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

**AGENDA**
Joint Administrative Services Board
Monday March 28, 2016 1:00 p.m.
Joint Government Center

1. **Call to Order.**

2. **Determination of Quorum**

3. **Approval of Minutes. (February 22 Minutes Attached).**

4. **ERP Update.**

    a. See attached status report.
    b. Customer ID issue.
    c. Citizen Self-Service.
    d. Permits and Code Enforcement Timing Issues.
    e. Online payment convenience fee.
    f. Social Services AP integration.

5. **JAS 2017 Budget.** The advertised budget reflects a salary increase of 3% as opposed to 4%, and a health insurance rate of 8.1% as opposed to 10%.

6. **Next Meeting April 25.**

Joint Administrative Services Board

February 22, 2016       Regular Meeting       1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, February 22, 2016 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 1:00 pm, Tom Judge called the meeting to order having determined that a quorum was present.

*Selection of Chairperson*

Mr. Judge reminded that the position of Chair rotated between the Board of Supervisors and the Schools and opened the floor for nominations for the position of Joint Administrative Services Board Chair for 2016.

**Chip Schutte, seconded by Chuck Bishop, nominated David Weiss for Joint Administrative Services Board Chair for 2016.**

**Tom Judge called for vote from all those in favor of David Weiss as Chair. The vote carried by the following voice vote:**

| | | |
|---|---|---|
| David Ash | - | Aye |
| Chuck Bishop | - | Aye |

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

## Selection of Vice-Chairperson

David Weiss opened the floor for nominations for Vice Chair.

**Chuck Bishop, seconded by Sharon Keeler, nominated Chip Schutte for Joint Administrative Services Board Vice Chair for 2016.**

**Tom Judge called for vote from all those in favor of Chip Schutte as Vice Chair. The vote carried by the following voice vote:**

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

## Establishment of meeting calendar

**Chuck Bishop, seconded by Chip Schutte, moved to adopt the meeting dates as presented. The motion carried as follows:**

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

| Date | Time | Location | Topic(s) |
|------|------|----------|----------|
| 02/22/16 | 1:00:00 PM | JGC | Health Ins, Budget, Technology |
| 03/28/16 | 1:00:00 PM | JGC | Health Insurance, Budget, Technology |
| 04/25/16 | 1:00:00 PM | JGC | Technology |
| 05/23/16 | 1:00:00 PM | JGC | Audit, Technology |
| 06/27/16 | 1:00:00 PM | JGC | *Only schedule if needed for Technology* |
| 07/25/16 | 1:00:00 PM | JGC | *Only schedule if needed for Technology* |
| 08/22/16 | 1:00:00 PM | JGC | *Only schedule if needed for Technology* |
| 09/26/16 | 1:00:00 PM | JGC | Technology |
| 10/24/16 | 1:00:00 PM | JGC | Director Evaluation, Technology |
| 11/28/16 | 1:00:00 PM | JGC | Technology |
| 12/19/16 | 1:00:00 PM | JGC | Technology |
| 01/23/17 | 1:00:00 PM | JGC | Organization, Budget, Technology |

2. Approval of Minutes

   **Chip Schutte, seconded by Sharon Keeler, moved to approve the November 23, 2015 minutes as presented. 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:*

   ☐ Web Training on 1099 reporting in January.

   *Phase 2 Payroll/HR*

   ☐ Web Training on W2s and ACA reporting in January.

   *Phase 3 Revenue and Permits.*

   ☐ General Billing, Accounts Receivable, Tyler Cashiering, Animal License went live February 16.

   ☐ Permits and Inspections Go Live April 12.

   ☐ Business License Go Live April 12

   ☐ Utility Billing Kicked Off. Go Live in October.

   Tom Judge provided the following update:

   ☐ Have three systems in use at this time.

   ☐ Hope to accelerate the tax module.

4. Discussion of Monthly Pay Date.

   Payroll is due in employee accounts on the "last teaching day of the month", except in the summer months (this hearkens back to a time when checks were hand delivered). In addition, payroll typically arrives in employee accounts 24 hours earlier than the due date, in order to create a buffer against paying late due to technical problems. We receive occasional comments and suggestions from employees regarding these practices, usually with a request for less variability, and it bears some discussion.

Following discussion, by consensus, the Board agreed to leave the policy unchanged.

5. ESS Rollout & Transmittal Emails.

   Roll out is on time.

6. W2 and 1095C Emails. (opt in and password).

   Tom Judge provided a brief update.

7. Invoice Processing.

   Please find an updated listing of the number of invoices entered over approximately the first seventh months of using MUNIS, including a count of invoices greater than $800 by department.

   The Board discussed this item. No action was requested.

8. Joint Administrative Services 2017 Budget. Please find a budget proposal attached.

   **Following review, Chuck Bishop, seconded by Chip Schutte, moved to approve the Joint Administrative Services Department budget as presented. The motion carried by the following vote:**

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

   | JAS Finance & Purchasing | | | ACTUAL | ORIG BUD | REQUEST | VARIANCE | |
   |---|---|---|---|---|---|---|---|
   | 10700010 | 1100 | Finance Salaries | 383,952 | 400,106 | 415,376 | 15,270 | Includes 4% Salary Increase |
   | 10700010 | 1300 | Finance PT Sal | 917 | 2,000 | 2,000 | - | |
   | 10700010 | 2100 | Finance FICA | 28,655 | 30,761 | 31,929 | 1,168 | |
   | 10700010 | 2210 | Finance VRS 1&2 | 55,740 | 56,725 | 60,894 | 4,169 | |
   | 10700010 | 2300 | Finance Health Ins | 26,258 | 29,312 | 31,955 | 2,643 | |
   | 10700010 | 2400 | Finance Life Ins | 4,645 | 4,761 | 5,483 | 722 | |
   | 10700010 | 2750 | Finance RHCC | 4,088 | 4,188 | 4,611 | 423 | |
   | 10700010 | 2800 | Finance Leave Pay | 300 | - | - | - | |
   | 10700010 | 3120 | Finance Fin & Aud | 31,800 | 34,500 | 36,000 | 1,500 | Estimate increase on reprocurement |
   | 10700010 | 3320 | Finance Maint Con | 50 | - | - | - | |
   | 10700010 | 3600 | Finance Advertise | - | 200 | 200 | - | |
   | 10700010 | 4300 | Finance Cen Purch | - | - | - | - | |
   | 10700010 | 5210 | Finance Postal | 1,435 | 2,150 | 1,200 | | (950) Down from 6K 5 years ago |
   | 10700010 | 5230 | Finance Telephone | 1,260 | 1,200 | 1,200 | - | |
   | 10700010 | 5500 | Finance Travel | 855 | 1,500 | 1,500 | - | |
   | 10700010 | 5510 | Finance Mileage | 319 | 800 | 800 | - | |
   | 10700010 | 5810 | Finance Due & Memb | 190 | 750 | 500 | | (250) Quit GFOA |
   | 10700010 | 6000 | Finance Mat&Sup | 1,091 | 2,000 | 1,200 | | (800) Using less paper products |
   | 10700020 | 3320 | IT Maint Con | 27,082 | 7,000 | 7,500 | 500 | Copier/Contingency for Utility Billing/Fines and Penalties |
   | 10700020 | 6000 | IT Mat&Sup | - | - | 100 | 100 | Toner |
   | TOTAL | | | 568,636 | 577,953 | 602,448 | 24,495 | |
   | | | | | | | | |
   | | REVENUE | | | | | | |
   | 10700030 | 180302 | Rebates & Refunds - JAS | 149 | 3,000 | 2,000 | 2,000 | |

9. Joint Technology Plan.

   Tom Judge reviewed the plan.

10. ACA Agreement with Local Choice.

    Following review, **Chuck Bishop, seconded by Sharon Keeler, moved to accept Anthem and explanation of any changes in coverage. The motion carried by the following vote:**

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

11. Set Next Meeting

    The next regularly scheduled meeting is set for Monday, March 28, 2016.

12. Adjournment

    Being no further business, **David Weiss adjourned the meeting. The motion carried by the following vote:**

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

Minutes Recorded by David Ash
Transcribed by Lora B. Walburn

| Category | Module | Status | Notes |
|---|---|---|---|
| F | General Ledger | Done | |
| F | Budget Management | Done | |
| F | Accounts Payable | Done | |
| F | Fixed Assets | Done | Outreach needed |
| F | Project & Grant Accounting | Done | Outreach needed |
| F | Student Activity Fund Accounting | Done | |
| F | Vendor Self Service | Done | Slow rollout underway |
| H | HR Management | Done | Circle back needed |
| H | Payroll | Done | |
| H | Applicant Tracking | Incomplete | Setup and Training done; not implemented. |
| H | Employee Self Service | Incomplete | About one-third of employees now have access |
| P | eProcurement | Delayed | Questions raised about value added |
| P | Cash Management | Done | Circle back needed |
| P | Contract Management | Done | Outreach needed |
| P | Inventory | Done | |
| P | Purchasing | Done | |
| R | Maplink GIS Integration | Delayed | Questions raised about value added |
| R | Accounts Receivable | Done | Setup to continue during Utility/Tax |
| R | General Billing | Done | Setup to continue during Utility/Tax |
| R | Cashiering | Done | Setup to continue during Utility/Tax |
| R | Permits and Code Enforcement | Go Live April 10 | |
| R | Utility Billing | Go Live July | Accelerated from October |
| R | CAMA bridge | July kickoff | But question regarding assessment software |
| R | Tax Billing | July kickoff | |
| R | Virginia Income Tax | July kickoff | |
| Z | Reporting | Done | Outreach needed |
| Z | Content Manager (documents) | Done | Decision on Enterprise edition in future |
| Z | Citizen Self Service | Go Live April 10 | Slow rollout planned |