

f-20030604-min
LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 4, 2003 convening at 8:40 a.m.

The following members answered present to the roll call: Brett Griffith, Brad Hall, Cory Thompson, Becky Revercomb representing Ellen Towner, Vicki Oyer, Julie Taylor representing Brian Wilson, Mindy Sturm representing Rick Jones, Lilette Holdren representing Max Maley, Glenna Plaisted, Sue Ward, and Sandra Mercer. Ann Wright representing Jack McDonald arrived at 8:43. Eugene Foust arrived at 8:45. Holly Fletcher, Tammy Fry, Brenda Keller, Judy McCord, Carrie Butler, Cathy Donahue, Melody Hewitt, and Mary Kniceley were also in attendance. Lewis Sidwell and Tammy Miller could not attend.

- 03-011 It was moved by Glenna Plaisted and seconded by Cory Thompson to approve the minutes of the April 25, 2003 meeting. A vote of approval was taken.

Melody Hewitt distributed microfiche for the months of March and April. Updates to the Treasurer's Packet and a new copy of the Month End Reports and Fiche Procedures were also distributed.

Melody reviewed the State Software Release Highlights from the May release. Melody reviewed the Fiscal Year End Closing Procedures for Accounting. A discussion followed on what reports should be burned to CD, printed, and fiched for fiscal year end. It was decided that all reports created by the MONTHLYCD and FISCALCD programs would be burned to CD. No reports would be printed by LACA. LACA would fiche the same reports that they have in the past for FYE. Melody reviewed Fiscal Year End Closing Procedures for Equipment Inventory.

Mary reviewed and demonstrated the new Payroll CD Procedure. This procedure will create .txt and .pdf reports and publish the .pdf reports to the web on a per-pay, monthly, quarterly, and miscellaneous basis with no extra steps for the user. At calendar year end, the user will need to run the CALENDARCD program to create the reports at the correct time.

Mary discussed the new Web-Req program. This program has not been completely installed at this time. Chad is working on the installation.

Melody reviewed the new Vendor New Hire reporting changes.

A discussion followed on record retention. It was decided that each district would run MONTHLYCD each month and FISCALCD at fiscal year end. This will create .txt and .pdf reports and publish the .pdf version to the web. LACA will then burn these reports to CD at fiscal year end.

- 03-012 It was moved by Sue Ward and seconded by Brad Hall to no longer do microfiche on a monthly basis. A vote of approval was taken. We will only do microfiche at calendar year end for payroll and fiscal year end for payroll and accounting.

Mary demonstrated and discussed the new OEDS-R, the replacement for OEDIR. LACA will be sending an email to the superintendents in the next few days. LACA will offer training on the new OEDS-R procedure.

Cory Thompson asked about the method used to approve requisitions and how other districts were using and paying purchasing cards. It was decided that documentation would be brought to the Treasurer's Retreat

and discussed.

Sandra Mercer presented the Governing Board update. Sandy distributed the FY04 Service Level Agreements. Districts were asked to complete and return the agreements. OCIS has been removed from the Schedule A. This will be billed directly by the State. Progress Book and Master Schedule Builder has been added to the Schedule A. Sandy also distributed and reviewed financial spreadsheets with sample charging of LACA fees.

Sandy asked for a volunteer to represent the Fiscal Advisory Committee on the Fiber Steering Committee. Brian Wilson and Rick Jones will be the representatives.

Sandy reviewed the OESCA regionalization plan. The eSIS program has ODE approval for Student Software in the state budget, HB95.

The next Governing Board Meeting will be the combined Superintendent/Treasurer meeting on August 14th.

Sue Ward reminded everyone of the Treasurer's Retreat to be held at Salt Fork on June 16-17. Sue distributed a draft of the agenda.

There was no unfinished business.

The next Fiscal Advisory Meeting will be September 18th at Heath High School beginning at 9:00.

03-013 It was moved by Eugene Foust and seconded by Brad Hall to adjourn the meeting at 11:25 a.m.

Reported by,

Melody Hewitt
Fiscal Coordinator