

# **Licking Area Computer Association**

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 3, 2010 convening at 9:10 a.m.

The following members answered present to the roll call: Ben Streby, Peg Betts, Ellen Towner, Lew Sidwell, Barb Donohue, Jeff Anderson, Kim Grindle for Jack McDonald, Joanne Little, Interim, Rick Jones, Kim Moyer, Jennie Vanover and Jon Bowers. Judy McCord, Mindy Sturm, Kim Cohagen, Brenda Keller, Jim Hudson, Melody Hewitt and Mary Knicely were also in attendance. Glenna Plaisted arrived at 10:00.

- 10-007 It was moved by Lew Sidwell and seconded by Peg Betts to approve the minutes of the December 4, 2009 meeting and notes of the February 26, 2010 meeting. A vote of approval was taken.

The committee welcomed Kim Moyer new treasurer at West Muskingum and Jim Hudson who will be the new treasurer at Northridge.

## **Forms Distribution**

Melody distributed Authority to Change, FTP Directory, and SERS Submission forms for district signatures.

## **State Software**

### *Fiscal Year End Closing*

Melody reviewed the Fiscal Year End Accounting Closing procedures.

### *Equipment Inventory Close*

Melody and Mary reviewed the Fiscal Year End Equipment Inventory closing procedures. Districts that are not using the Equipment Inventory sub-system will need to use the EMISFFE program to load their inventory information

### *EMIS Update*

Mary reviewed the status of EMIS-R as it will relate to fiscal users. She reviewed the data collection process, roles, and the loading of the flat files. Mary stated that the collection process will lock the accounting files. It will be necessary to coordinate the process.

## **Current Fiscal Projects**

### *Time Card*

Timeware will be presenting updates to the Timeware software after the meeting.

### *Employee Kiosk*

A software update is scheduled for the June time frame. A Kiosk Roundtable will be held at that time.

### **Governing Board**

Jon introduced Robert Rittenhouse. He was hired as a new Network Coordinator.

Jon presented the approved FY11 budget. There was no increase in fees for FY11. The only fee changes that districts may see are due to ADM fluctuations. Jon also explained the importance of following all e-rate procedures and how a simple mistake can cost a district a lot of money. While Jon did not make any recommendation for e-rate consultants, a possible list of consultants was distributed. Jon also discussed a recent eDiscovery presentation he attended and shared that he would be arranging a presentation by Al Shaffer of Bricker & Eckler for the combined governing board meeting scheduled for August 12. Treasurers, superintendents and public records officers are encouraged to attend. Finally, Jon also explained the planned changes to DASL development where support would be moved from BIG Corporation to Software Answers (currently the developers for ProgressBook and SpS). The goal is a better level of integration and lower costs.

### **Unfinished Business**

#### *Trainings*

Melody has the following meetings scheduled for June 11:

- USPS Roundtable/Fiscal Year End Payroll Closing
- Fiscal Year End/STRS Advance workshop

Jeff Davis will be conducting an Access Training on June 24<sup>th</sup>.

Melody will be scheduling a Kiosk Roundtable after the next Kiosk release

#### *OnBase*

MEC will be offering OnBase. Jon shared their pricing. It is considerably cheaper than the other options. Jon will schedule MEC for our October meeting.

#### *Reel Tape Destruction*

Jon discussed the destruction of the old reel tapes. These are a backup of the district's files as of calendar or fiscal year end. They do not contain any reports. The reports are on microfiche. LACA and each district should have copies of the microfiche. It is not possible to read these tapes.

#### *Annual Survey Results*

Melody reviewed some of the comments from the survey. There seems to be some confusion about how Bear and USASDW should be used. Melody will review these programs at our next Fiscal Advisory Meeting and the next USAS Roundtable.

LACA Retreat

Jon reminded everyone that LACA will be holding their annual retreat on June 4<sup>th</sup>. The LCESC will be taking phone calls and contacting LACA.

**New Business**

Agency Presentations

Melody asked if there would be interest in arranging presentations by Bureau of Workers Comp, IRS, and Fair Wage and Hour. It was decided that Melody will try to arrange a date for them to present.

Next Meeting

The next meeting will be August 12, 2010. This will be the combined Governing Board/Fiscal Advisory Meeting.

10-004 It was moved by Rick Jones and seconded by Ellen Towner to adjourn the meeting at 11:40 pm.

Reported by,

Melody Hewitt  
Fiscal Coordinator