

Joint Administrative Services Board
September 23, 2013 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, September 23, 2013 at 1:00 pm in Berryville Clarke County Government Center Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor; Berryville, Virginia.

Members Present

David Ash; Sharon Keeler; Michael Murphy [*left 1:45 pm*]; Chip Schutte

Members Absent

J. Michael Hobert

Staff Present

Tom Judge; Gordon Russell; Ed Shewbridge; Lora Walburn

Others Present

None

1. Call to Order - Determination of Quorum

At 1:03 pm, Chairman Schutte called the meeting to order.

2. Approval of Minutes

David Ash, seconded by Sharon Keeler, moved to approve the August 26, 2013 meeting minutes as presented. The motion carried as follows:

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Absent
Charles "Chip" Schutte	-	Aye

Tom Judge introduced Ed Shewbridge, CCPS Director of Information Technology.

Mike Murphy joined the meeting at 1:05 pm.

3. ERP RFP Review of Key Considerations

The RFP has been reviewed by Sandy Terry, Steve Brown, and Dennis Sandala and is ready to distribute to twelve vendors October 1. Considerations:

- a. The RFP calls for the County to provide a training coordinator. See the Clarke resource requirements attached.*
- b. JAS will seek proposals from consultants to assist in evaluation and contracting, with a decision to accept such a proposal only after the November 12 due date.*
- c. In an effort to reduce cost the RFP asks vendors to provide prices for pre-printed forms only when their system is incapable of printing such a form.*
- d. The Board should begin considering how system administration will be handled in the future.*

Highlights of Board review include:

- Project Responsibilities:
 - o Staffing list was modified to reflect the level of staffing Clarke County could reasonably provide.
 - o Joint Administrative Services will act as the Technology Governance Board.
 - o Tom Judge is the Project Manager.
 - o Gordon Russell and Ed Shewbridge will be the Technical Team.
- Item a. Training Coordinator
 - o Tom Judge suggested identifying someone within the organization to perform the duties of Training Coordinator. The Training Coordinator would:
 - Help identify which training model would work best: train the trainer, or train everyone who touches the systems, on-site training, web-based training, etc.
 - Need to determine who needs to be trained.
 - When and where the training would take place.
 - Mike Murphy put forth that he might have a staff member that would be an excellent trainer but he would prefer to review this with them before making a commitment.
 - Chairman Schutte put forth that he preferred having the vendor conduct the training.

- Gordon Russell spoke in support of conducting “train the trainer” training to create an onsite quick response team.
 - Item b. Consultant to Review Proposals
 - In October, Tom Judge will put out an RFP for consultants so that when the RFP proposals for the ERP are received no time will be lost in search of a consultant.
 - Item c. Pre-printed Forms
 - Tom Judge believes that the new system will move County operations away from pre-printed forms.
 - A list of certain forms is included in the RFP and vendors will be asked to supply pricing.
 - Item d. System Administration
 - Would like to being discussion of system administration including:
 - Log-in ID’s
 - Back-up Process
 - Security Monitoring
 - Thru-put Statistics.
 - It is time to start thinking about staffing and how responsibilities will be split between the Schools and the General Government.
 - Miscellaneous Points
 - Costing data has been added to the RFP.
 - Looking at transitioning two years of data into the new system with longer-term, historical look ups pulled from the old system.
 - Departments can aid the transition by performing data clean up.
4. Other Technology Governance Issues: Training, Fiber Backbone Update Zimbra/BoardDocs cross testing. Joint Technology Plan update. HR policy and classification matters. Data cleanup.

Fiber Backbone

- The ComCast lease on fiber running up Route 7, owned by the County, is due to expire.
- Gordon Russell noted that in a meeting this morning ComCast seemed willing to extend the lease for an additional ten years at the current price.
- Gordon Russell expressed a desire to continue to work with Shentel to expand our own and create a more robust network.

- Shentel is planning to expand down to at least Boyce.
 - Shentel is hoping that the County will come on board to help share the cost of the Boyce expansion.
 - Next step with Shentel is for the County to clarify where it wants connections and to put that into the 470 application window coming up in December through March. This expenditure is eligible for a 40% reimbursement through the school. Mike Murphy stated that the School's would alert its e-rate consultant.
 - Tom Judge noted that his office would have to clarify whether the funds were already budgeted; and from a procurement standpoint, his office would have to verify that Shentel was a sole-source.
- Gordon Russell reported that while Sheriff Roper believes that fiber to some of the towers would be good to have without the additional funds to do so it is not essential.

Zimbra/BoardDocs Cross Training

- Schools and Zimbra Cross Training:
 - Willing to train on Zimbra.
 - Researching Google mail.
 - Transition to Zimbra or Google would eliminate the cost of Microsoft Outlook.
 - Gordon Russell offered to set up a demo mail address for Mike Murphy and Ed Shewbridge.
- Board of Supervisors and BoardDocs Cross Training:
 - Cross training was ill timed conflicting with the additional demands of budget session.
 - 36 jurisdictions within Region III: 34 compile and post using Adobe Acrobat; Frederick County - Laserfische; City of Harrisonburg - Granicus.
 - Top reasons cited for use of Adobe:
 - Widely-recognized format that allows free download of its Reader application.
 - Prohibitive cost of agenda-preparation software, particularly for smaller jurisdictions. City of Harrisonburg provided its proposal - Discounted 2011 Price: Upfront \$3,623 for suite; \$840 per month. Standard 2011 Cost: Upfront \$5,348.50 for suite; \$1,180 monthly.

Mike Murphy left the meeting at 1:30 pm

5. VaCorp/VRS Local Disability Program Pending Decision.

The Government and Schools need to decide by November 1 whether to participate in the VRS Disability Plan or another Disability Plan with similar terms. The consideration should consider the following:

- a. Participation in the VRS Plan is irrevocable.
- b. Certain Commonwealth administered insurance pools such as LODA and Worker's Compensation have awarded generous claims, making their policies more expensive over time. It is not clear whether the VRS program may behave similarly.
- c. The City of Harrisonburg has completed procurement with The Standard, an insurance company offering te1ms that meet the requirements of the VRS program.
- d. The initial The Standard rates are better:

Proposed Disability Insurance Rates (% of payroll)		
Group Name	The Standard	VRS
Government	.79	.91
School Non-Professional	.37	.91
School Professional	.37	.39

The VaCorp proposal prepared by The Standard is attached. However, though VaCorp requested the proposal, their charter does not permit them to offer it. Rather, Clarke would work directly with The Standard. With Board approval JAS will work with Harrisonburg and the Standard to develop the actual contracts. The following action is recommended: *"Be it resolved that the Joint Administrative Services Board recommends that the Clarke County School Board and the Clarke County Board of Supervisors notify the Virginia Retirement System that each severally intends to opt out of the disability insurance program offered in conjunction with the new Hybrid Retirement Plan, and contract with The Standard to provide such coverage under the terms and conditions obtained by the City of Harrisonburg"*.

Mike Murphy rejoined the meeting at 1:39 pm.

Tom Judge reminded that the Hybrid Plan, containing the requirement for a local disability program, begins January 1, 2014 for all new hires after that date. He opined that this new plan provides short- and long-term disability, which is something better than the disability retirement program currently offered.

Tom Judge recommended that the Joint Administrative Services Board recommend adoption of the suggested resolution and recommendation to its respective boards.

Chip Schutte advised that the School Board's Finance Committee had already made this recommendation to the School Board.

In response to a family emergency, Mike Murphy exited the meeting at 1:45 pm.

David Ash; seconded by Sharon Keeler, moved to adopt the following resolution: "Be it resolved that the Joint Administrative Services Board recommends that the Clarke County School Board and the Clarke County Board of Supervisors notify the Virginia Retirement System that each severally intends to opt out of the disability insurance program offered in conjunction with the new Hybrid Retirement Plan, and

contract with The Standard to provide such coverage under the terms and conditions obtained by the City of Harrisonburg".

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Absent
Charles "Chip" Schutte	-	Aye

Next Meeting

The next regular meeting is scheduled for October 28, 2013.

Adjournment

Chairman Schutte adjourned the meeting at 1:50 pm.

Minutes Recorded and Transcribed by Lora B. Walburn