

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee was held February 19, 2004 convening at 10:07 a. m.

The following members answered present to the roll call: Brett Griffith, Brad Hall, Cory Thompson, Ellen Towner, Sheryl Hatfield, Brian Wilson, Jack McDonald, Eugene Foust, Rick Jones, Lillette Holdren representing Max Maley, Glenna Plaisted, Sue Ward, and Sandra Mercer. Lew Sidwell and Tammy Miller could not attend. Melanie McNeal, Judy McCord, Cathy Donahue, Jenny Vanover, Dodi Zimmerman, Julie Taylor, Melody Hewitt and Mary Knicely were also in attendance.

04-007 It was moved by Jack McDonald and seconded by Brad Hall to approve the minutes of the December 5, 2003 meeting. A vote of approval was taken.

Melody distributed calendar year end payroll microfiche, calendar year 2003 payroll CDs, bi-monthly invoices, and copies of the newsletter.

Mary reviewed the file structure and how to access the payroll reports on the CDs.

Melody showed the screen necessary for the implementation of Employee ID's. Good and bad points of using ID's were discussed.

Sandy announced that the JVS is interested in moving their Leave Tracking program to LACA allowing other districts to use the program. Newark is interested in using it immediately. Sandy distributed an Area/Responsibility/Cost sheet.

04-008 A motion to recommend implementation and cost of Leave Tracking program to the Governing Board pending release of the program by the LCJVS was made by Rick Jones and seconded by Eugene Foust. A vote of approval was taken.

Mary will be hosting a meeting to establish a master list of Business Rules for the JVS Leave program. The following districts were interested in attending the meeting; Newark, Granville, Tri-Valley, Southwest Licking, Lakewood, Heath, Maysville, Northridge, North Fork.

Mary gave a brief update on EMIS.

Sandy presented an E-Rate update. LACA filing for July 1, 2004 to June 30, 2005 is \$599,053.80. The discount should be \$293,536.36. Beginning in FY05, LACA will no longer be able to apply a portion of E-Rate monies towards WAN fees. Beginning in FY05, Sophos desktop virus protection will be included in your LACA fees. Districts will be receiving 2002 E-Rate checks and invoices within the next few weeks. These checks should be receipted with payments back to the LACA Network Pool fund.

LACA will no longer be creating quarterly statements for invoices less than 60 days old. At the beginning of FY05, LACA will generate a one page document that will list every billing cycle from LACA with suggested account numbers for processing.

LACA's main method of communicating with district personnel is email. It is very important that all staff read and respond to LACA email in a timely manner.

The Treasurer's retreat is scheduled for September 16 and 17 at Deer Creek Lodge. Glenna will be reserving a block of room. Attendees must call and make their personal reservations. Sheryl Hatfield and Jack McDonald will be organizing the agenda. Send your ideas/suggestions to them as soon as possible. Sue Ward will be making tee times.

Jon presented an update on Reflection License and Reflection on the Web. The purchase of Reflection on the Web will be cost prohibitive. No one has responded to Jon's email on the LPDC Software. Jon asked each Treasurer to check with your LPDC chair to see if there is any interest in this software.

Sandy presented a brief update on OREDS. It has been proposed that the state be divided into 19 regions which will include the DASites.

The next Fiscal Advisory Meeting will be held on April 15, 2004 beginning at 9:30.

04-009 It was moved by Eugene Foust and seconded by Ellen Towner to adjourn the meeting at 11:40.

Reported by,

Melody Hewitt
Fiscal Coordinator