

f-19970220-min
LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held February 20, 1997, convening at 9:00 a.m.

The following members answered present to the roll call: Brad Hall, Laurie Pitchford representing Johnstown, Shirley Dupps, Carol Reed, Ellen Towner, Joanne Little, Jack McDonald, Lois Congrove representing Charlotte Porter, Ginny Ramsey, Norm Kennedy, Pat Horner and Sandra Mercer. Jim Larson-Shidler arrived at 9:25. Marlene Wright, Rita Squires, Mary Knicely and Melody Hewitt were also present for the meeting. Tammy Miller was not able to attend.

Melody Hewitt was introduced as the new Fiscal Coordinator for LACA effective February 17, 1997.

- 97-014 It was moved by Joanne Little and seconded by Shirley Dupps to approve the minutes of the December 17, 1996, meeting. Vote: Hall, aye; Pitchford, aye; Dupps, aye; Reed, aye; Towner, aye; Little, aye; McDonald, aye; Congrove, aye; Ramsey, aye; Kennedy, aye; Horner, aye.

Microfiche for the payroll calendar year end and accounting month end for November and December were distributed to each Advisory Committee member.

- 97-015 The Governing Board update included the distribution and discussion of the newly created Technology Advisory Committee and LACA purpose, priorities and goals. Each Advisory member was asked to review the suggested Fiscal Administration Goals for FY98 and be prepared to discuss in detail at the next regular meeting. With the resignation of Jim Larson-Shidler from Licking Heights, who had been representing the Fiscal Advisory Committee on the Technology Advisory Committee, Shirley Dupps moved and Joanne Little seconded for Jack McDonald to serve on the Technology Advisory Committee. A vote of approval was taken.

The state software update included distribution of information on a new PO processing prototype program (POPROTO) that would eventually replace POPROC and would soon be available through the LACA menu for initial testing purposes only. The update also included the agreement by all to distribute the inventory of direct deposit mailers as follows: J0-1 box, LH-2 boxes, GR-1 box, and NR-2 boxes. Districts wishing to use this form would need to coordinate their ordering with Newark City for cost purposes. A copy of the new Direct Deposit form was presented. Year end processing follow-up was presented and included the need for districts to run W2PROC when balancing the quarter to verify internal payroll file balancing and the distribution of the 1996 W2 signoff sheet. Follow up on the electronic transfer of Federal and Medicare taxes include no current problems. Mary Knicely also reported that the pre-printed date was now complete on the system generated purchase orders, but would not work if they were using a check signer on the printer that was using 2 signatures.

Other items included the distribution of updated Excel sior and Reflection licenses, an update on the personnel software, and the need for Treasurers to e-mail Joanne Little their interest and topics for future PC training.

Unfinished business included an update by the LACA Director on the plans to increase system disk space, and the notice that LACA is currently working with Licking Valley on proposals for their district's network upgrade.

New business included the distribution of registration materials on an April 29-30 OEDSA conference, the distribution of information on HANNAH Online and the offering of a temporary online demonstration of this electronic resource for any Superintendent and Treasurer interested, a question on virus protection software, issues relating to leaving computers on 24 hours a day, and requests to change HITMAN parameters. Joanne Little moved and Jack McDonald seconded for HITMAN non-prime warning intervals be set to 60 minutes instead of 30 minutes. Vote: Hall, aye; Pitchford, aye; Dupps, aye; Reed, aye; Towner, aye; Larson-Shidler, aye; Little, aye; McDonald, aye; Congrove, aye; Ramsey, aye; Kennedy, aye; Horner, aye. The Advisory members agreed to take the information back to the Superintendents on HANNAH Online and respond to LACA by February 21, 1997.

The next meeting was scheduled for April 17, 1997, at 9:00 a.m.

97-017 It was moved by Brad Hall and seconded by Norm Kennedy to adjourn the meeting at 10:35 a.m.

Reported by,

Sandra Mercer
LACA Director