Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held October 17, 2013 convening at 9:04 a.m.

The following members answered present to the roll call: Deanna Lybarger for Ben Streby, Robert Ogg, Mike Sobul, Brad Hall, Trent Montgomery for Ellen Towner, Glenna Plaisted, Julie Taylor, Judy Stahl-Reynolds, Jeff Anderson, Tonya Mickley, Ryan Smith, Jenny Vanover and Jon Bowers.

Britt Lewis arrived at 9:08 and Rick Jones arrived at 9:10.

Patti Stocker, Brenda Keller, Rowena Kyle, Mindy Sturm, Melody Hewitt, and Mary Myers were also in attendance.

Lew Sidwell, Lottie Fisher, and Kim Moyer could not attend.

14-001 It was moved by Julie Taylor and seconded by Jeff Anderson to approve the minutes of the June 13, 2013 meeting. A vote of approval was taken.

State Software

Afford Report
Melody reviewed the new Afford Report. This report will help districts comply with the new Affordable Care 30 Hour Insurance Rule. The report will list employees that work over 30 hours a week or 130 hours a month and are eligible for health insurance.

EMIS Update
 Mary went over the new instructions to load and submit the 5 Year Forecast. She also reminded everyone that the Yearend Financial reporting period was open until October 17 for resubmission if necessary. The October reporting period is now open and ODE will start to receive data Friday, October 18. They hope to produce reports next week.

USAS/USPS Rewrite
Melody reported on the State Software migration project. The payroll software now has most of the payroll process written.

The SSDT team is now working on creating the business rules for the software. SSDT will create the "must have" business rules. The district will be able to create the rules that are specific to their district.

Accounts Payable/General Accounting Seminar
Melody attended the OASBO sponsored seminar and shared some of the things that were discussed.

SSDT will be releasing the account validations for the new Coding Crosswalk as part of the December Release. Districts will want to run the VALAC program as part of their calendar year end closing process.

The Ohio Historical Society has updated their record retention process. A document was included in the packet. It was decided that LACA will schedule a time in the spring for the Ohio Historical Society to present.

Julie Taylor offered to discuss student activities fund raising and cash handling at a USAS Roundtable in the spring.

Bonefish has two products called eVAC and ePAC. These products verify vendor and payroll checks. LACA will schedule a presentation at a Fiscal Advisory Meeting.

Current Fiscal Projects

Requisition Approval Manager (RAM)
Chad Carson discussed the most recent updates to RAM software. There are currently 31 districts in the state using RAM. A discussion followed about expanding the program to include workflows for other documents such as college course reimbursement and field trips. It was decided that this would be a benefit to our districts and Chad will start the programming.

Employee Kiosk
The Kiosk/AESOP interface is finished and there are a number of districts around the state that are currently using it. There is some cleanup that needs to be done to your payroll records about the interface it turned on. LACA has created a cleanup document to help districts get started. If your district is interested, email fiscal@laca.org and we will forward the document.

Governing Board Update

Jon Bowers explained that the governing board approved the purchase of a new filtering system, iBoss that will dramatically improve our ability to serve the internet filtering needs of the schools. Schools were reminded that they are able to post 470's or request for quotes for services for next school year. They were encouraged to plan for internet bandwidth increases when large technology purchases are made. LACA is willing to discuss bandwidth needs with schools whenever technology projects are being considered. LACA provides wireless internet and VOIP phone services as well as internet access. He also mentioned that USAC is holding back funding reimbursements to some service providers. LACA's current procedure is to invoice the districts for their portion of the internet service contract and invoice USAC for the subsidy portion; if USAC starts withholding LACA's funding, we will have to reconsider whether districts get invoiced the full amount and then the districts file for their erate subsidy. USAC will send the full subsidy to districts without question.

The Medina City Schools Board of Education approved a resolution to transfer all services to LACA beginning the FY14 school year. A team from LACA will be meeting with key Medina staff to begin planning the conversion of each service to LACA. Because they are already using all the same applications as LACA schools, the conversion should not be so difficult, just the retraining of staff to follow LACA procedures. In consideration of the greater support responsibilities of the Fiscal Services Team, LACA will be hiring an additional staff member within the next 3 – 4 months.

Jon Bowers also discussed the PARCC presentation that was hosted at LACA earlier this week. It is important to note that using a one-to-one approach, with district provided computers or with devices brought from home, is the most expensive solution, and NOT the best solution. A lab-like environment is actually most cost effective, but does require thoughtful planning. LACA staff are willing to meet with your staff to assess technology needs. The most recent PARCC information can be found at: https://www.laca.org/PARCC.aspx

Election of Officers

13-002   Rick Jones nominated Julie Taylor as Chairman. Britt Lewis seconded the nomination. A vote of approval was taken.

13-003   Julie Taylor nominated Rick Jones as Vice-Chairman.   Jeff Anderson seconded the nomination. A vote of approval was taken.

13-004   Rick Jones nominated Ben Streby as Governing Board Rep. Brad Hall seconded the nomination. A vote of approval was taken.

Unfinished Business

Upcoming Meetings and Trainings
December 12, 2013 – Calendar Year End Workshop

New Business

Next Meeting
December 6, 2013
8:30   – Payroll Roundtable/Calendar Year End Closing
10:15   – Fiscal Advisory Meeting/Calendar Year End Closing
12:00   – Christmas Luncheon, Gift exchange to follow

13-005   It was moved by Jeff Anderson and seconded by Julie Taylor to adjourn the meeting at 10:35 am.

Reported by,

Melody Hewitt

Fiscal Coordinator