

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 14, 2007 convening at 12:40 p.m.

The following members answered present to the roll call: Judy McCord for Brett Griffith, Tammy Woods, Ellen Towner, Jenny Vanover, Lew Sidwell, Jack McDonald, Joanne Little, Interim, Julie Taylor, Glenna Plaisted, and Sandy Mercer. Rick Jones arrived at 12:50. Brad Hall, Cory Thompson, Nancy Sinclair, Max Maley and Tammy Miller could not attend. Melody Hewitt and Jon Bowers were also in attendance.

07-006 It was moved by Jack McDonald and seconded by Lew Sidwell to approve the minutes of the April 19, 2007 meeting. A vote of approval was taken.

Melody reviewed Fiscal Year End Closing procedures for Accounting and Equipment Inventory. She also distributed the annual FTP Site, Authority to Change, and SERS Transmission forms for signature. Melody demonstrated two Appropriation Verification Reports that are available, APPR_RCVBL and APP_COM. Melody reviewed information that she received from the State Software Advisory Committee meeting and the State Software Release Highlights.

Sandy gave an update on EMIS. All Five Year Forecasts were submitted on time. There were only two districts that might not be compliant with June 30 (N) reporting prior to ODE's non-compliance notifications. They have already been notified and are aware of their reporting requirements. Mary held all of her year end meetings and districts should be verifying all of their reports. Mary is sending data every Friday starting at 6:30am.

Melody demonstrated the Help Desk and encouraged everyone to use the help desk instead of sending emails. You are still welcome to call at anytime that you have problems.

Sandy talked with Licking Heights and Southwest about sending them an addendum to LACA's current FY07 Electronic Time Clock contract to extend it until they go live. Both districts should be hearing from TimeWare soon about their yearly maintenance contract. TimeWare charges a 10% annual maintenance charge. Once both districts are live, LACA will do an evaluation and get approval from the Governing Board to continue with the project. Once approved as a LACA Service, LACA will be adding Electronic Time Clock as a line item on their Master SLA. LACA will then have a separate contract with TimeWare for hardware and software maintenance.

TimeWare will be doing a major update to their system this month. This update should correct some of the report issues and create an audit report of punch changes. Southwest Licking has imported data into payroll multiple times. Mindy hopes to have all 260 day people "live" on the time clock by July. Licking Heights is still having some rounding issues. Jenny hopes to have this resolved soon.

C-Tec is piloting the personnel portion of the HR Kiosk. They will be bringing on all of their 260 day people live this summer and then add their teachers when school starts. Maysville is piloting the Leave module. Regina has all of the board office registered and has posted leave. LACA will be having a Human Resource Kick off meeting on July 19th. Melody will review all of the current modules and discuss the update needed to the district files to get the districts ready for the Kiosk. If people would like to stay and have help creating their spreadsheets, Melody has reserved a lab for the afternoon.

Melody talked with Cathy Donahue to get an update on the import of data from AESOP. She is using the import for each pay. This saves her a tremendous amount of time. When teachers come back in the fall, she hopes to strictly use the import and not create time sheets. Cathy has agreed to hold a training in mid July for any district that is interested in using this option.

Melody and Sandy discussed the numerous options available now and in the near future for importing absence information for employees. Districts need to be careful when importing from more than one source. State Software will not allow you to post more than one full absence day for any one date. It will let you post more than one fraction of a day.

LACA will be holding a meeting with Lakewood and C-Tec to discuss the use of DASL to import fee information into USAS. This meeting will be held June 21st.

Sandy presented the Governing Board update. The FY08 Service Level Agreements went out late this year. Districts do not need to hold a special board meeting to have them approved but they do need to be returned as soon as possible. The Yearly Combined Superintendent/Treasurer Governing Board Meeting will be held Thursday August 9, 2007 beginning at 9:00am. Please plan to attend. FY08 ISP Contract Addendums will be going out for lower rates on 10MB and T1's. The conversion to LAMA is going smoothly. C-Tec and LCESC will be the last to go due to the nature of these districts. ODE has established a new ITC Oversight Committee. There are no 64 items of compliance required by each ITC. LACA held it annual staff retreat on May 24th. Some of LACA's Continuous Improvement Plan (CIP) goals include a legal review of LACA's constitution, LACA's disaster recovery plan, and a data retention policy. Sandy distributed a summary of the E-Discovery Rules and Record Retention. Johnstown, Granville, Southwest Licking, and North Fork have local record retention committees.

Melody asked if anyone was interested in seeing any additional presentations by annuity companies. Everyone indicated that they had already signed with a company.

Melody reminded everyone of the email sent discussing OSDI. Districts are responsible for any penalties and interest due by an employee because OSDI taxes had not been withheld.

The FY08 Fiscal meetings dates were set and will begin at 9:00 a.m.:
August 23, October 25, December 7, February 28, April 24, June 12

The next meeting will be held Thursday August 23, at 9:00 a.m.

07-007 It was moved by Rick Jones and seconded by Lew Sidwell to adjourn the meeting at 2:25 pm.

Reported by,

Melody Hewitt
Fiscal Coordinator