Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held October 18, 2012 convening at 9:10 a.m.

The following members answered present to the roll call: Ben Streby, Lottie Fisher, Mike Sobul, Brad Hall, Ellen Towner, Glenna Plaisted, Lew Sidwell, Lynette Telek representing Judy Stahl-Reynolds, Jeff Anderson, Jack McDonald, Rowena Kyle representing Britt Lewis, Ryan Smith, Mindy Sturm representing Rick Jones and Jon Bowers.

Julie Taylor arrived at 9:12.

Patti Stocker, Brenda Keller, Melody Hewitt and Mary Myers were also in attendance.

Rob Ogg, Jenny Vanover and Kim Moyer could not attend.

13-001   It was moved by Glenna Plaisted and seconded by Brad Hall to approve the minutes of the April 12, 2012 and June 14, 2012 meetings. A vote of approval was taken.

State Software

EMIS Update
The FY2013 mandatory submission of the 5 Year Forecast is open. This first submission is due to ODE by 11:59 p.m. October 31. All submissions are via the data collector. ODE will process all submissions received at 1:00 daily, then they will be posted on ODE's site the next day.

The FY2012 Yearend Financial period H reporting opened yesterday. Make sure you have completed your capital assets either in EIS or entered the data in the EMISFFE and export the file to be loaded in the data collector. Contact Mary if you have questions or need assistance. Mary passed out the data submission requirements for period H, showing that warnings will be sent out after October 23 and 26 processing, with final submission due and out of compliance sent after October 31.

We anticipate the remaining FY2012 reporting periods to open in the next couple of weeks.

SAC Committee
The Software Advisory Meeting met on September 12, 2012. Most of the discussion was about the State Software re-write. USAS-R is on its fourth milestone release. USPS-R is on its third milestone. LACA will be testing these releases. The software should be ready for district testing with the fifth or sixth milestone. It will be very important for districts to test the software before it is ready for release candidates.

Archive databases will not be possible with the new software. After much discussion it was decided that LACA would post a recommendation to State Software that at least seven years of live information be held in the new software.

With the redesign of payroll:
- Templates will be available for entering new employees,
- Job screen will be replaced with position objects and compensation objects.
- A position object can have more than one compensation object.
- Compensation objects will be date driven and you will no longer purge contracts
- You can have more than one pay period open at the same time. You will not have to close a month before starting a new payroll
- The concept of deductions will change. There will no longer be board paid deductions.

With the redesign of accounting:
- Invoices will be tied to vendors instead of purchase orders. You no longer will be able to use the same invoice multiple times per vendor.
- SSDT is considering a quick entry screen for receipts.

State Software Release Highlights.

USPS:
An updated version of USPImport was released. Board distribution and leave projection flags were added to the export for miscellaneous pay types. A new flag has been added to allow leave balances to go into a negative balance. Additional checking has been added so you may receive additional error messages on the error report.

There were a few problems that occurred with the release:
1. USPImport will no longer calculate retire hours if a miscellaneous pay type is used. It was decided that Melody would contact Timeware and AESOP and ask if they would modify their export file to copy the value that is in the transaction length Column H on your export file into a new column P.
2. When posting OT entries in UPDCAL, it was not rounding the same way it did before.
3. Negative attendance days were not being posted.

SSDT will be correcting the rounding and negative day posting problems

USAS:
The vendor email address has been added to the .DAT file when printing purchase orders.

A third screen has been added to VENSCN. It contains information needed to allow Edge software to do ACH processing.

Frontline – AESOP and VeriTime

Frontline did a remote demonstration of their AESOP and VeriTime software. They discussed the how the AESOP and VeriTime software worked and the integration of AESOP and the Employee Kiosk.

Current Fiscal Projects
Employee Kiosk
To take advantage of the Kiosk/AESOP integration, districts will have to pay to have all employees registered in AESOP. Employees that do not require subs will be charged at a lower rate. Information will need to be passed back and forth between both applications. When an employee registers in the Kiosk, their information will automatically be sent to AESOP.

There is currently one district that is using the integration live. Once all of the bugs have been worked out, they will add more districts.

Requisition Approval Manager (RAM)
There are currently 6 LACA districts and 2 non LACA districts using RAM. Chad is also talking with 3 ITS's that are interested in offering RAM to their districts.

Chad is investigating the possibility of adding workflows for other documents such as field trips or after school use of school facilities.

Governing Board Update
Jon Bowers gave a brief update which included that the board had approved two new positions: one to provide technology services to Newark Schools, the other for LACA's network team. A pricing structure for selling RAM outside the LACA membership and five changes to the agreement with Newark Schools were approved. It was explained that LACA plans to move their data center the week of July 15, 2013. Districts are encouraged to complete all fiscal transactions necessary during that week in the prior week. The move will begin on Monday during regular business hours so that if there are any issues, full support from our vendors will be available. The internet service rates were approved at the meeting. Trish Baker was also recognized for receiving the Spence White Award for outstanding service to INFOhio.

Unfinished Business
There was no unfinished business.

New Business

Vendor Presentations
- We will wait and schedule Edge Document Management until Southwest has used the email option for purchase orders.
- A number of districts have expressed interest in the OnBase document management software. LACA will schedule a time for MicroImage and OnBase to come in for a full presentation.

Next Meeting
 Our next meeting is scheduled for December 7th. This will be our year end closing meeting and annual Christmas Luncheon.

13-002   It was moved by Ben Streby and seconded by Ellen Towner to adjourn the meeting at 11:32 am.

Reported by,

Melody Hewitt
Fiscal Coordinator