

## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee was held April 22, 2004 convening at 9:13 a.m.

The following members answered present to the roll call: Judy McCord representing Brett Griffith, Cory Thompson, Sheryl Johnson representing Ellen Towner, Lew Sidwell, Jack McDonald, Eugene Foust, Jenny Vanover representing Rick Jones, Sue Ward, and Sandra Mercer. Glenna Plaisted arrived at 9:27. Brian Wilson arrived at 9:37. Brad Hall, Sheryl Hatfield, Max Maley and Tammy Miller could not attend. Cathy Donahue, Mindy Sturm, Dodi Zimmerman, Julie Taylor, Brenda Keller, Melody Hewitt and Mary Knicely were also in attendance.

04-011

It was moved by Jack McDonald and seconded by Cory Thompson to approve the minutes of the February 19, 2004 meeting. A vote of approval was taken.

Melody reviewed three points from the State Software Release highlights and fiscal year end preparation steps. Melody reviewed the use of the APPROP program to enter districts next year proposed amounts. A new report called Appropriation Compliance Verification Report (APPCOM) was added to the menu. Mary discussed the balance checking that is performed on purchase orders that are posted in a future month or a future year. The use of the Account History Display feature was also reviewed.

A discussion followed on modifying the printed purchase orders. It was agreed that the phrase "Then and Now Certificate \_\_\_\_\_" would be added to the next order of purchase orders. It was also agreed that the "PO Description" line would be added to the purchase order form file so that it would be printed on the purchase order.

Melody stated that there was discussion at the Spring OEDSA Conference that auditors are now requiring districts to depreciate buildings for the length of time the building will be in use. Cory Thompson agreed that his GAAP auditor had mentioned this to him.

Melody showed the new "Length of Experience" fields that have been added to the DEMSCN.

Mary gave an update to EMIS. October EMIS has been sent. The deadline for March reporting is May 7, 2004. All districts are required to submit an updated 5 Year Forecast between April 1<sup>st</sup> and May 28<sup>th</sup>. Mary will be holding year end EMIS training sessions April 27<sup>th</sup> and 28<sup>th</sup> and staff EMIS training April 30<sup>th</sup>. A lengthy discussion followed on the implementation of the new Element QC185 codes. State Software will be modified with the May release to accept these codes.

A number of Data Acquisition Site representatives stated at the Spring OEDSA conference that auditors were monitoring the number of times DASite employee user names were listed in Official Audit Reports. It was decided that LACA would prepare a

blanket district authorization form to be signed on an annual basis giving LACA employees that permission to modify district files on an as needed basis.

Sue Ward disbursed information and discussed the MEC Fleet/Property/Liability plan.

Sandy Mercer presented an update on the JVS Leave program. The initial work has begun to investigate implementation of the program. Mary conducted a Business Rules meeting with interested school district staff. A meeting was then held with the developer to discuss the needed changes to the program and long term support. The developer stated he was not interested in long term support. The developer quoted a cost of \$5300 to make the needed changes. LACA approached SSDT for possible review and ownership to support the program. They are waiting for code to be released from the JVS. Interest was expressed from the LACA Personnel Committee to propose a plan to reorganize LACA staff duties to possibly include a portion of an FTE dedicated to programming/support for Fiscal applications.

The FY05 Service Level Agreements will be sent to districts by the end of next week.

LACA has leased additional facility space from Mid Ohio. We will be adding a second training lab and 4 additional offices. The renovations should be done by June 1<sup>st</sup>.

LACA is working on the VMS slowness issues.

04-012 A motion was made by Brian Wilson and seconded by Cory Thompson to extend the Mutual Aid Agreement for another five years. A vote of approval was taken.

The only unfinished business was a request for districts that need to purchase additional Reflection License send a purchase order to LACA so the license can be ordered.

The next Fiscal Advisory Meeting will be held on June 17, 2004 beginning at 9:30.

04-013 It was moved by Jack McDonald and seconded by Brian Wilson to adjourn the meeting at 10:50.

Reported by,

Melody Hewitt  
Fiscal Coordinator