

AGENDA

Joint Administrative Services Board
Monday August 24, 2015 1:00 p.m.
Joint Government Center

1. **Call to Order.**
2. **Approval of Minutes. (April 27 Minutes Attached).**
3. **ERP Phase 1 Update.**
 - a. *General Ledger.* Done.
 - b. *Accounts Payable.* Done. Need to roll out Vendor Self Service.
 - c. *Fixed Assets.* Done. Need to update values.
 - d. *Inventory.* Done.
 - e. *Project & Grants Accounting.* Gradual, time permitting. About 71 projects and grants in.
 - f. *Purchasing.* Largely done. Gradual e-procurement implementation.
 - g. *Student Activity Funds.* Done, some problems at CCHS.
 - h. *Contracts.* Gradual, time permitting, implementation. About 80 contracts in.
 - i. *Cash Management.* Bank reconciliation process implemented.
 - j. *Budgeting.* Will implement soon: school/department direct input.
 - k. *Reporting.* Trained in report writer, gradual improvement expected in report quality.
4. **ERP Phase 2 Update.**
 - a. *Payroll.* All salary, benefit, and deduction information imported. Will perform parallel processing of OpenRDA and MUNIS payrolls September 8-11. AESOP import under development. See attached listing of time and accrual setup.
 - b. *Human Resources.* All positions in and personnel assigned. Some certifications information in. Personnel evaluations, training, grievance procedure, professional development, etc. not currently utilized.
 - c. *Applicant Tracking.* Training and setup in September.
 - d. *Employee Self-Service.* Will gradually roll this out during September to employee groups that need time entry and/or leave requests in October. Will roll out to others after October.
5. **ERP Phase 3 Kickoff.** Accounts Receivable, General Billing, GIS integration, Permits and Code Enforcement, Tax Billing, Cashiering, Utility Billing, Income Tax. Should have kicked off in July. Seeking clarification about timing and order of implementation. Should start with development of central property file.
6. **Next Meeting September 29.**

3. PCORI Fee

From: Leslie Tucker
Subject: PCORI fee
Tue, Mar 31, 2015 04:55 PM
To: Tom Judge

Hi, Tom-

The PCORI fee will be \$2.08 per member per year. The average # of members for this renewal's review period was 568. Based on that estimate, you would be looking at a \$1,181.44 fee. TLC groups should complete and file Form 720 by July 31st of the calendar year immediately following the last day of the plan year (July 2015 for the last plan year).

I've attached a document Anthem sent to our commercial clients regarding these new fees. You will see on page 2, it says that state and local government plans will have to pay the plan fees. Currently Local Choice has not created a document regarding the fees but I wanted to at least share this one with you, as the information still applies.

I hope this helps.

Leslie Tucker | Account Manager 111 Anthem Blue Cross and Blue Shield

Highlights of review include:

- PCORI is a federal fee for medical treatment research.
- Tom Judge will develop a proposal for Board review.

4. FY 2015 JAS Budget

As earlier discussed, it is unclear whether the cost allocation study currently encumbered for \$3,250 will in fact be billed. In the meantime salary increases, and the health insurance increase effective in June, make the JAS budget tight regardless. The JAS Board can wait for further information, or seek a budget supplemental at this time from the Board of Supervisors for \$5,636 (salaries and benefits).

Following review, by consensus, the Board agreed that Tom Judge should forward the matter to the Board of Supervisors Finance Committee.

5. ERP Implementation

- o Phase I Financials End User Training Complete including Courts and Social Services.
- o All users are setup and have accessed the system.
- o Final Accounts Payable run in current software was April 21.
- o May and June account reports will not show Salary and Benefit encumbrances.
- o Research into biweekly payroll feasibility (recommend postponement):
 - Timing the ERP implementation with payroll schedule change greatly increases complexity/risk.

- Biweekly will involve more staff time (26 pay vs. 12 pay). It remains unclear how much staff time will be freed by new system.
- Trend in industry/government is toward monthly.
- System can be set to manage 7 and 28 day overtime cycles regardless of pay date: no need to coordinate the two. Building in a lag for salaried more helpful than coordinating pay dates and overtime cycles.
- VRS, Health, and other deductions must be paid monthly.
- o General Ledger, Budget, Purchasing, Inventory, Fixed Assets, Cash Management, Projects and Grants to go live May 4. "
- o Vendor Self-Service to go live May 4.
- o Policy issue: pay EFT every two weeks, checks only when due? This would incentivize electronic payments.
- o Policy issue: Should use of Purchase Orders be enforced or merely encouraged wherever possible. Valid "direct pay" items are utilities, reimbursements, credit cards, pre-pays, emergencies. The advantages of purchase orders include: pre-approval, and real-time financial information.

Highlights of review include.

- Tyler provided the conversion files today.
- Vendors were not notified of the April change in payment schedule.
- Payroll Issues:
 - o Spoke with Tyler about changing from monthly to bi-weekly payroll. Tyler suggested that this should not be done in conjunction with the change.
 - o The Board agreed that any change in pay cycle should not be done in conjunction with conversion.
 - o First payroll will be late October.
- System should provide greater benefit with fewer direct pays.
- Chuck Bishop and David Ash agreed that additional instruction on budget transfers would be beneficial.

6. May Meeting Cancelled

May Meeting cancelled. Cancellation of June and July standing meetings suggested.

The next regularly scheduled meeting is set for Monday, August 24, 2015.

7. Adjournment

At 1:50 pm, Chairman Schutte adjourned the meeting.

Minutes Recorded and Transcribed by Lora B. Walburn

Configuration of Time and Leave accounting

<u>GROUP</u>	<u>Punch in/out</u>	<u>Report of Total Hours</u>	<u>XTRA PAYS</u>	<u>LEAVE</u>	<u>Notes</u>
Government 260	worksheet/paper	worksheet/paper	NA	worksheet/paper	
Sheriff	worksheet/paper	worksheet/paper	Munis Timesheet	worksheet/paper	
EMT Hourly	worksheet/paper	worksheet/paper	NA	worksheet/paper	
Parks Part Time	None	Munis Timesheet	NA	NA	
EMT Part Time	None	Munis Timesheet	NA	NA	
Sheriff Part Time	None	Munis Timesheet	NA	NA	
Social Services 260	None	Munis Timesheet	NA	Munis Timesheet	
Social Services PT	None	Munis Timesheet	NA	NA	
School Teachers	None	None	Munis Timesheet	AESOP	
School Instructional Assistants	Veritime	None	NA	AESOP	
School Professionals (exempt)	None	None	None	Munis Timesheet	
School Support (nonexempt)	Veritime	None	None	Munis Timesheet	
School Food Service	Veritime	None	None	Munis Timesheet	
School Transportation	Veritime	None	Munis Timesheet	Munis Timesheet	
School Substitute	None	AESOP	NA	NA	

Set to enter employee demographic info for new hires (including SSN)

Travis Sumption
Tanya Myers
Madeliene Paige
Donna McDonald
Lora Walburn