

AGENDA

Joint Administrative Services Board
Monday September 25, 2017 1:00 p.m.
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum**
3. **Approval of Minutes. (April 24 and May 22 Minutes Attached).**
4. **ERP Update.**
 - a. *Demonstration of Human Resources, Payroll, and Employee Self Service.*
 - b. *Demonstration of Purchasing, Contracts, and E-Procurement.*
 - c. *Taxation.* Training October 17, 18, 19
Training October 31, November 1, 2
End-User training (no consultant) during November.
Go Live December 14 - 21
 - d. *Upgrade from Munis 11.2 to Munis 11.3.* Tentatively scheduled for Early October.
5. **Next Meeting October 23.**

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.

Minutes Recorded and Transcribed by Lora B. Walburn

Joint Administrative Services Board
May 22, 2017 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, May 22, 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, Sharon Keeler

Members Absent: Chip Schutte, David Weiss

Staff Present: Brenda Bennett, Annette Gilley, Emily Johnson, Tom Judge,

Others Present: None

1. Call To Order - Determination of Quorum

At 1:00 pm, in the absence of the Chair and Vice Chair, Tom Judge called the meeting to order having determined that a quorum was present.

2. Approval of Minutes

Approval of minutes was carried forward to the next regularly scheduled meeting.

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 demonstrated 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).

5. Next Meeting

The next regularly scheduled meeting is set for June 26, 2017.

6. Adjournment

At approximately 2:00 pm, Tom Judge adjourned the meeting.

Minutes Recorded and Transcribed by Lora B. Walburn

