

**AGENDA**

Joint Administrative Services Board  
Monday January 30, 2017 1:00 p.m.  
Joint Government Center

**1. Call to Order.**

Determination of Quorum  
Selection of Chairperson  
Selection of Vice-Chairperson

Establishment of meeting calendar. Please consider the following:

Date	Time	Location	Topic(s)
02/27/17	1:00:00 PM	JGC	Health Ins, Budget, Technology
03/27/17	1:00:00 PM	JGC	Health Insurance, Budget, Technology
04/24/17	1:00:00 PM	JGC	Technology
05/22/17	1:00:00 PM	JGC	Audit, Technology
06/26/17	1:00:00 PM	JGC	<i>If needed</i>
07/24/17	1:00:00 PM	JGC	<i>If needed</i>
08/28/17	1:00:00 PM	JGC	<i>If needed</i>
09/25/17	1:00:00 PM	JGC	Technology
10/23/17	1:00:00 PM	JGC	Director Evaluation
11/27/17	1:00:00 PM	JGC	<i>If needed</i>
12/18/17	1:00:00 PM	JGC	<i>If needed</i>
01/22/18	1:00:00 PM	JGC	Organization, Budget, Technology

**2. Approval of Minutes. (October 24 Minutes Attached).**

**3. ERP Update.**

- a. **Utility Billing is live.**
- b. **Taxation.**
- c. **Budgeting of FY 18 Operating Cost.** The annual operating cost of the ERP system is \$120K. To date this cost has been budgeted and charged to the capital budget, but in July the capital project will be complete. There is an estimated surplus in the capital project which might cover this (it will be close), but there are additional capital expenditures which should be considered: a new assessment system, and upgrading the ESRI mapping system. There are therefore three options for charging FY 18 ERP operating cost:

- i. Charge to Capital knowing it will be close, and supplement for additional expenditures later if necessary.
- ii. Charge to General Fund and School Fund 50/50.
- iii. Charge to Joint Administrative Services (shown in budget below).

4. **JAS 2018 Budget.** Please find a budget proposal attached.

5. **Next Meeting February 27.**



Charles "Chip" Schutte - Aye  
David Weiss - Aye

4. 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.*

Tom Judge briefly reviewed.

b. Permits and Code Enforcement

*The Building Department's participation remains unclear.*

David Ash advised that the Building Department anticipated a November 1 start with the understanding that it had received a large number of new construction permits. He further stated that the Building Department asked for assurance that it would not be chastised for what it could not accomplish during Munis implementation.

Gordon Russell suggested review of reporting requirements.

David Ash advised that the Building Department provided a great number of reports to various agencies, as well as citizens.

Tom Judge advised that funds were available for training if necessary.

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. We are scheduling a date in early November to clear up outstanding issues prior to go live.*

Tom Judge briefly reviewed.

d. Taxation

*Tyler cancelled the initial scheduled meeting to discuss data conversion. This has been rescheduled for October 28.*

Tom Judge briefly reviewed.

e. Upgrade from Munis 10.5 to Munis 11.2

*The upgrade took place October 4. The upgrade caused configuration problems on client computers, but Government and School IT departments were quick to respond. Tyler should have informed us of this in advance. A small number of employees have taken advantage of the self-learning opportunities offered by Tyler University.*

Tom Judge briefly reviewed.

f. Commonwealth Computers

*Computers maintained by the Commonwealth, including General District Court, Juvenile Court, Clerk of the Circuit Court, and Social Services are operating old applications that rely on old versions of the internet explorer browser. Munis requires newer versions of IE. Government IT plans to install Munis dedicated computers at these locations rather than continuing to work through the Commonwealth to resolve configuration problems.*

Tom Judge briefly reviewed.

Gordon Russell indicated that it would cost approximately \$260 per computer with two computers per agency.

g. Virginia Munis Users Group

*A statewide meeting of Virginia Munis Users will take place November 15. Two JAS employees will attend. All users have been informed of the opportunity.*

Tom Judge briefly reviewed.

h. Employee Self Service (ESS)

*This website is now available to all employees. It shows pay/tax information, leave balances, allows time off requests for some agencies, allows time entry for some agencies, and provides links to VRS, Anthem, benefits forms, new employee packets, etc. It also displays announcements and required legal notices. JAS is now directing staff to this site for employee communication. We are learning how this site can be used for open benefits enrollment, employee evaluation, and maintenance of certification.*

Tom Judge briefly reviewed.

Chuck Bishop questioned how the posting of notices would be communicated to staff.

Tom Judge stated that he didn't think the system could generate a notice; however, if the matter was time sensitive, his office could initiate an email notice.

5. 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 autoescalation is January 1, 2017. The opt out period is October 1 to December 15. We have notified the 69 employees and will do so twice more.*

Tom Judge briefly reviewed.

David Ash questioned withdrawal after the opt-out period.

Tom Judge was not certain that discontinuation would be permitted.

6. Flexible Benefits Plan Adopting Resolution.

*Please adopt the attached [below] resolution formalizing our flexible benefits plan. Our original plan was adopted many years ago and signed copy cannot be found. In addition, Federal law has changed since that time. This plan does not change the terms of our current flexible benefits plan.*

Tom Judge summarized the requested action.

**Chuck Bishop, seconded by Chip Schutte, moved to adopt the resolution as presented. The motion carried by the following vote:**

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

**ADOPTING RESOLUTION**

*The undersigned authorized representative of Clarke County (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on October 24 and that such resolutions have not been modified or rescinded as of the date hereof:*

*RESOLVED, that the form of amended Cafeteria Plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective September 1, 2016, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.*

*The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Clarke County Flexible Benefits Plan as amended and restated, and the Summary Plan Description approved and adopted in the foregoing resolutions.*

Date: \_\_\_\_\_  
Signed: \_\_\_\_\_  
[print name/title]

7. Move to Primary

*The Board of Supervisors directed JAS to accept the invitation of the School Division to occupy offices at the Berryville Primary school. The expected move date is August 2017.*

Tom Judge briefly reviewed.

David Weiss provided a brief summary of the Board of Supervisors action to approve the move. He asked that policies be developed to address various concerns raised by the Supervisors.

8. Special Needs for members of the Hybrid Retirement Plan

*The Hybrid Retirement plan has several moving parts, and it is clear that few members of this plan understand it. As the number of employees grows the impacts on management, employees, and the payroll office are becoming clear. A particular example arose recently whereby a hybrid member on medical leave was unaware of their disability insurance policy. The issue was only discovered by payroll via the "grapevine" and rectified in "crisis mode" during payroll processing.*

*Because payroll often learns of such situations long after the fact, management and employees will need to proactively pursue their benefits on the front end, and sort through the implications for leave accrual before the event. Other poorly understood issues are: investment choices, employer matches, and arrears contributions.*

Tom Judge suggested instructing hybrid employees to check forms provided on line or to contact VRS. He opined that the burden lies with the employee to navigate the system to address their individual needs.

Chuck Bishop commented that it was his understanding that the hybrid plan restricted the amount of leave an employee could bank.

Tom Judge responded that he believed hybrid employees could bank thirty days.

Chuck Bishop and Tom Judge agreed that hybrid plan policies were complex.

David Ash suggested that a policy be established and employees provided options without recommendation.

It was noted that not all employees were assigned County email addresses. Tom Judge put forth that he believed that his office had email addresses for all employees.

9. Part-time employee

*We are seeking part time assistance for payroll over the next several months. The funds are budgeted and are needed due to: hybrid default, early December payroll, ACA reporting, and W2 processing. In addition, the threat of reporting penalties from IRS, VRS, and ICMA continues to make the situation risky. We were able to avoid hiring PT last year, despite implementing a new system, only by delaying other responsibilities and assisting payroll, but we are no longer able to do so.*

Tom Judge summarized his agency's request.

10. Next Meeting

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

11. Adjournment

**At 1:56 pm, Chip Schutte, 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

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Minutes Recorded and Transcribed by Lora B. Walburn



01/25/2017 13:47  
2600tjudge

Clarke County  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20181 Operating FY 18

FOR PERIOD 99

ACCOUNTS FOR:

Accounts			2016	2017	2017	2017	2017	2018	PCT
Finance & Purchasing			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	PROPOSED	CHANGE
10700010	1100	Salaries	398,319.98	411,827.00	411,827.00	410,692.13	411,827.00	410,693.00	- .3%
10700010	1300	PT Sal	122.55	.00	.00	198.00	.00	5,000.00	.0%
10700010	2100	FICA	29,488.72	29,858.00	29,858.00	29,668.29	29,858.00	30,361.00	1.7%
10700010	2210	VRS 1&2	56,328.95	59,948.00	59,948.00	60,434.54	59,948.00	67,027.00	11.8%
10700010	2300	Health Ins	29,291.04	31,690.00	31,690.00	31,860.12	31,690.00	34,868.00	10.0%
10700010	2400	Life Ins	4,738.25	5,357.00	5,357.00	5,400.39	5,357.00	5,382.00	.5%
10700010	2750	RHCC	4,233.60	4,539.00	4,539.00	4,575.91	4,539.00	5,054.00	11.3%
10700010	2800	Leave Pay	345.00	.00	.00	.00	.00	.00	.0%
10700010	3000	CS	70.00	.00	.00	2,132.67	.00	1,000.00	.0%
10700010	3120	Fin & Aud	32,400.00	36,000.00	36,000.00	36,215.00	36,000.00	37,000.00	2.8%
10700010	3600	Advertise	171.60	200.00	200.00	.00	200.00	200.00	.0%
10700010	5210	Postal	1,441.30	600.00	600.00	599.05	600.00	2,000.00	233.3%
10700010	5230	Telephone	1,271.94	1,000.00	1,000.00	734.47	1,000.00	1,000.00	.0%
10700010	5500	Travel	.00	1,500.00	1,500.00	799.76	1,500.00	1,500.00	.0%
10700010	5510	Mileage	674.57	800.00	800.00	215.46	800.00	600.00	-25.0%
10700010	5800	Misc	14,728.48	.00	.00	.00	.00	.00	.0%
10700010	5810	Due & Memb	210.00	500.00	500.00	425.00	500.00	500.00	.0%
10700010	6000	Mat&Sup	408.67	1,200.00	1,200.00	2,588.46	1,200.00	2,000.00	66.7%
TOTAL Finance & Purchasing			574,244.65	585,019.00	585,019.00	586,539.25	585,019.00	604,185.00	3.3%
10700020	3320	Maint Con	1,942.78	7,500.00	7,500.00	1,248.05	7,500.00	122,000.00	1526.7%
10700020	6000	Mat&Sup	27.50	100.00	100.00	-1.00	100.00	500.00	400.0%
10700020	8200	CO Adds	.00	.00	.00	.00	.00	1,000.00	.0%
TOTAL Data Processing/IT			1,970.28	7,600.00	7,600.00	1,247.05	7,600.00	123,500.00	1525.0%
GRAND TOTAL			576,214.93	592,619.00	592,619.00	587,786.30	592,619.00	727,685.00	22.8%

\*\* END OF REPORT - Generated by Thomas Judge \*\*