

AGENDA

Joint Administrative Services Board
Monday October 23, 2017 1:00 p.m.
Joint Government Center

1. **Call to Order.**
2. **Determination of Quorum**
3. **Approval of Minutes. (September 25 Minutes Attached).**
4. **ERP Update: Taxation.**
 - a. Schedule:
 - i. Implementation Began July 26, 2016.
 - ii. 26 sessions of training/setup to date. Not all staff attended all sessions.
 - iii. User Training October 31, November 1, 2
 - iv. Internal User Training with scripts (no consultant) throughout November.
 - v. Tyler on site or GTM for Go Live: December 14,15,18,19,20,21
 - vi. Back on site in January for Income Tax.
 - b. Tyler will credit one training day for technical problems.
 - c. Tyler will add additional Project Manager (not sure of role).
 - d. Staff request for hard copy documentation specific to Clarke.
 - e. Need to evaluate readiness for go live: additional training days? Postponement?
5. **Next Meeting October 23.**

Joint Administrative Services Board
September 25, 2017 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, September 25, 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, David Weiss

Members Absent: Sharon Keeler, Chip Schutte

Staff Present: Emily Johnson, Tom Judge, Gordon Russell, Stephanie Smith

Others Present: None

1. Call to Order - Determination of Quorum

At 1:00 pm, David Weiss 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 April 24, 2017 and the May 22, 2017 minutes as presented. The motion carried by the following vote:

David Ash	- Aye
Chuck Bishop	- Aye
David Weiss	- Aye

3. ERP Update

Mr. Judge stated that staff is proceeding with the procurement of an assessment system. Staff is currently reviewing the two proposals that were received. Donna Peake is looking into the references. Demonstrations of the software were presented to staff. Staff plans to have a solid figure for the new assessment system for the FY 19 Budget process. Mr. Judge stated that the current assessment system runs on the AS400 which is an expensive piece of machinery that may need to be replaced in the future if there is still a system running on it. Staff feels that it is prudent to seek another assessment system that does not run on the AS400 to avoid the need to replace it.

Mr. Judge stated that time and leave reporting for teachers and instructional assistants will continue to be maintained in Aesop and will be imported to Munis on a monthly basis. Similarly, Fire and EMS will have their own system for time entry and leave management and an interface will be developed for a monthly import to Munis. On October 1, 2017, the final batch of employees set to use the system will be going live with using Munis Self Service for timekeeping purposes.

a. Demonstration of Human Resources, Payroll, and Employee Self Service:

Tom Judge gave a demonstration of human resources and payroll in Munis for approximately fifteen minutes. Topics covered included open positions, new hires, employee inquiry, employee central, workforce central, payroll processing, HR command center, and personnel actions.

Emily Johnson gave a demonstration of Employee Self Service for approximately ten minutes. Topics covered included pay/tax information, smart phone access, the resources tab, benefits information, personal information changes, time off requests, and time entry.

b. Demonstration of Purchasing, Contracts, and E-Procurement:

Mike Legge gave a demonstration of purchasing, contracts, and e-procurement in Munis for approximately twenty five minutes. Topics covered included purchase request entry and inquiry, central store catalog and ordering, contract entry and inquiry, and e-procurement with Amazon.

c. Taxation

Training is scheduled to be held October 17, 18, and 19, and also October 31, November 1, and 2. End-user training is planned for November. The expected go-live date for real estate and personal property taxation is December 14-21. The expected 'go-live' date for state income taxation is early January.

d. Upgrade from Munis 11.2 to Munis 11.3: This upgrade is tentatively scheduled for early October.

4. Other Outstanding Issues

Mr. Judge stated that Pat Wiley, Administrative Assistant for Clarke County Purchasing has announced her retirement. She will be retiring as of January 1, 2018. Ms. Wiley has worked for Clarke County for twenty eight years.

5. Next Meeting

The next regularly scheduled meeting is set for October 23, 2017.

6. Adjournment

At 2:11 pm, David Weiss adjourned the meeting.

Minutes Recorded and Transcribed by Stephanie Smith