

AGENDA

Joint Administrative Services Board
Monday September 26, 2016 1:00 p.m.
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum**
3. **Approval of Minutes. (July 25 Minutes Attached).**
4. **IRS Penalties.** Still waiting to hear back from IRS,
5. **W2s.** The IRS now requires that W2s be printed and mailed, unless the employee “opts in” to electronic delivery. We are working on ways to encourage employees to “opt in” by using ESS instead of paper or email. Mail and email get lost when addresses change, but ESS remains active, and will continue to archive copies of W2s going forward.
6. **ERP Update.**
 - a. *Citizen Self-Service.* This module is still functioning in a limited fashion for the limited group of citizens (a half dozen employees) that are set up to access it. On-line payment capability is quite complicated but should be available soon. Its functionality will then be tested, and we can begin to slowly roll out the capability to those citizens who want it.
 - b. *Permits and Code Enforcement.* The current status of the Building Department’s participation in this module should be discussed as a follow up to discussions in July.
 - c. *Utility Billing.* This module was scheduled to go live July 14, but was belatedly suspended when it was learned that the system could not accommodate the CCSA rate structure. The CCSA has revised its rates and we are rescheduled to go live in January.
 - d. *Taxation.* The proposed schedule for this implementation is attached.
 - e. *Upgrade from Munis 10.5 to Munis 11.2.* Tentatively scheduled for October 1. Users will be enrolled in Tyler University, a series of short (5 to 15 minute) online courses on various functions of the software. This self-training will be supplemented by support from JAS, IT, and Tyler support.
7. **VRS Hybrid Retirement Plan: default employee contribution.** Every three years ICMA will automatically increase voluntary employee contributions unless an employee opts out. The first such auto-escalation is January 1, 2017. The opt out period is October 1 to December 15. We began notification of the 69 employees last week.
8. **State Health Insurance Plan.** JAS took part in a preliminary webinar, and sent in a statement of initial interest along with permission for AON, the State’s consultant, to review our claims experience to be provided by Anthem. The Commonwealth may provide a side-by-side comparison of the resulting plan with the Local Choice plan, but we won’t likely know until December.
9. **Next Meeting October 24.**

July 25, 2016 Joint Administrative Services Board
 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, July 25, 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, Gordon Russell, Lora Walburn

Others Present

None

1. Call To Order

At 1:00 pm, David Weiss called the meeting to order.

2. Determination of Quorum

David Weiss determined that a quorum was present.

3. Approval of Minutes

Chip Schutte, seconded by David Ash, moved to approve the April 25, 2016 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

4. IRS Penalties

The IRS penalties discussed in April have been reviewed by legal counsel who has advised that the penalties are not valid, and that the County is due a refund of \$14,217.62. The estimated legal costs to have counsel file for the refund is \$3,600. Counsel puts the probability of getting the refund with this legal effort at 60%, so it is mathematically worth the risk, and Counsel has been directed to pursue it. The risk of not receiving the refund results if the legal expense substantially exceeds \$3,600 while pursuing the matter with a malfunctioning agency despite the fact that the penalty is invalid.

Tom Judge reviewed the matter. In response to the Chair's query, Mr. Judge put forward potential preventive measures to avoid future issues.

5. ERP Update

a. Citizen Self-Service

This module is now functioning for the limited group of citizens (a half dozen employees) that are set up to access it. On-line payment capability should be available soon. When it is its functionality will be tested, and we can then begin to slowly roll out the capability to those citizens who want it.

- Tyler is working on configuration. Communication not functioning properly.
- Mary Daniel and Emily Johnson have volunteered to test the module.

b. Permits and Code Enforcement.

The Planning Department continues to utilize this module. However, the Building Department stopped using it a few days after going live in April. The Board should discuss the impact this will have on the Treasurer and on integration with the other modules.

- Due to workload and time constraints, Building Department waiting until winter slow down.
- Planning and Building Departments continue to use both old and new systems.
- Explore fixes for issues delaying transition.

c. Social Services AP integration

The Social Services System used to allocate expenditures for the Commonwealth now exports a file to Munis, which accounts payable can then import to process checks.

Tom Judge reviewed. No action taken.

d. Utility Billing

This module was scheduled to go live July 14, but was belatedly suspended when it was learned that the system could not accommodate the CCSA rate structure. We are still assessing the situation, but it appears that "go live" will be rescheduled for January.

Tom Judge reviewed. No action taken.

e. Taxation

This module will kick off tomorrow, July 26, and will take one year to implement. The Board should discuss some of the challenges this implementation might face.

- The Board discussed challenges. No action items identified.

f. GIS Integration

The value of this module was questioned because it will be necessary to upgrade the GIS system itself to take advantage of the MapLink integration. We have a year to finally decide the matter, but it's worth starting the discussion in advance of the FY18 budget process.

- Cost for GIS software to meet Tyler needs is approximately \$20,000 to \$30,000. The lesser expensive package, with limited data, is approximately \$6,000 to \$8,000.
- In consideration of cost, need further review to determine if transition adds value.

g. Upgrade from Munis 10.5 to Munis 11.2

The IT Director and JAS Director concur that we should upgrade to 11.2 as soon as possible. Some of the support requests we are submitting are for problems that have been resolved in 11.2 but not 10.5. Also, functionality has been added in 11.2 including an improved Permits and Code Enforcement application that, for example, allows permit actions involving multiple parcels. Although there is no cost to the upgrade, it will require some adaptation on the part of staff to the new "look and feel".

- October suggested as the best month for system upgrades.
- Early October set for 2016 upgrade.

6. Roth IRA as 457 Deferred Comp Plan

Compensation Plan. This was first offered when the plan was transitioned to ICMA a few years ago. It had no takers locally until recently, because its advantages are only available in limited circumstances. However, VRS says it must be offered, and we have one taker.

Tom Judge briefly summarized the benefit option. No action taken.

7. VRS Hybrid Retirement Plan: default employee contribution

Every three years ICMA will automatically increase voluntary employee contributions unless an employee opts out. The first such auto-escalation is January 1, 2017. The opt out period is October 1 to December 15. By October 1 there should be 75-100 employees in the Hybrid plan. These employees will be notified and reminded of their right to opt out during the opt-out period.

Tom Judge briefly summarized the matter. No action taken.

8. Patient Centered Outcomes Research Trust Fund (PCORI) Fee

The PCORI fee of \$896.21 was split 2/3 School and 1/3 Government. This fee is collected by the IRS as an aspect of the Affordable Care Act, and was picked up by Anthem until recently.

The Patient-Centered Outcomes Research Trust Fund fee is a fee on issuers of specified health insurance policies and plan sponsors of applicable self-insured health plans that helps to fund the Patient-Centered Outcomes Research Institute (PCORI). The institute will assist, through research, patients, clinicians, purchasers and policy-makers, in making informed health decisions by advancing the quality and relevance of evidence-based medicine. The institute will compile and distribute comparative clinical effectiveness research findings.

Tom Judge briefly summarized the matter. No action taken

9. State Health Insurance Comparison

See the attached correspondence concerning a comparison between The Local Choice health plan and the actual Commonwealth of Virginia (COVA) plan offered directly by the Commonwealth to State employees, which recently became available to localities.

Tom Judge briefly summarized the matter. No action taken.

10. Cyber Risk Supplemental Insurance

Our basic insurance policy covers us for \$500,000 against network security breaches and online privacy matters. However, more coverage can optionally be purchased for these matters and, in addition, coverage can be purchased to cover the cost of administering and remediating an event. Adding this extra coverage should be considered for the next renewal, July 2017.

Tom Judge briefly summarized the matter.

Gordon Russell opined that he would need to review policy coverage.

Chuck Bishop put forth that the Schools kept its coverage at \$500,000.

David Ash suggested review of general liability coverage limits.

David Weiss added that he would like to know more about coverage in other jurisdictions.

11. Joint Administrative Services Sign

Tom Judge put forth that Supervisor Byrd suggested that a new sign was needed for the Joint Administrative Services facility.

Chuck Bishop contributed that the CCPS Administration sign cost approximately \$3,000 to \$4,000 and that he believed the designer still had the template.

David Weiss offered to speak with Supervisor Byrd regarding the suggested sign replacement.

12. Set Next Meeting

The next regularly scheduled meeting is set for Monday, August 22, 2016.

13. Adjournment

Being no further business, at 2:02 pm, **Chuck Bishop, seconded by David Ash, moved to adjourn 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 and Transcribed by Lora B. Walburn

September 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day	6	7	8	9	10
11 Patriot Day	12	13	14	15	16	17
18	19	20	21	22 Fall begins	23	24
25	26	27 DM ½ day GTM with Clarke - Conversion and Cama Mapping	28	29	30 Clarke Co- tax legacy conversion pull and place on ftp site	Notes:

October 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 Columbus Day	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Halloween	Notes:				

November 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6 Daylight Saving Time Ends	7	8 AH- 3 DAYS ONSITE RE/PP ANALYSIS AND SET UP TRAINING AS-IS/TO BE - MANUAL DATA ENTRY OF MASTER RECORDS- 10 RE AND 10 PP	9 AH- 3 DAYS ONSITE RE/PP ANALYSIS AND SET UP TRAINING AS-IS/TO BE - MANUAL DATA ENTRY OF MASTER RECORDS- 10 RE AND 10 PP	10 AH- 3 DAYS ONSITE RE/PP ANALYSIS AND SET UP TRAINING AS-IS/TO BE - MANUAL DATA ENTRY OF MASTER RECORDS- 10 RE AND 10 PP	11	12 3
13	14	15 DM- ½ HALF GTM TYLERFORMS ANALYSIS	16 -	17	18	19 .5
20	21	22 FORMS MOCKUPS DUE TO DM DM- TF KITS SUBMISSION T TF DESIGN TEAM Proofs in 3 to 4 weeks	23	24 Thanksgiving Day	25	26
27	28 CONV- PASS 1 DELIVERED TO CLARKE, REFRESH AND LOAD TO TAX TEST DB	29 DM- INDEPENDENT REVIEW OF DATA	30 .5	Notes:		

More Calendars with US Holidays from WinCalendar: [2017](#), [PDF Calendar](#), [Excel Calendar](#), [Calendar with Holidays](#)

December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 AH- 3 DAYS ONSITE- PASS 1 CONVERSION VALIDATION TRAINING AND ISSUES DOCUMENTATION	7 AH- 3 DAYS ONSITE- RE BILLING PROCCSS TRAINING	8 AH- 3 DAYS ONSITE- PP BILLING PROCCSS TRAINING	9 CONV - PASS 1 ISSUES TO TYLER- PASS 2 IN 3 TO 4 WEEKS	10 3
11	12	13	14	15	16	17
18	19 TF - PROOF 1 DELIVERED TO CLARKE CO. REVIEW AND DCOUMENT ISSUES DUE TO TYLER 12/30/16	20	21	22	23	24
25 Christmas	26	27	28	29	30 TF PROOF 1 ISSUES DUE TO TYLER 12/30/16	31

2017 Calendar

Calendar is printable and fully editable. Downloaded from WinCalendar.com

January 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 G	4	5	6	7
8	9 TAX CONVERSION PASS 2 DELIVERED TO CLARKE CLIENT HOMEWORK- TF TF PROOF 2 DELIVERED TO CLARKE CO,	10	11	12	13	14
15	16	17 AH ONSITE - RE/PP POST BILLING ROCESSING	18 AH ONSITE - RE/PP POST BILLING ROCESSING/COLLECTIONS TRAINING	19 AH ONSITE - RE/PP POST BILLING ROCESSING/COLLECTIONS TRAINING	20 TAX CONVERSION PASS 2 ISSUES TO TYLER TF PROOF 2 DELIVERED TO CLARKE CO,	21 3
22	23	24	25	26	27 TF PROOF 2 ISSUES TO TYLER	28
29	30	31	Notes:			

February 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat

January 2017

◀ Dec 2016

Feb 2017 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		31	1	2	3 TF PROOF 3 DELIVERED TO CLARKE- ISSUES DUE 1/10/17	4
5	6 CONV PASS 3 DELIVERED TO CLARKE	7	8	9	10	11
12	13	14 AH- GTM-1 DAYS RE/PP CAMA TESTING	15	16	17 CONV PASS 3 ISSUES TO TYLER TF PROOF 3 ISSUES TO TYLER	18 1
19	20	21	22	23	24 TF PROOF 4 DELIVERED TO CLARKE	25
26	27	28	Notes:			

March 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 CONV PASS 4 DELIVERED TO CLARKE- ISSUES DUE 3/17/17	4
5	6	7	8	9	10	11
12	13	14 AH- 3 DAYS ONSITE- END TO END PROCESSING WITH CONVERTED DATA	15 AH- 3 DAYS ONSITE- END TO END PROCESSING WITH CONVERTED DATA	16 AH- 3 DAYS ONSITE- END TO END PROCESSING WITH CONVERTED DATA	17 CONV PASS 4 ISSUES DUE TO TYLER TF PROOF 4 ISSUES TO TYLER	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Notes..

April 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 AH-2 DAYS ONSITE-	12 AH-2 DAYS ONSITE	13	14	15 2
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Notes:					

May 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 AH- 3 DAYS ONSITE-	17 AH- 3 DAYS ONSITE	18 AH- 3 DAYS ONSITE	19	20
21	22	23	24	25	26	27
28	29	30	31	Notes:		

June 2017						
◀ May 2017						Jul 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	7 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	8 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	9 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	10
11	12 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	13 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	14 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	15 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	16 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	17
18	19 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	20 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	21 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	22 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	23 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	24
25	26 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	27 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	28 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	29 CLIENT INTERNAL TESTING - CONVERSION AND TF IN PLACE	30 Conversion Final Data Pull- place on ftp site MIGHT NEED TO MOVE TO July 3rd- depending on monthly balance	Notes:

July 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 CONV-	6 AH-2 DAYS GTM- GO LIVE PREPARATION AND REFRESHER TRAINING	7	8
9	10	11 AH- 3 DAYS ONSITE- GO LIVE OVER THE COUNTER PROCESSING	12 AH-4 DAYS ONSITE- GO LIVE OVER THE COUNTER PROCESSING	13 AH-4 DAYS ONSITE- GO LIVE OVER THE COUNTER PROCESSING	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Notes:				