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

AGENDA
Joint Administrative Services Board
Monday October 26, 2015 1:00 p.m.
Joint Government Center

1.   **Call to Order.**

2.   **Approval of Minutes. (September 28 Minutes Attached).**

3.   **ERP Update.**

Phase 1 Financials Additional Training:
- Web Training on Next Year Budget entry scheduled for October 29.
- Web Training on 1099 reporting in January.

Phase 2 Payroll/HR
- 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 in question pending action by Tyler.
- Must sort out transition issues: three simultaneous revenue collection systems during implementation.
- Government IT strategizing method for development of customer file: as many as 14K records.

4.   **Animal Licenses.** During contract negotiations it was determined that Animal Licenses were a simple matter of sending out renewal notices once a year, and waiting for declarations. The General Billing module was therefore deemed sufficient. It has since come to light that these declarations include data such as: pet name, rabies vaccination status, spay/neuter status, breed, vet name, etc. which could be tracked in Munis. It would be necessary to purchase the Animal License module to track this additional information (see costs attached). A $3 increase in the fee (check) would cover the initial and ongoing costs of this module.

5.   **Business Licenses.** During contract negotiations it was determined that Business Licenses were a simple matter of sending out renewal notices once a year, and waiting for declarations. It has since come to light that there are requests for additional information about Clarke County businesses for Economic Development purposes, and that the General Billing module is insufficient for this purpose. It would therefore be necessary to purchase the Business License module to track this additional information (see costs attached). An $8 dollar increase in the fee (check) would cover the initial and ongoing costs of this module.

6.   **Next Meeting November 23.**

Joint Administrative Services Board

September 28, 2015   Regular Meeting   1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, September 28, 2015 at 1:00 pm in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present

David Ash; Chuck Bishop; Sharon Keeler; Chip Schutte; David Weiss

Members Absent

None

Staff Present

Tom Judge

Others Present

None

1. Call To Order - Determination of Quorum

   At 1:02 pm, Chairman Schutte called the meeting to order.

2. Approval of Minutes

   Page 3 "Purchasing will continue to input under $800": Tom Judge stated that he had indicated that Purchasing will fulfill a requisition under $800 that they receive and will do the purchasing. He further clarified that Purchasing does all requisition over $800. He asked that the statement be amended to read, "Purchasing will continue to accept requisitions under $800."

   Chuck Bishop, seconded by David Ash, moved to approve the August 24, 2015 minutes as amended. The motion carried by the following vote:

David Ash	-	Aye
Chuck Bishop	-	Aye

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

3. **ERP 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.

Highlights of discussion and review include:

— Training scheduled:

  o September 29:

   - Bank reconciliation: Sharon Keeler and Liz Collins
   - Budget:
     - Tom Judge suggested conducting a webinar-type training session on inputting budget requests input into Munis in lieu of the previously scheduled additional training on year-end close.
       * Recommended encouraging account managers to participate in web training.
       * Submit operating line-item budgets through Munis.
       * Submit personnel and capital requests on current forms. These items could be phased in for FY2018.
   - 1099 Training scheduled at day's end.

  o September 30 – Financial Refresh Training:

   - School activity funds, bank reconciliation: school staff
   - Accounts payable, purchasing, inventory, reporting: affected school and general government staff.
   - Some of the affected staff in Social Services, the courts and schools is unable to attend the scheduled training. Will explore alternate training options.
   - A Tyler consultant will be available for the various training sessions.
   - Morning training format:

- Emily Johnson, Accounts Payable Coordinator, and Mike Legge, Purchasing Manager, will present the full process from requisition to payment.
- Tom Judge, Director – Joint Administrative Services, and Brenda Bennett, Accountant, will present the dashboard and reporting.
  - Afternoon training format:
    - Individual training on specific issues as needed.
  - o October 1:
    - Open-end aimed at individual offices and specific issues.
  - o October 2:
    - Circuit Court staff training.
- Joint Administrative Services staff is developing tip / instruction sheets for Munis users.

ERP 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.

Highlights of review include:

- Employee self-service on line September 15 for a limited group.
- Test group is entering leave requests not time or hours to be paid.
- Appears to be working well. There were some issues but they were resolved.
- Separate financial and human resource pieces make the program quirky. Example: When a request for leave is made, it shows in Munis for approval as part of the workflow.
- Program will be expanded to the Schools administrative offices, food service, and pupil personnel.
- Teachers and instructional assistants will use Aesop for leave tracking.
- First parallel payroll run went well with a few calculation errors that have been resolved. A double payment issue was also resolved.
- Second parallel payroll is planned next week and Joint Administrative Services is optimistic.

- The Schools have drafted an on-line job application.
- Joint Administrative Services identified five individuals to be trained on the human resources module but more persons could be added.

ERP Phase 3 Revenue and Permits

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

Highlights of review include:

- Schools will not be using this module.
- In response to concerns expressed by the Building Official and the Planning Director about the staff time required to attend the scheduled training, Tom Judge is waiting for a more detailed schedule from Tyler.
- The first step will be to build the central property file, which is the core data that feeds permits, code enforcement, utility billing and tax administration.
- Gordon Russell is conversing with Bright's Munis expert on file conversion.
- A large portion of the information source for the property data file will come from the latest assessment data; DUR's will come from the Bright system, and some data will come from the paper files.
- David Ash:
  - o Expressed concern about the timeline with new assessment data scheduled for release in October 2015 and subject to review through 2016.
  - o Advised that following the first scheduled module over review staff raised real concerns.
  - o Advised that either complete department closure or arranging coverage by a neighboring jurisdiction would be required to accommodate training for the limited staff in the Building Department.
  - o Munis must be prepared to ask questions and prepared to provide a list of jurisdictions using its program for permitting. Tom Judge offered to try to get the list but he noted that Munis is not quick to share that information.
- Historical Data:
  - o Need to make a determination on the amount of historical data to include in Munis.
  - o Tom Judge stated that his department does not look back that much and its historical data is on the computer but not included in Munis.
  - o Tom Judge opined that the best option was point forward since Munis was a new system with new fields and files.
  - o Tom Judge suggested inputting open and active files.
  - o David Weiss stated that he was prepared to commit to hiring part-time staff to input data.

        o Affected departments will have an opportunity to provide input into system transfer.

- Tom Judge - MapLink Portion

        o Gordon Russell believes that implementation will require updating current GIS software.

        o Gordon Russell is not convinced that this piece is necessary and would like to postpone any decision until closer to project end.

        o Originally saw this for building permits, planning, assessment, School transportation, and deeds; however, School transportation and deeds do not appear to be part of this initially.

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.

Highlights of review include:

- Enforce Line item budget:

        o Currently do not enforce line item budget.

        o Tom Judge suggested implementing line item enforcement in January.

        o Chuck Bishop expressed support.

        o David Ash put forth that over the years the Supervisors have approved at the department level and did not concern itself with line items if the department was within budget.

        o Tom Judge advised that there was no approval process for line item transfers within an account.

        o Transfers can be limited to exclude salary and benefits.

        o Tom Judge will add this item to January 2016 meeting agenda.

- Approval of multi-manager Requisitions and Invoices ex. legal, phone: first approver, or all approvers:

        o Tom Judge stated that he made this decision upfront but the Board may want to reconsider.

        o Currently in Munis, the first account manager to approve the invoice approves for all other account managers and is no longer available to the other account managers.

        o David Ash advised that with legal invoices his respective account managers review and approve before the invoice with the breakdown by account is forwarded to Joint Administrative Services.

        o Tom Judge suggested continuing to pay invoices in this manner and allow account managers to view via system query.

- Social Services status:

o With the implementation of Munis, Social Services now processes accounts payable through the County's system.

o Sharon Keeler performed the bank reconciliation on Social Services funds.

o Detailed receipts for credit card expenditures are not always provided.

o Central purchasing is not always used.

o Need to determine how to use the import function in Munis for funds drawn on the State's system.

o Need to determine if Social Services is subject to the County's purchasing policies.

5. FY2017 Budget Development.

Highlights of review include:

– Tom Judge will try to use Munis to the greatest degree possible to develop the FY2017 budget.

– Tom Judge will develop the budget meeting schedule.

– David Ash reminded of the Supervisors' request for quarterly revenue reports.

– In January, Tom Judge, Annette Gilley, Sharon Keeler, and David Ash will review the second quarter current year reports and use that as the basis for establishing the FY2017 budget.

– David Ash added that reassessment information would be public within the next month.

– David Ash asked that account managers receive Munis training on how to access and use budget information.

6. Next Regularly Scheduled Meeting

The next regularly scheduled meeting is set for Monday, October 26, 2015.

7. Adjournment

At 2:02 pm, Chairman Schutte adjourned the meeting.

Minutes Recorded by David Ash and Transcribed by Lora B. Walburn

Optional SaaS

Description	# Years	Annual Fee	Annual Fee Net	One Time Fees		
				Impl. Days	Impl. Cost	Data Conversion
Financial:						
Work Orders, Fleet & Facilities Management	5	$3,762.00	$3,762.00	7	$8,225.00	$2,000.00
Revenue:						
Animal License	5	$1,221.00	$1,221.00	1	$1,175.00	$2,520.00
Business License	5	$2,257.00	$2,257.00	4	$4,700.00	$7,500.00
UB Interface	5	$1,881.00	$1,881.00	2	$2,350.00	$0.00
Other:						
CAFR Statement Builder	5	$5,558.00	$5,558.00	3	$3,525.00	$0.00
Parks and Recreation	5	$3,912.00	$3,912.00	6	$7,050.00	$0.00
TOTAL:		$18,591.00	$18,591.00	23	$27,025.00	$12,020.00

Optional Other Services

Description	Quantity	Unit Price	Discount	Extended Price
Tyler Forms Library - Business License	1	$1,000.00	$0.00	$1,000.00
TOTAL:				$1,000.00

Optional Conversion Details (Prices Reflected Above)

Description	Unit Price	Unit Discount	Extended Price
Animal License Std Master - B	$2,520.00	$0.00	$2,520.00
Business License Opt 1 - Bills - B	$3,000.00	$0.00	$3,000.00
Business License Std Master - B	$4,500.00	$0.00	$4,500.00
Work Order Opt 1 - Work Order Asset - B	$2,000.00	$0.00	$2,000.00
TOTAL:			$12,020.00