Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 13, 2013 convening at 9:09 a.m.

The following members answered present to the roll call: Ben Streby, Robert Ogg, Lottie Fisher, Mike Sobul, Brad Hall, Ellen Towner, Glenna Plaisted, Julie Taylor, Lew Sidwell Lynette Telek representing Judy Stahl-Reynolds, Jeff Anderson, Jack McDonald, Britt Lewis, Kim Moyer, Kim Cohagen representing Jenny Vanover, Rick Jones and Jon Bowers.

Debbie Creasy, Judy McCord, Tina Washka, Patti Stocker, Brenda Keller, Rowena Kyle, Cari Butler, Tonya Mickley, Mindy Sturm, Melody Hewitt, and Mary Myers were also in attendance.

Ryan Smith could not attend.

13-008 It was moved by Jack McDonald and seconded by Glenna Plaisted to approve the minutes of the April, 2013 meeting. A vote of approval was taken.

State Software

Fiscal Year End Closing
Melody and Mary reviewed the fiscal year end closing procedures.

SSDT Release Notes
Mary and Melody reviewed some of the highlights of the March release.

 Affordable Care 30 Hour Insurance Rule
Melody reviewed the changes to USPS that have been proposed by SSDT. They plan to create a report that will use the retire hours to track the hours worked. Districts must make sure they have the retire hours entered in the job screen correctly. When entering information in UDPCAL future and current, districts need to make sure they enter the correct retire hours.

STRS Employee Rate Increase
Melody discussed the employee rate change for FY14. When payroll is closing for FY13, the closing steps must be followed very carefully to ensure that the correct rate will be taken out for FY13 earnings and FY14 earnings.

 EMIS Update
 Mary thanked everyone for getting the 5 year forecast resubmission complete before the deadline. Yearend reporting is in full swing and scheduled to close July 19. This year, for staff reporting, every district needs to run the USPEMS, the USPEMX option and notify Mary prior to closing the fiscal year on payroll.   She will then copy the

appropriate staff files to the Data collector and advise the EMIS Coordinators to not do the SIF collection to pull staff data, but instead just do the flat file collection. This will assure the correct data is reported for staff and does not cause any problems with purging new contracts for July payrolls.

Current Fiscal Projects

Requisition Approval Manager (RAM)
There are now 8 LACA districts using RAM.   There are 6 other ITC's for a total of 9 districts using RAM. There are 6 other districts waiting to be trained on RAM.

Employee Kiosk
The Kiosk support team is still working on bringing up districts on the AESOP/Kiosk interface. A meeting is to be scheduled for some time in July to train the ITC's to bring on their districts.

Melody will be contacting districts that are interested is using the AESOP/Kiosk interface.

Governing Board Update

 Jon Bowers shared that the move preparation is proceeding as planned. Districts are encouraged to plan that the LACA network and services will not be available between July 23 and 25th. If a payroll is due during this period, it should be run before July 23rd. FY14 Fees were approved at the last board meeting and rates will remain the same as FY13.

Districts are encouraged to plan for increased bandwidth if they are implementing wireless internet or adding more computers. Bandwidth increases made mid-year are not covered by e-rate, so it is important to look out 18 to 24 months when planning bandwidth needs.

Unfinished Business

Upcoming Meetings and Trainings
August 15 am – Combined Governing Board/Treasurers Meeting
August 15 pm – Treasurers Workday (open lab)
August 23 – EIS End of Year Workshop

New Business

Next Meeting
 Our next meeting is scheduled for October 17th.

13-006   It was moved by Lew Sidwell and seconded by Julie Taylor to adjourn the meeting at 10:11 am.

Reported by,

Melody Hewitt
Fiscal Coordinator