

**AGENDA**

Joint Administrative Services Board  
Monday May 22, 2017 1:00 p.m.  
Joint Government Center

1. **Call to Order.**
2. **Approval of Minutes. (April 24 Minutes Attached).**
3. **IRS Refund.** The \$14K IRS refund has not been received after several follow-up inquiries. \$2K legal expenses have been paid in this regard, making the JAS budget tight. Further follow-up is being pursued.
4. **Munis Demonstration:**

JAS Staff will demonstrate MUNIS as follows:

Tom: Dashboard (10 minutes).

Annette: demonstrate Account Inquiry (15 minutes).

Emily: demonstrate AP and VSS (15 minutes).

Brenda: demonstrate Fixed Assets (15 minutes).

Annette and Brenda: demonstrate Grants and Projects (15 minutes).

The goal will be to present an overall impression of the system.

Joint Administrative Services Board  
April 24, 2017 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, April 24, 2017 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, Chip Schutte, David Weiss

Members Absent: Sharon Keeler

Staff Present: Tom Judge, Gordon Russell, Lora Walburn

Others Present: None

1. Call To Order - Determination of Quorum

At 1:00 pm, Chip Schutte called the meeting to order having determined that a quorum was present.

2. Approval of Minutes

**Chuck Bishop, seconded by David Ash, moved to approve the February 27, 2017, minutes as presented. The motion carried by the following vote:**

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

3. ERP Update

a. *Taxation implementation deferred to August with go live mid-December; iterative conversion of data continuing.*

b. *Assessment System procurement underway.*

– Tyler's system is very expensive.

- Mike Legge is working on procurement. RFP not yet published.
- c. *Switchover to "Supervisor by Position".*
- d. *Will implement expanded list of Personnel Action Codes.*
- 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.*
- Account managers must verify information such as vehicles, equipment, etc.
- h. *Confidentiality of client data is functioning.*
- i. *E-procurement working with Amazon, looking at adding School Specialties, Grainger, and e VA (state contracts).*
- j. *Now testing vendor invoice submittal via Vendor Self Service.*
  - At this time, Tom Judge does not believe that a large percentage will use the 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*
- n. *Certifications.*
- o. *Applicant Tracking.*

4. FY 18 Budget and Salary Increases.

The 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.

Tom Judge requested that the Joint Administrative Service Board approve the FY2018 Joint Administrative Budget including the 3% Salary Increase. He advised that this evening the Schools would be recommending a 3% across-the-board increase.

Chuck Bishop provided further explanation of the Schools' FY2018 pay adjustments.

**David Weiss, seconded by David Ash, moved to accept the Joint Administrative Services FY2018 Budget with salary increases. The motion carried by the following vote:**

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

5. Next Meeting

The next regularly scheduled meeting is set for May22, 2017. Tom Judge advised that he did not have a big agenda and suggested a Munis demonstration of select segments.

6. Adjournment

At 1:24 pm, Chip Schutte adjourned the meeting.

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Minutes Recorded and Transcribed by Lora B. Walburn