Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 24, 2015 convening at 9:07 a.m.

The following members answered present to the roll call: Ben Streby, Robert Ogg, Tina Washka for Mike Sobul, Brad Hall, Trent Montgomery, Glenna Plaisted, Lew Sidwell, Lynette Telek for Judy Forney, Jeff Anderson, Tonya Mickley, Rowena Kyle for Britt Lewis, Ryan Smith, Nate Lapp for Kim Moyer, Rick Jones, Julie Taylor and Chad Carson for Jon Bowers.

Tammy Woods arrived at 9:10.

Lottie Fisher, Nick Roberts, and Dave Chambers could not attend.

Patti Stocker, Kari Snyder, Melody Hewitt and Mary Myers were also in attendance.

15-010   It was moved by Glenna Plaisted and seconded by Brad Hall to approve the minutes of the February 12, 2015 meeting. A vote of approval was taken.

State Software

STRS Rate Increase – 13%
The employee share of STRS will increase to 13% as of July 1, 2015. LACA will review this increase at the June 4th Payroll Roundtable and FYE closing meeting.

The rate will increase one more time to 14% on July 1, 2016

Fiscal Year End Things You Can do Now
Melody reviewed a list of "Things You Can Do Now" to prepare for fiscal year end closing.

Cleaning up for the Afford Report
Kari reviewed a power point about the Afford report. She reviewed the questions on the report program and how districts should answer the questions to get the information they need. She also reviewed the Afford report and where the information comes from.

Kari also talked about calculating breaks, lump sum payments (coaches, supplementals, etc.), service records, missing information, and mid-year contract adjustments.

LACA will be offering workshops to help districts review their files and cleanup any information that is incorrect or missing. The AFFORD report is only as reliable as the information in your files.

EMIS Update
Mary handed out the instructions for the mandatory resubmission of the 5 Year Forecast. The forecast must be submitted to ODE between April 1 – May 31, 2015.

Mary also talked about the new FTE report that ODE sent out to districts this week. The first one was the numbers used in the March #2 payment, and the second report was the April #1 payment. Mary also talked about the situation where students are on the report twice because of multiple FD records on their student profile, one marked as Economic Disadvantaged and one not. The discussion was when a student who was marked the previous year should be marked in the current year. She will send an email to the EMIS Coordinators when she receives an answer from ODE on this question.

Little Known/Used Options
Melody reviewed two more items form the Little Known/Used Options list.

Districts have two options for using positive pay. They can use the AUTOREC and PAYREC programs in State Software. These options will create CSV files that can be uploaded to the bank. The bank will then compare the checks in the CSV file with the checks that clear the bank.

There is also an option included with your Edge software. When Edge creates your check print file, they also create a CSV file that can be saved and uploaded to your bank to be compared with the checks that clear the bank.

District can use the Cash Reconciliation program that is part of the USAEMSEDT programs to balance their books every month. This program will compare the total of the figures entered with fund balance in State Software.

Current Fiscal Projects

Requisition Approval Manager (RAM)
Chad reviewed a couple of fairly new options that are part of RAM. Districts can set a dollar amount and RAM will add a warning in **red** on any requisitions that are over the entered dollar amount.

There was also a discussion on the document approval option. It was decided that once a document has gone through the approval work flow, an email will be sent to a designated person with the document attached to the email.

Employee Kiosk
None of LACA's districts have signed up for the AESOP integration.

The Time Sheet Entry module is now in testing. It should be ready for use at the beginning of the FY15-16 school year.

A new option has been added for supervisors. When a supervisor logs into the IPDP module, they will have a new option under Individual Navigation called "View Staff Certificates Report". This report will allow supervisors to view all of their certificated employees along with their credential category, type , term, teaching fields, and endorsement fields. The supervisor will be able to sort and filter on most fields. If you would like to schedule a time for someone from LACA to meet with your supervisors and review the report and all its options, give us a call.

Governing Board Update

The most recent board meeting was March 12th.

The board approved the LACA director to set FY16 rates. The rates are the same as last year. We are seeing a significant increase in e-rate eligible projects for next school year. In FY15, our erate service accounted for roughly $1.75m and for FY16, the service area will account for about $2.37m, with erate subsidizing at 68% of those services. The PIA (auditing) of the funding requests is expected to be more severe this year as there will only be one PIA per contract life instead of annual audits. While more challenging this year, it should make proceeding years much easier.

Additional motions related to erate are that email is no longer included as part of the ISP contract; email is now included, at no charge, as part of the Service Level Agreement. This should not impact email at all. This was a move simply to preserve school erate funding.

The board approved setting the base calculation in the LACA merit pay at 1.5%. The board also approved a new method of determining head count to be used in determining ADM for LACA service contracts; specifically, "the use of the last Current Enrollment Headcount Detail Report from the Mid-year Student Collection or Second SOES collection before March 3rd each fiscal year when determining the ADM for LACA in budget calculations." An additional change to the service level agreement was moving the maintenance window to Thursdays between 11:00 pm and 6:00 am to accommodate student access to district-hosted resources in the evenings.

The FY16 service rates were then approved at the same rate as FY15. For perspective, the rates are approximately the same as in FY07. At the currently approved budget, LACA is able to maintain their 5 year projection with a 4 month operation budget balance at the end of five years.

The board approved the removal of the 30-day auto delete on the email inbox. Notifications have since been distributed to all users.

The board approved the LACATech recommendation to migrate LACA-supported anti-virus software from ESET to Avast, which is currently a better product and FREE.

The board also discussed the need to focus time on strategically planning for the short to medium term, considering whether LACA should dedicate resources to growing larger organizationally (with more members) or develop new services or maintain a status quote. June 4th was set to meet at LACA to discuss the strategic plans. Jon Bowers will secure a moderator for the discussion.

The last item was district need for LACA-provided technical services. Jon Bowers was directed to determine estimated costs and district interest. An approximate cost not to exceed $30,000 per ¼ FTE was shared and sufficient district interest has been determined. A formal proposal will be shared with the board at the May meeting.

Unfinished Business

WorxTime
Five districts indicated that they were contracting with WorxTime.

Treasurer's Retreat
Julie stated that treasurers wanted to start the retreat earlier. It was decided that the first session on Thursday would begin at 9:30 am.

Some suggested topics are, Mike Sobul to discuss budget update/5yr forecast, roundtable discussion on ways districts have saved money, David Conley with Rockmill to discuss cash reserve recommendation, 5 year forecast website report card previews, OhioCheckbook.com, and Michaelene to do Excel training on filters and pivot tables.

If you have any topics that you would like to see, please contact Julie.

New Business

Ohiocheckbook.com
There was a discussion about Ohiocheckbook.com. There was a consensus that there was no place to put a meaningful description of the check. There was also a question about how voided checks would be handled.

Meetings Scheduled
May 6 – Afford Workshop 9:00 – 4:00
June 4 – USPS Roundtable/Fiscal Year End Close 9:00 – 12:00
June 4 – Fiscal Year End and STRS Closing Workshop 1:00 – 4:00
June 12 – New Contract and Salary Notice Workshop – 9:00
June 12 – Afford Workshop

Next Meeting
The final meetings of FY15 will be June 10.

15-011   It was moved by Ben Streby and seconded by Brad Hall to adjourn the meeting at 10:30 a.m.

Reported by,

Melody Hewitt
Fiscal Coordinator