnings paying for use of the Shentel systems creating some redundancy.
 - Continue to work through agreement with ComCast.
- Network Switch Upgrades
 - Schools estimating \$120,000 for switch replacement.
 - County estimating \$64,000 per year for the general government.
 - Schools are working toward reducing the number of servers.
- Shared Data Storage
 - Schools received a grant for data storage and no longer back up with the general government.
 - County has developed a relationship with the Sheriff's Office to back up.
 - Schools and County share one remaining data storage.
 - Schools purchased other bulk storage units and a different back-up solution to manage.

- Initial intent was to focus on a single storage system and vendor to take advantage of fiber network connections, potential scale of purchases, and shared system knowledge.
- Video Conferencing
 - Included in the long-term future plan but currently there is no demand.
- ERP Application
 - ERP takes three years to phase in.
 - Will pay Saas fees for all phases from the beginning.
- Training
 - ERP training is planned for 2016.
 - Out years intended to cover office applications, email systems, website maintenance.
 - Need to explore maximizing use of technology.
 - Schools offered joint Schools and County training on Office applications.

Chairman Schutte commented that the Board would agree that it was a long way from having the problem solved and the plan had many moving parts and unanswered questions. He stated that he trusted that Tom Judge and Gordon Russell would continue to work toward completion.

David Weiss, noting the fiscal impact, asked that the level of priority be solved in the near term. He opined that some of these items could be pushed back.

Tom Judge remarked that some line items should be reconsidered.

Gordon Russell opined that the Joint Technology Plan is a fiscal planning tool.

David Weiss, seconded by Chuck Bishop, moved for the approval of the Joint Technology Plan as presented with recommendation to both the School Board and the Board of Supervisors. The motion carried by the following vote:

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

4. ICMA and VRS Penalties.

These organizations will be assessing penalties for errors made by Clarke County on the complex scheme they have introduced for reducing retirement costs (the Hybrid Plan).

Tom Judge informed the Board that each year payroll becomes more complex with regards to VRS [Virginia Retirement System], ICMA [International City Management Association, selected to manage Virginia retirement planning], federal tax reporting, and health insurance; and, now, the County will be penalized for mistakes.

5. Affordable Care Act Reporting

Beginning this month we are required to track and report to US Treasury, on an annual basis, the eligibility of each employee for the ACA, their health insurance status, and any changes to eligibility and status throughout the year.

Tom Judge informed the Board that Joint Administrative Services must annually report to the federal government employee eligibility status and participation.

6. Payroll and Human Resources Implementation.

The second phase of the ERP implementation begins in late March, going live in October. Attached is a brief description. This system can automate employee leave requests, leave accounting, timesheets, job applications, and work calendars replacing processes that are currently a mix of time-consuming paper and spreadsheet entries, if records are kept at all. To achieve this, progress on personnel policy revisions, job descriptions, and salary scales or ranges, must be made as soon as possible.

Tom Judge informed the Board that discussion of the second phase, payroll and human resources implementation, would begin in March. He opined that the recent pay and classification plans would provide important information for system set up such as pay ranges, job descriptions, FLSA status, and classifications.

Tom Judge opined that it was important to press completion of the following projects by April if possible:

- Schools: create scales for certain positions.
- County: complete personnel policy revision.

7. Charging of ERP SaaS fees for FY 16.

Attached [*in packet*] is a breakdown of the annual SaaS fees. The second year of these fees (FY 16) is not currently budgeted in the project so the question of where these fees are to be charged arises. The options:

- Split 50/50 across capital budgets.
- Charge to JAS
- Distribute across organizations in something like the attached [*in packet.*]

Tom Judge suggested keeping this item in the capital budget for another year on a 50/50 basis between County and Schools.

Chairman Schutte noted that many of the activities were not capital activities and the suggestion presented would be used until a way was found to fairly apportion among the departments.

Tom Judge clarified that Saas fees would not be charged out to the departments until the capital project was complete.

Chuck Bishop opined that a 50/50 split seemed to be tilted unfairly on the Schools side. He stated that while he knew the Schools would benefit and participate in fixed assets, grant accounting, student activities, etc.; but he questioned whether the Schools portion was actually 50% of the total project.

Tom Judge clarified that Joint Administrative Services associates 50% of its service costs to the Schools.

There followed discussion on how Saas fees could be budgeted in future.

Mr. Bishop put forth that the Schools would probably account for the majority of the transactions and removed his objection to the 50/50 split for this year with a request for continued Board discussion and review.

Chuck Bishop, seconded by David Weiss, moved for FY2016 the charges to the ERP system be allocated according to past practice on a 50/50 split between County and Schools. The motion carried by the following vote:

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

8. JAS FY 16 Budget.

Please find a proposal attached [*in packet*]. This may be discussed, modified, and adopted for inclusion in the Board of Supervisors FY 16 Budget.

Following review of the proposed FY2016 Joint Administrative Services budget by Tom Judge, Sharon Keeler, seconded by Chuck Bishop, moved to adopt the budget as proposed with recommendation to both the School Board and the Board of Supervisors. The motion carried by the following vote:

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

9. Potential Refunding of Local School Bond.

In the opinion of Bond Counsel, the potential refunding of the 2006B High School Bond can be handled administratively, and does not require legal counsel or board action.

Tom Judge informed the Board that the Commonwealth is reviewing refund of the 2006B High School Bonds and has notified Joint Administrative Services that if it wishes to participate it must complete a Certificate Of Refunding Of Local School Bond. He advised that this action could be handled administratively with authorization by David Ash and Chuck Bishop.

10. Joint Administrative Services Director Evaluation.

Due to time constraints, the Board was unable to enter Closed Session.

Chairman Schutte asked the Board to prepare for full discussion at its next meeting.

11. Set Next Meeting

The next regularly scheduled meeting is set for Monday, January 27, 2015.

12. Adjournment

Chuck Bishop, seconded by Sharon Keeler, moved to adjourn the meeting. The motion carried by the following vote:

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

Minutes Recorded by Tom Judge
Transcribed by Lora B. Walburn