

AGENDA

Joint Administrative Services Board
Monday April 24, 2017 1:00 p.m.
Joint Government Center

1. **Call to Order.**
2. **Approval of Minutes. (February 27 Minutes Attached). Pg. 2**
3. **ERP Update.**
 - a. Taxation implementation deferred to August with go live mid-December; iterative conversion of data continuing.
 - b. Assessment System procurement underway.
 - c. Switchover to “Supervisor by Position”.
 - d. Will implement expanded list of Personnel Action Codes (attached).
 - e. Pay advice by ESS only starting July 1.
 - f. Open enrollment for Flexible Benefits on ESS: May 1 to May 15. Seven training sessions completed. Possibly a prelude to Health Insurance Open Enrollment in future years.
 - g. Fixed Assets to be shared with account managers for data update and maintenance. Can be built out with data such as:
 - a. Registrations and Warranties.
 - b. Site plans and building plans.
 - c. Descriptive data, mileage, associated equipment, storage location, etc.
 - h. Confidentiality of client data is functioning.
 - i. E-procurement working with Amazon, looking at adding School Specialties, Grainger, and eVA (state contracts).
 - j. Now testing vendor invoice submittal via Vendor Self Service.
 - k. Still to do: Taxation, online bill payment, meter read import, automate employment contracts.
 - l. Inventory can be built out if desired:
 - a. Textbooks.
 - b. Athletic Equipment.
 - c. Equipment assigned to emergency services personnel.
 - m. Human Resource module can be built out if desired:
 - a. Photos
 - b. Evaluations
 - c. Job Descriptions
 - d. Certifications.
 - e. Applicant Tracking.
4. **FY 18 Budget and Salary Increases.** The attached budget includes a 3% salary increase and a reduction to health insurance since it was requested by the JAS Board. Approval for an across the board 3% salary increase is requested.
5. **Next Meeting May 22. Possibility: Munis demo.**

3. ERP

Taxation

- To date, worked with Tyler 12 days on system set up - 3 more days scheduled for March.
- Focusing on data clean up prior to import.

Assessments

- Requested quote but company has not yet responded.

4. Health Insurance: Local Choice Renewal

- FY2018 3.2% rate reduction.
- FY2018 benefits changes:
 - o LiveHealth Online EAP will now be available for accessing member's four free counseling sessions.
 - o LiveHealth Online will be available for accessing Future Moms with Breastfeeding Support, at no extra cost

Vice Chair Weiss, seconded by Chuck Bishop, moved to accept the FY2018 Health Insurance Rates. The motion carried by the following vote:

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

Draft for Approval April 24, 2017

FY 18 Monthly Health Benefit Rates

Effective 6/16/2017

Source: Joint Administrative Services

A. Plan Rates	Cost	Employer	Employee	Employer FY 18 Share*	Employer FY 17 Share*	FY 18 Employer Annual
<u>KA 250 Plan Option</u>						
<u>Regular Full Time</u>						
Single	674.00	569.66	104.34	85%	84%	6,838
Dual	1,247.00	621.58	626.42	50%	50%	7,469
Family	1,820.00	907.28	912.72	50%	50%	10,887
<i>Transportation, Food Service & Other</i>						
Single	674.00	480.67	193.33	71%	71%	5,768
Dual	1,247.00	524.48	722.62	42%	42%	6,284
Family	1,820.00	765.55	1,054.45	42%	42%	9,187
<u>KA 600 Plan Option</u>						
<u>Regular Full Time</u>						
Single	620.00	569.66	50.34	92%	92%	6,830
Dual	1,147.00	621.58	526.42	54%	54%	7,469
Family	1,674.00	907.28	766.72	54%	54%	10,887
<i>Transportation, Food Service & Other</i>						
Single	620.00	480.67	139.33	78%	78%	5,768
Dual	1,147.00	524.48	622.62	46%	46%	6,284
Family	1,674.00	765.55	908.45	46%	46%	9,187
<u>TLC High Deductible</u>						
<u>Regular Full Time</u>						
Single	487.00	487.00	.00	100%	100%	5,844
Dual	901.00	553.75	347.25	61%	61%	6,645
Family	1,315.00	807.05	507.95	61%	61%	9,665
<i>Transportation, Food Service & Other</i>						
Single	487.00	410.92	76.08	84%	84%	4,931
Dual	901.00	467.25	433.75	52%	52%	5,607
Family	1,315.00	680.98	634.02	52%	52%	8,172
B. Account Contributions						
<u>Regular Full Time</u>						
TLC Health Savings Account Contribution (single)		82.66				992
TLC Health Savings Account Contribution (dual)		87.83				814
TLC Health Savings Account Contribution (family)		100.23				1,203
<i>Transportation, Food Service & Other</i>						
TLC Health Savings Account Contribution (single)		69.75				837
TLC Health Savings Account Contribution (dual)		57.23				687
TLC Health Savings Account Contribution (family)		84.57				1,016
C. Total Employer Cost Per Group Health Member						
<u>Regular Full Time</u>						
Single Health		569.66				
Dual Health		621.58				
Family Health		907.28				
TLC Single Health & "HSA"		569.66				
TLC Dual Health & "HSA"		621.58				
TLC Family Health & "HSA"		907.28				
<i>Transportation & Food Service</i>						
Single Health		480.67				
Dual Health		524.48				
Family Health		765.55				
TLC Single Health & "HSA"		480.67				
TLC Dual Health & "HSA"		524.48				
TLC Family Health & "HSA"		765.55				
				Overall Change	-3.20%	

Note: Where two employees are married, and they together opt for either a dual or family option, the employer will pay two times the single employer contribution for the plan option selected.

METHOD:

- Force TLC employee single contribution to zero.
- Force 600 rates to percentage contributions from prior year.
- Force 250 employer contribution to same as 600 contribution.
- Force "HSA" contribution so total employer equal across plans.

5. Health Insurance: Preliminary COVA Local rates

Tom Judge reviewed preliminary COVA information. Highlights include:

- Program will not go into effect until this time next year – if at all.
- COVA rates are higher.
- State asking jurisdictions to agree to continued consideration. Tom Judge recommends discontinuing.
- Further consideration does not obligate the locality.

By consensus, the Board agreed to continue consideration until more information was available.

6. Next Meeting

David Ash, seconded by Chuck Bishop, moved to cancel the March 27 meeting. The motion carried by the following vote:

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

The next regularly scheduled meeting is set for April 24.

7. Adjournment

At 1:14 pm, Chip Schutte adjourned the meeting.

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

ACTION

CODE	CATEGORY	Reason/Auth Code	REASON/AUTH	CATEGORY
B100	B	B01	Health Insurance	
B100	B	B02	Federal Tax	A ATTENDANCE
B100	B	B03	State Tax	B BENEFIT CHANGE
B100	B	B04	Flex Benefit	E EVALUATION
B100	B	B05	Other Benefit	I INJURY/INCIDENT
E100	E	E01	Initial	L LEAVE
E100	E	E02	Annual	N NEW HIRE
E100	E	E03	Other	O OTHER
I100	I	I01	Injury	R REINSTATEMENT
I100	I	I02	Incident	S SALARY CHANGE
L100	L	L01	FMLA	T TERMINATE
L100	L	L02	Admin Leave with Pay	V CIVIL SERVICE VALIDATION
L100	L	L03	Admin Leave without Pay	
L100	L	L04	Short-Term Disability	
N100	N	N01	Full-Time Hire	
N100	N	N02	Part-Time Hire	
N100	N	N03	Temp/Seasonal Hire	
N100	N	N05	Stipend	
R100	R	R01	Full-time Rehire	
R100	R	R02	Part-Time Rehire	
R100	R	R03	Temp/Seasonal Rehire	
R100	R	R04	Stipend Rehire	
S100	S	S01	Promotion	
S100	S	S02	Demotion	
S100	S	S03	Position Reclassification	
S100	S	S04	Merit Pay	
S100	S	S05	Developmental Pay	
S100	S	S06	Probation Complete	
S100	S	S07	Long-Term Substitute	
S105	S	S08	Transfer with Pay Change	
S105	S	S09	Transfer No Pay Change	
T100	T	T01	Resignation	
T100	T	T02	Dismissal	
T100	T	T03	Retirement	
T100	T	T04	Deceased	
T100	T	T05	Reduction in Force	
T100	T	T06	Abandonment	
T100	T	T07	Other Termination	
O100	O	O01	Direct Deposit	
O100	O	O02	Name/Address	
O100	O	O03	Email	
O100	O	O04	Phone	
O100	O	O05	Certification	



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Clarke County
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1
bgnyrpts

PROJECTION: 20181 Operating FY 18

FOR PERIOD 99

ACCOUNTS FOR:

Joint Administrative Svcs Fund	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 ACTUAL	2017 PROJECTION	2018 ORIGINAL	COMMENT
1100 Salaries - Regular							
10700010 1100 Salaries	398,319.98	411,827.00	411,827.00	410,692.15	411,827.00	423,013.00	
TOTAL Salaries - Regular	398,319.98	411,827.00	411,827.00	410,692.15	411,827.00	423,013.00	
1300 Part Time Salaries - Regular							
10700010 1300 PT Sal	122.55	.00	.00	1,683.00	.00	5,000.00	
TOTAL Part Time Salaries - R	122.55	.00	.00	1,683.00	.00	5,000.00	
2100 FICA Benefits							
10700010 2100 FICA	29,488.72	29,858.00	29,858.00	30,388.69	29,858.00	31,164.00	
TOTAL FICA Benefits	29,488.72	29,858.00	29,858.00	30,388.69	29,858.00	31,164.00	
2210 VRS Benefits - Plans 1 & 2							
10700010 2210 VRS 1&2	56,328.95	59,948.00	59,948.00	60,554.65	59,948.00	69,036.00	
TOTAL VRS Benefits - Plans 1	56,328.95	59,948.00	59,948.00	60,554.65	59,948.00	69,036.00	
2300 Hospital/Medical Plan Benefits							
10700010 2300 Health Ins	29,291.04	31,690.00	31,690.00	31,921.25	31,690.00	30,701.00	
TOTAL Hospital/Medical Plan	29,291.04	31,690.00	31,690.00	31,921.25	31,690.00	30,701.00	
2400 Group Life Insurance Benefits							
10700010 2400 Life Ins	4,738.25	5,357.00	5,357.00	5,411.07	5,357.00	5,542.00	
TOTAL Group Life Insurance B	4,738.25	5,357.00	5,357.00	5,411.07	5,357.00	5,542.00	
2750 Retiree Health Care Credit							
10700010 2750 RHCC	4,233.60	4,539.00	4,539.00	4,585.03	4,539.00	5,203.00	
TOTAL Retiree Health Care Cr	4,233.60	4,539.00	4,539.00	4,585.03	4,539.00	5,203.00	
2800 Annual Leave Payouts							
10700010 2800 Leave Pay	345.00	.00	.00	.00	.00	.00	
TOTAL Annual Leave Payouts	345.00	.00	.00	.00	.00	.00	
3000 Purchased Services							
10700010 3000 CS	70.00	.00	.00	2,132.67	.00	1,000.00	

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Clarke County
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 2
bgnyrpts

PROJECTION: 20181 Operating FY 18

FOR PERIOD 99

ACCOUNTS FOR:

Joint Administrative Svcs Fund	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 ACTUAL	2017 PROJECTION	2018 ORIGINAL	COMMENT
TOTAL Purchased Services	70.00	.00	.00	2,132.67	.00	1,000.00	
3120 Finance & Auditing							
10700010 3120 Fin & Aud	32,400.00	36,000.00	36,000.00	36,215.00	36,000.00	37,000.00	
TOTAL Finance & Auditing	32,400.00	36,000.00	36,000.00	36,215.00	36,000.00	37,000.00	
3600 Advertising							
10700010 3600 Advertise	171.60	200.00	200.00	.00	200.00	702.00	
TOTAL Advertising	171.60	200.00	200.00	.00	200.00	702.00	
5210 Postal Services							
10700010 5210 Postal	1,441.30	600.00	600.00	822.38	600.00	2,000.00	
TOTAL Postal Services	1,441.30	600.00	600.00	822.38	600.00	2,000.00	
5230 Telephone							
10700010 5230 Telephone	1,271.94	1,000.00	1,000.00	1,055.97	1,000.00	1,000.00	
TOTAL Telephone	1,271.94	1,000.00	1,000.00	1,055.97	1,000.00	1,000.00	
5500 Travel							
10700010 5500 Travel	.00	1,500.00	1,500.00	799.76	1,500.00	1,500.00	
TOTAL Travel	.00	1,500.00	1,500.00	799.76	1,500.00	1,500.00	
5510 Travel Local Mileage							
10700010 5510 Mileage	674.57	800.00	800.00	246.49	800.00	600.00	
TOTAL Travel Local Mileage	674.57	800.00	800.00	246.49	800.00	600.00	
5800 Miscellaneous							
10700010 5800 Misc	14,728.48	.00	.00	.00	.00	.00	
TOTAL Miscellaneous	14,728.48	.00	.00	.00	.00	.00	
5810 Dues Subscripts & Memberships							
10700010 5810 Due & Memb	210.00	500.00	500.00	460.00	500.00	500.00	
TOTAL Dues Subscripts & Memb	210.00	500.00	500.00	460.00	500.00	500.00	
6000 Materials and Supplies							
10700010 6000 Mat&Sup	408.67	1,200.00	1,200.00	2,723.78	1,200.00	2,000.00	

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 Clarke County
 NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

 P 3
 bgnyrpts

PROJECTION: 20181 Operating FY 18

FOR PERIOD 99

ACCOUNTS FOR:

Joint Administrative Svcs Fund	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 ACTUAL	2017 PROJECTION	2018 ORIGINAL	COMMENT
TOTAL Materials and Supplies	408.67	1,200.00	1,200.00	2,723.78	1,200.00	2,000.00	
10700020 3320 Maint Con	1,942.78	7,500.00	7,500.00	1,498.05	7,500.00	2,000.00	
TOTAL Maintenance Service Co	1,942.78	7,500.00	7,500.00	1,498.05	7,500.00	2,000.00	
6000 Materials and Supplies							
10700020 6000 Mat&Sup	27.50	100.00	100.00	-1.00	100.00	500.00	
TOTAL Materials and Supplies	27.50	100.00	100.00	-1.00	100.00	500.00	
8200 Capital Outlay Additions							
10700020 8200 CO Adds	.00	.00	.00	.00	.00	1,000.00	
TOTAL Capital Outlay Additio	.00	.00	.00	.00	.00	1,000.00	
TOTAL Joint Administrative S	576,214.93	592,619.00	592,619.00	591,188.94	592,619.00	619,461.00	
GRAND TOTAL	576,214.93	592,619.00	592,619.00	591,188.94	592,619.00	619,461.00	

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

Employee	Last Name	First Name	Position	Position Description	FTE	Annual Salary
6	JUDGE	THOMAS	1005	JAS DIRECTOR	1.0000	127,691.00
7	GILLEY	ORETHA	1058	ACCOUNTANT 1	1.0000	69,802.00
8	SHECKELS	SALLY	1096	PAYROLL COORDINATOR	1.0000	51,178.00
223	BENNETT	BRENDA	1064	ACCOUNTANT 2	1.0000	63,260.00
224	JOHNSON	EMILY	1093	ACCOUNTS PAYABLE CRD	1.0000	41,573.00
225	LEGGE	MICHAEL	1102	PURCHASING MANAGER	1.0000	60,886.00
226	WILEY	PATRICIA	1104	JAS ADMIN ASST	1.0000	45,155.00