

f-19990217-min
LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held February 17, 1998, convening at 1:20 p.m.

The following members answered present to the roll call: Brad Hall, Sue Ward, Shirley Dupps, Ellen Towner, Lew Sidwell, Jack McDonald, Vicki Oyer, Carol Reed, and Sandy Mercer. Lynn Hoffer represented Newark, Barb McDavid represented Northridge and Rita Squires represented Southwest Licking. Melody Hewitt and Mary Kniceley were also present for the meeting. Representatives from Granville and West Muskingum were not able to attend.

- 99-012 It was moved by Jack McDonald and seconded by Shirley Dupps to approve the minutes of the December 17, 1998, meeting. A vote of approval was taken.

Microfiche for November, December and calendar year end were distributed to each district. The authorization form to submit W2 information to the Social Security Administration and the State of Ohio was signed by the Treasurers.

Districts only need to license Reflection software for workstations used by administrative users that log onto to LACA for accounting, payroll, EMIS, SIS, and MULTILIS. Excelsior Gradebook (upload/download) workstations previously needed the software but LACA has recently completed a web interface that eliminates the need for Reflection.

Mary demonstrated the AUTOREC and PAYREC programs. Treasurers are to Email Melody the account numbers of the bank accounts they want Park National to transmit. Sandra Mercer reported minimum balance requirements to compensate PNB for the service, and specific questions should be directed to Lydia Miller at PNB (349-3718). The districts will also need to work directly with the bank for corrections and/or errors in the file.

LACA has restored 1998 fiscal year end accounting and payroll and calendar year end payroll in new directories. These files can now be accessed by the districts. The districts will use a new program called CHGYR that can be found in the USAS_LCL menu. As soon as LACA receives the new tape drive, the process to restore CAL97, FY97, CAL96, and FY96 will begin.

A new form will be designed for the Treasurers to sign that authorizes LACA to submit each district's SERS information on a monthly basis. This will be signed on an annual basis at the beginning of the fiscal year.

The SF3 Flow Reports will be sent to each district via Email. Mary reminded the districts of the workshop that she will be holding on March 4th. All treasurers, superintendents, and district EMIS coordinator should try to attend this meeting.

The New Treasurer's Packet was distributed. Feedback on the packet should be sent to Melody.

Sandy presented an update on the Y2K issue. LACA has been researching a WRQ software product that will check workstations/servers hardware and software for compliance. LACA will be ordering these on Monday, Feb. 22nd. If you have any questions, contact your district's LACATech representative. LACA is also planning a general meeting for the

districts on the Y2k issue for mid-March.

Sandy presented an update on E-Rate. To date, districts have received commitment letters totaling \$207,000. There is still a problem with Alltel phone bills. Ameritech and Sprint have been handled. If you have not done so, please complete the spread sheet and return to Sandy. There is a March 5th deadline to file for 1999 -2000. Sandy distributed a draft of LACA's network priorities for 1999 - 2000.

LACA is looking into a site license for Virus protection software.

Sandy presented a legislative update on the task force on technology that proposes a study of Ohio's service providers, the development of a statewide strategic plan, funding for a T-1 to every building, and computers for grades 5-8.

Unfinished business included a discussion on the LA400 rebate. This will be done in the form of a Credit Memo. Sandy mentioned that some of the internet user forms have the wrong address for LACA at the bottom. The New Treasurers Packet has a correct form. LACA will be holding E-mail training for Administrative users for each district. Please call Sandy to get your district on the calendar.

New business included a discussion on the SM1 pulling information from the appropriations. LACA will post a note to SSDT. A problem was also presented with the Auditors requiring SM1's to be modified and resubmitted. LACA will followup on this.

The next Fiscal Advisory Meeting will be held on April 15th.

99-013 It was moved by Jack McDonald and seconded by Ellen Towner to adjourn the meeting at 3:30.

Reported by,

Sandra Mercer
LACA Director