

## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held August 21, 2008 convening at 9:15 a.m.

The following members answered present to the roll call: Peg Betts, Ellen Towner, Barb Donohue, Jack McDonald, Felicia Drummey, Ryan Smith for Max Maley, Julie Taylor, and Sandy Mercer. Mindy Sturm for Rick Jones arrived at 10:15. Jennie Vanover arrived at 10:25. Brad Hall, Cory Thompson, Lew Sidwell, Glenna Plaisted and Tammy Miller could not attend. Melody Hewitt, Mary Knicely, and Jon Bowers were also in attendance.

- 09-001 It was moved by Jack McDonald and seconded by Felicia Drummey to approve the minutes of the June 12, 2008 meeting. A vote of approval was taken.

The Committee welcomed Barb Donohue as the new Treasurer of the Mount Vernon Schools.

Melody demonstrated a way to use USPSWeb to track BCI and FBI checks by using the new Date Code fields. A view has been added in Safari for these new codes. Districts can use Safari ODBC to create reports. If someone other than the payroll person is tracking the BCI and FBI checks, they can access these date fields with Payroll Personnel Access (PPS).

The State Software Development Team has shared with LACA the results of their Web Applications Security Report. There were a few items that SSDT asked the ITC to review. There was only one item that will affect LACA. The audit recommended that user password be more complex. They recommend that passwords be required to have a combination of upper and lower case letters and numbers. An implementation plan/timeline for this change will be discussed with the LACATech Committee.

Mary presented an EMIS update. The FY08 recap included an update about the EMIS Newsflash change to the financial reporting and valid IRN's. When the release came out, Mary ran the program and fixed any invalid IRN's, changing them to the district IRN. The IRN's that were changed were either non-public schools or closed buildings. The change was only made in EMIS and the live accounting files were not touched. All LACA districts finished yearend reporting meeting all measures. Any funds previously withheld should have been returned. The FY09 update included the major changes to staff reporting. Mary will be going into more detail in her Staff EMIS meeting. The changes include changing the teacher position code from 205, 206, 207, and 211 to 230 with an assignment. When we get the USPS release, there will be a conversion program that will convert the existing position codes to the new codes and assignment area with an error report listing those that could not be determined. Changes are also made to who can be attached to teach classes. Only teacher, principal, superintendent, and guidance counselor position codes can be attached to classes. There is also reporting for Master Teacher designation, both on the employee, at the building level, and at the district level.

The last change mentioned is consolidating the position status codes for active jobs from N, R, D, O, and C to just C.

Melody distributed a copy of the instructions for voiding an accounting check from a prior fiscal year.

**CURRENT PROJECTS** – see: <http://www.laca.org/Usergroups/Fiscal/Projects.htm>

#### Time Clock

SERS retire hours have been added to the Timeware export.

Lakewood has half of their staff clocking in and out. They plan to finger print the rest of their staff this week. The first import of data is planned for September. The Primetime software has been loaded on all of their computers.

#### HR Kiosk

LACA is planning to schedule a workshop for September/October timeframe to help districts complete their leave approval work flows. If any other districts are interested in starting the Leave Module, please call Melody. If anyone is interested in using the Individual Professional Development Plan module, please call Melody

#### DASLFee

LACA will be scheduling a work session for districts that will be using DASLFee this year.

#### Bear

Melody has completed the transition of FISCWEB to BeAR for most districts. The rest of the districts should be completed by the end of the month. LACA will be deleting the FISCWEB and duplicate Payroll and Accounting CD directories by the end of the month.

- 09-002 Ellen Towner nominated Julie Taylor as Chairman. Peg Betts seconded the nomination. A vote of approval was taken.
- 09-003 Jack McDonald nominated Glenna Plaisted as Vice-Chairman. Julie Taylor seconded the nomination. A vote of approval was taken.
- 09-004 Mindy Sturm nominated Cory Thompson as Governing Board Rep. Ellen Towner seconded the nomination. A vote of approval was taken.

#### **GOVERNING BOARD**

Sandy announced that Jon Bowers will become the “Acting” Executive Director effective September 1<sup>st</sup>. Meghan McLeish will be replacing Heather Cronbaugh beginning September 2<sup>nd</sup> as local and state support for Special Ed. Elizabeth Faulkner is now lead support of progressbook.

Some policy changes were approved at the last Governing Board meeting. They are outlined in the Governing Board Minutes that you can find on line.

<http://www.laca.org/Internal/Minutes/GB/>

Sandy distributed a copy of LACA’s Public Records Policy. This policy only addresses records of LACA’s operation (not school district data).

When LACA’s SAS70 Audit is complete, the AOS will send LACA a website link to access the final report (.PDF file). We will forward that link on to all districts when received.

LACA distributed a list of Read Only USAS/USPS users. LACA had 94 users that had read only access that had never logged into USAS or USPS. Please review your list and disable their privilege if they are not actively using.

Sandy asked if districts would rather have the annual combined Governing Board Meeting at another time. This will be discussed at the retreat.

### **UNFINISHED BUSINESS**

LACA is in the process of developing a School District Data Availability Schedule for school district records that are kept at LACA. A sub-committee has been established to review this schedule and a copy will be presented at a future Fiscal Advisory Committee meeting. The committee will also be discussing if LACA should continue creating microfiche.

It was decided that LACA would make a couple of site visits to school districts that are currently using the Document Management System, OnBase. Jack McDonald, Mindy Sturm, and Julie Taylor stated they would be interested in participating. Melody will get these visits scheduled.

Sandy distributed a point of sale flow diagram. If the point of sale website offers either a) a direct interface to USAS using SOAP service or b) a CSV export file that can be imported to USAS using AUTOPOST, we should be able to import the information directly into your USAS files.

The Payroll testing of the disaster recovery DSL line has not occurred. There needs to be more testing on LACA’s part before we test with a district. This should be done before the next Advisory Meeting.

Melody has been in contact with MEC regarding the common remitter file for ING. The file that MEC is using is a hard coded datatrive program that would need to be created for each district. If deduction codes were changed or a new code added, LACA would need to rewrite the program for that district. Ann Wright has been in contact with ING. They will accept an excel spread sheet from the district with a limited number of columns. Districts can get this information using Safari ODBC.

Mary is still working on the reports that have been created by SEOVEC to send to GateKeeper.

The meeting with Consolidated Computer Center was held. All districts should now be transmitting their direct deposit the “new” way. Consolidated Computer is to be keeping a list of email address as contact information in case they would have system problems. You will need to make sure you keep your contact information current.

Melody distributed a copy of a Bricker & Eckler document regarding Deferred Compensation. It does not look like this will affect school districts.

#### New Business

Most districts have returned their Printer Maintenance agreements. Melody mentioned that laser printers can be covered under this agreement.

Sandy distributed a Disaster Recovery Plan Strategies document. Districts are encouraged to review the document. They should think about developing a similar document for their district.

A brief discussion was held regarding topics for the Annual Treasurer’s Retreat. A few topics were given to Julie. LACA will be covering the current options available in the Employee Kiosk.

The FY09 Fiscal Advisory Meetings will be as follows:

October 16, December 12, February 19, April 16, June 2.

09-005 It was moved by Jack McDonald and seconded by Ellen Towner to adjourn the meeting at 11:10 am.

Reported by,

Melody Hewitt  
Fiscal Coordinator