

AGENDA

Joint Administrative Services Board
Monday September 28, 2015 1:00 p.m.
Joint Government Center

1. **Call to Order.**
2. **Approval of Minutes. (August 24 Minutes Attached).**
3. **ERP Update.**

Phase 1 Financials Additional Training:

- Bank Reconciliation training Tuesday September 29.
- School Activity Fund training Tuesday September 29.
- Financials refresh training Wednesday September 30.
- Additional training on Thursday 10/1 TBD.
- Courts want separate training on a Friday, will need to schedule.
- Web Training on Next Year Budget entry scheduled for October 29.
- Web Training on 1099 reporting October 29.

Phase 2 Payroll/HR

- JAS, School Admin, School IT live in ESS 9/15, remainder 10/15.
- AESOP import file under development by Frontline.
- Second Parallel Payroll October 6, 7, & 8.
- Mass data entry of YTD payroll/ACA data October 13, 14, & 15.
- School and Parks job applications under development.
- Go live October 27, 28, & 29.
- Post live training December 1, 2, & 3
- Additional training on Personnel Actions scheduled early December, W2s and ACA reporting in early January.

Phase 3 Revenue and Permits.

- Implementation schedules developed (may be available by meeting).
- MapLink implementation to be postponed until end of project; then reevaluated.

4. **System Policy Issues:**
 - Enforce Line item budget?
 - Approval of multi-manager Requisitions and Invoices ex. legal, phone: first approver, or all approvers?
 - Social Services status.
5. **FY 17 Budget Development.**
6. **Next Meeting October 26.**

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.

1:05 pm, Bev McKay joined the meeting.

Highlights of discussion and review include:

- Accounting implemented in May
- Due to system limitations, the Courts process using pre-Munis method.
- May begin Vendor Self-Service function with Imboden.
- Central Store inventory complete.
- Purchasing seems to be working well.
- JAS is using E-procurement but it has not been rolled out to departments.
- Student Activity Funds recently implemented. Hope to resolve problems at CCHS this week.
- Mike Legge finds the contract module advantageous.
- Cash Management:
 - o Module did not work at the time Tyler scheduled training therefore no training was conducted.
 - o Module is needed for Treasurer and School staff.
 - o Still many questions on this module.
 - o Sharon Keeler requested specific, individualized training.
- Budgeting: need to train on this module.
- Training:
 - o Presenters unprepared, and/or module not functional, and/or no data available to test / view at time of training.

- Presenters cannot find items.
- Time consuming and inadequate.
- Trainers seem to work from a prepared script.
- Trainers are not end users.
- By consensus, the Board agreed to schedule follow-up training.
- Program Issues:
 - Complicated, time consuming program.
 - Approval process does not work properly and is very time consuming.
 - A degree of discomfort approving invoices in Munis with less information.
 - Approvals not necessarily done in proper order.
 - Budget information is not displayed in the approval.
 - Users need tip sheet[s] on how to enter information. Munis provides multiple ways to do the same things however users want instruction / tip sheet on best practice/method.
 - Problems with other programs when working in Munis.
 - Considerable time consumed attempting to learn and/or navigate the system.
 - There is a very low level of comfort with the system and users continue to track independently of the system.
 - Tom Judge comments:
 - Suggested review for the purpose of reducing invoices approved by the County Administrator / Superintendent.
 - Some departments want to input their own invoices.
 - He is surprised by the number of small purchases.
 - Purchasing will continue to input under \$800.

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.

Highlights of review include:

- Payroll:
 - Reviewed initial configuration of time and leave reporting for Munis.
 - County Administration requested that full and part-time EMTs continue to use the current time sheet to report hours worked.
 - New employee entry:
 - Joint Administrative Services suggests that Travis Sumption, Tanya Myers, Madeliene Paige, Donna McDonald and Lora Walburn be granted access to the social security number field for personnel actions.
 - Tom Judge put forth that new employee information for Constitutional Offices could continue to go directly to Sally Sheckels, Payroll and Benefits Coordinator.
 - Tom Judge will add Sally Sheckels to the list of persons inputting employee demographics including social security numbers.
 - Lora Walburn expressed concern for security of protected information, as well as input by unqualified, untrained personnel.
 - Tom Judge advised that payroll information would continue to be input by Payroll and Benefits. The information currently provided via payroll notice, employee name, salary, start date and rate of pay would now be entered into Munis.
- Applicant Tracking:
 - Chuck Bishop will follow up with Rick Catlett on his interest in this module.
 - David Ash expressed concern in the areas of retention, social security numbers, and unsolicited applications.
 - Need more information prior to final determination to proceed.
- Employee Self-Service:
 - Employees can review pay stubs, W-2, W-4, check basic personal information, etc.
 - Social Services and Joint Administrative Services staff currently reviewing personal data.
 - Will share next with CCPS IT staff.

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.

Highlights of discussion and review include.

- No clear indication from Tyler about revised schedule.
- Still time to determine whether there is a continued desire to proceed.
- Conversion of data would be the first step in the process.

- GIS: To assess potential benefit, Gordon Russell would like to find a community using Munis.
- Permits and Code Enforcement: Need to determine what benefits, if any, of system integration than weigh against system cost.
- Tax Billing:
 - o Gordon Russell said that this was the starting point and should be implemented prior to the other ancillary modules.
 - o David Ash suggesting timing around the current mass appraisal.
 - o Gordon Russell, responding to Sharon Keeler's query, suggested beginning implementation preparation by reviewing and standardizing address fields.
 - o Anticipate implementation July 2017.

6. Next Regularly Scheduled Meeting

The next regularly scheduled meeting is set for Monday, September 28, 2015.

7. Adjournment

At 2:36 pm, Chairman Schutte adjourned the meeting.

Minutes Recorded and Transcribed by Lora B. Walburn