

f-20021213-min
LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 13, 2002 convening at 9:24 a.m.

The following members answered present to the roll call: Judy McCord representing Granville, Brad Hall, Ellen Towner, Regina Dennis representing Maysville, Lynn Hoffer representing Newark, Jack McDonald, Sue Ward, Eugene Foust, Kathy Donahue represent Southwest, Lottie Ransbottom representing Tri-Valley, Vicki Oyer, Sue Ward, and Sandra Mercer. Brett Griffith arrived at 9:30. Holley Fletcher, Tammy Fry, Mindy Sturm, Jenny Vanover, Dodi Zimmerman, Chris Ciraky, Joyce Lewellen, Melody Hewitt, and Mary Knicely were also in attendance. Glenna Plaisted, Cory Thompson, and Tammy Miller could not attend.

- 03-006 It was moved by Jack McDonald and seconded by Brad Hall to approve the minutes of the September 26, 2002 meeting. A vote of approval was taken.

Melody Hewitt distributed microfiche for the months of August, September, and October. Updates to the Treasurer's Packet and record retention procedures were distributed. It was decided that LACA's Fiscal Services survey will be placed on LACA's Home Page.

State Software Release Highlights for the December release were reviewed. A discussion followed on the implementation of employee ID's. Calendar year end closing procedures for USAS and USPS were reviewed.

Melody Hewitt presented LACA's new web page, the current use of FISCWEB, and the new Administration on line calendar. Mary Knicely reviewed the new features of SSWAT.

Re-employed Retirees must have Medicare withheld. Their continuous employment status has been interrupted when they retire.

Sandra Mercer presented the Governing Board update. The E-rate Network Pool will continue for FY04. Districts are to flow ONenet and E-Rate Year 6 (FY04) monies to LACA. E-rate year 4 payments (FY02) are in process. Checks and Invoices will go out in January. Please get them back to LACA as soon as possible. IVDL bills were distributed so that districts could spend the balance of Round 2 funds by December 31. Regular FY03 IVDL billing will go out in January. Progress Book billing for the pilot year will go out in December. Andy Kemmer recently trained 270 teachers. LACA has received approval to post the opening for a new position, Administrative Assistant.

- 03-007 It was moved by Ellen Towner and seconded by Jack McDonald to permit the use of social security verification (last 4 digits only) for password modification. A vote of approval was taken.

A discussion followed about on-line tracking of employee leave and time sheets. It was decided that a committee would be formed to investigate the possibilities.

There was no unfinished business.

The next Fiscal Advisory Meeting will be February 20, 2003.

- 03-008 It was moved by Eugene Foust and seconded by Brad Hall to adjourn the meeting at 11:30 a.m.

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Reported by,

Melody Hewitt
Fiscal Coordinator