Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held February 22, 2006 convening at 9:10 a.m.

The following members answered present to the roll call: Judy McCord representing Bret Griffith, Kathy Rose representing Cory Thompson, Sheryl Johnson representing Ellen Towner, Jenny Vanover, Lew Sidwell, Jack McDonald, Mindy Strum representing Rick Jones, Max Maley, Julie Taylor, Glenna Plaisted, and Sandy Mercer. Brad Hall, Tammy Woods, Eugene Foust, and Tammy Miller could not attend.   Nancy Sinclair, Patti Stocker, Cathy Donahue, Alice Rhoad, Melody Hewitt, Jon Bowers and Mary Knicely were also in attendance.

06-010   It was moved by Lew Sidwell and seconded by Jenny Vanover to approve the minutes of the December 2, 2005 meeting. A vote of approval was taken.

Sandy Mercer welcomed Nancy Sinclair the treasurer from Mount Vernon City Schools. Effective July 1, 2006, Mount Vernon City Schools will become a member district of LACA. LACA has started the conversion process and will meet with key district personnel on March 6th. The fiscal conversion is tentatively scheduled for April 24th.

The following programs will be obsolete with the September release of State Software, APE, RCPROC, VENSCN as a menu item, and RECEDT.

Melody presented a brief update from the January State Software Advisory Meeting. USASWeb version 2.0 should be released in March. The next version of USPSWeb is close to being released. EMISWeb was installed on Tuesday February 21st. Mary will be showing this to the EMIS coordinators on Friday February 24th. The next SAC meeting will be held April 5th. At that meeting, we will be setting goals for 2006-2007 year. Please email Melody anything that you feel should be a high priority.

Melody stated that a document had been added to the USAS page of LACA's web page for USASWeb Tips and Tricks. This document lists short cuts and time savers that may be helpful when using the web based programs.

A discussion was held on the ability for districts to set up Positive Pay with their bank. A district would need to send a file to their bank after every check run. The bank would only pay checks that were included in these files. No one expressed interest in Positive Pay options at this time.

Mary reminded everyone that their 5 Year Forecast needs to be refiled between April 1st and the end of May.

An email from Cheryl Swisher was distributed and explained one of two accepted methods of figuring blended overtime.

Sandy presented an update on the Disaster Recovery Plan's 5 action items. The following is a summary:

- The first committee, payroll employee is unavailable to complete payroll, has finished the task. All districts should be working on their individual Payroll Procedure Manual.
- The second committee, district office is destroyed, did not have an update.
- The third committee, LACA is destroyed, has drafted 22 steps to better prepare for a disaster. They plan to work on one a month.
    - They have worked on #15 – design fiber network so that moving to another point on the network is minimal.
    - The ITC Store Server has been purchased. Chad has attended training on setting up and managing the server.   LACA will talk with other ITCs that have purchased a Store Server about storing LACA's data on their server.
    - The FTP sever equipment has been ordered. This will give districts the ability to store spreadsheets and reports on a secure site at LACA.

Sixteen ITC are participating in the SSDT HR Project. The programs are currently in the data base design phase. The first programs are expected to roll out in April. They will be prototypes. All of the programs should be available by the end of June.

Sandy presented an update on the new fiber upgrades and distributed cost spreadsheets. She also presented a draft of district projected fees for FY07 through FY10.

Tri-Valley has agreed to pilot the DASL project. They plan on going live on May 11th.

Sandy presented a reminder that pin feed printers will be phased out with the implementation of the web based programs.

Melody and Mary presented a demonstration of the remote access tool AltraVNC. This is the product that LACA will be using to "see" your PC when you are having problems with web based applications. You do not need to install anything on your PC. You just need to call LACA and they will walk you through the connect process.

The Fiscal Advisory Meeting broke for a TimeWare presentation at 10:20 am.

The Fiscal Advisory Meeting resumed at 1:00 pm.

06-011 A motion was made by Lew Sidwell to select TimeWare as vendor of choice for the time card application. It was seconded by Jack McDonald. A vote of approval was taken.

06-012 A motion was made by Lew Sidwell for LACA to be the support service for the TimeWare application. It was seconded by Julie Taylor. A vote of approval was taken.

Maysville has agreed to be the pilot for the TimeWare project. Maysville plans to start the project this spring/summer. Licking Heights, Southwest Licking, Newark City, and

C-Tec have also stated interest in the program. LACA plans to bring the other district up in 6 month intervals.

The next Fiscal Advisory Meeting will be held on April 21, 2006, at 9:00 am.

06-013   It was moved by Julie Taylor and seconded by Jenny Vanover to adjourn the meeting at 1:25 pm.

Reported by,

Melody Hewitt
Fiscal Coordinator