

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee was held December 2, 2005 convening at 10:13 a.m.

The following members answered present to the roll call: Brad Hall, Ingrid Chapman representing Tammy Woods, Sheryl Johnson representing Ellen Towner, Jenny Vanover, Kim Grindle representing Jack McDonald, Eugene Foust, Rick Jones, Lillette Holdren representing Max Maley, Glenna Plaisted, and Sandy Mercer. Julie Taylor arrived at 10:15 and Brett Griffith arrived at 10:30. Cory Thompson, Lew Sidwell, and Tammy Miller could not attend. Trent Montgomery, Alice Rhoad, Marlene Wright, Brenda Keller, Dodi Zimmerman, Cathy Donahue, Jenny Clifton, Kathy Montgomery, Diane Kellett, Patti Stocker, Judy McCord, Melody Hewitt, Jon Bowers and Mary Knicely were also in attendance.

06-007 It was moved by Brad Hall and seconded by Rick Jones to approve the minutes of the October 26, 2005 meeting. A vote of approval was taken.

A discussion was held on the need for a Remote Access Tool to be installed on all district PC's that use software supported by LACA. As we migrate to web based programs, LACA is losing some of its ability to support this software. We no longer have the ability to "control" a user's screen. LACA would like to standardize on one or two products such as NetMeeting for PC's and VNC for MAC's. These are free products.

All Treasurers were emailed a copy of SSDT's Newsletter Issue #29. As State Software migrates to web applications, SSDT will be phasing out the ability to print to line printers. Districts will need to consider how long they will be able to use a line printer as they plan to purchase new printers.

The following programs will be obsolete with the September release of State Software, APE, RCPROC, VENSCN as a menu item, and RECEDT.

Melody presented a brief report on the December State Software Release Highlights. ACTCHG and FNDCHG will now warn the user that they may need to manually change USPS mapping and USASEC. The board share of annuities can now be included on the annuity record. You no longer need two deduction codes. A new program has been released that will merge any existing Regular deduction with the Annuity record.

Mary presented the Calendar Year End Accounting closing procedures. These did not change from last year. LACA will be printing 1099's on laser forms this year.

Melody passed around the W2 Tape Authorization form for signatures. This form gives LACA the authority to transmit the district W2's to SSA and the State of Ohio. LACA will be printing W2's on laser forms this year. Each district will receive an employee copy all ready folded and pressure sealed. Each district will also receive a set of forms

that are sorted in zip code order so that they can be distributed to the municipality. District's can request a copy of W2's for their use if needed.

When creating a User Security Form for an auditor account, please be specific on what programs you would like them to have access. LACA's auditors have also requested that you place an expiration date on the User Security Form.

A discussion was held on the Disaster Recovery Plan's 5 action items. The following is a summary:

- Sandy received a quote of \$60,085 for the ITC Store Server. Chad will be attending a state ITC meeting on December 8th. Depending on the direction the state decides to take, LACA expects to take this to the Governing Board for approval/purchase in January 2006. LACA may need to change our Hot Site ITC depending upon the direction TCCSA decides to take.
- Each sub committee presented an update on their scenario. A discussion followed each presentation. Documentation was distributed by each committee.
 - Payroll Employee is unavailable to complete payroll. Each district needs to customize the generic Payroll Checklist to their district. Each district needs to complete a Payroll manual. Topics were listed in the documentation that should be included in this manual. Each district needs to start cross training someone to do payroll in an emergency.
 - District office is destroyed. A spread sheet was distributed on what area's need to be addressed by each district. This group will get together and further define what needs to be done in each area. They will report back at the next meeting.
 - LACA is destroyed. A document was distributed listing items that need to be addressed. Testing will be done and they will report back at the next meeting.
- Kronos has scheduled a web cast for the week of December 5th. They will be demonstrating their time card program and the ability to download to payroll. Melody will try to setup a date in January or February to go to Bedford City Schools and see TimeWare's time card program. Melody will also be scheduling two days in February to have Kronos and TimeWare to come to LACA and demonstrate their software.
- LACA is in the process of determining the proper hardware to establish an FTP site for district's to store documents.
- LACA distributed a District Inventory template. It is recommended that each district complete a form for their district.

Sandy presented an update on the SSDT's HR project. LACA did submit the MOU for our share of the cost. The initial release, of these modules, is expected by July 2006.

06-008 A motion was made by Rick Jones to recommend a change to the Data Security Policy to remove the Treasurer's authority unless granting fiscal access. It was seconded by Eugene Foust. A vote of approval was taken.

Rick Jones has tried the secure telnet connection from home. He had a few problems but they were resolved with Chad's help. LACA is testing the possibility of using Reflection on the web.

LACA has met with Mount Vernon twice. LACA has received good feedback and we should know something in January.

The next Fiscal Advisory Meeting will be held on February 15, 2006, at 9:00 am.

06-009 It was moved by Rick Jones and seconded by Eugene Foust to adjourn the meeting at 12:00 pm.

Reported by,

Melody Hewitt
Fiscal Coordinator