

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held August 23, 2007 convening at 9:10 a.m.

The following members answered present to the roll call: Brett Griffith, Brad Hall, Tammy Woods, Cory Thompson, Ellen Towner, Jenny Vanover, Lew Sidwell, Nancy Sinclair, Jack McDonald, Mindy Sturm for Richard Jones, Julie Taylor, Glenna Plaisted, and Sandy Mercer. Felicia Drummey, Max Maley and Tammy Miller could not attend. Melody Hewitt, Mary Knicely, Jon Bowers, Judy McCord and Cari Butler were also in attendance.

08-001 It was moved by Julie Taylor and seconded by Jack McDonald to approve the minutes of the June 14, 2007 meeting. A vote of approval was taken.

Melody requested each district bring a new list of district emergency contact phone numbers and a list of their FY08 pay dates. Each district picked up their FY07 accounting microfiche. Melody distributed a revised copy of the Month-End Closing Procedures. A number of districts are no longer doing the month end stream. This is noted on the new procedures.

Melody distributed a copy of the SAC Meeting Notes. SSDT will modify the payroll software to comply with the SERS 740 rule and the new state mandate to track hours on all employees by FY09. SSDT will have work flows as part of USASWeb with the next release. This should include on-line approval of requisitions. The ability to delete purchase orders will be removed from State Software. Purchase orders should be canceled if not needed.

LACA is encouraging all districts to begin using Employee IDs. A number of reports that are on the Payroll CD web site have social security numbers. Another ITC had unauthorized people accessing a district's Payroll CD reports. Districts need to be aware of what information they are storing on district wide servers, personal PCs and lap tops and use proper security methods.

A document, listing the definitions of access levels for State Software, was distributed. Auditors are questioning districts about the access of some employees. USAS read only is all that a building person will need to enter requisitions. Treasurers are encouraged to review what access employees have. The reports in LAMA should make this easy.

Mary gave an EMIS update. FY07 is done. Everything sent was as clean as possible. Mary stated that the EMIS coordinators did a fantastic job. The 5 Year Forecast is due in October. Mary will be sending an email with instructions.

Melody reminded everyone to use the Help Desk instead of email. You can still call if you need help.

Mindy and Jenny gave an update on the time card system. Licking Heights is having a server issue. A couple of their buildings are running very slowly. LACA is working with Licking Heights on this issue. Both districts stated they are already seeing the benefits. Time clocks make people more accountable, employees and supervisors. Licking Heights is still having some rounding issues. Mindy stated that everyone would be clocking in starting on Monday. Licking Heights stated they are no longer accepting time cards. Both districts stated that they would be fully live by January 2008.

The HR Kiosk project is moving forward. There will be a new release this Sunday, August 26. A list of the enhancements was distributed. A copy of LACA's HR SLA, Authorization Form, and SSDT's Processing Service Agreement was distributed. At the HR Meeting on August 17th it was decided that completing the Leave Module was the number one priority. User security management will be shifted from SSDT to the ITC. SSDT will continue to do the initial districts setup. The ITC will then manage the security rights for the districts. Seven districts signed the LACA SLA.

An AESOP training will be held after the USPS Roundtable on September 6th. AESOP is a sub calling company. An excel spread sheet can be pulled from the AESOP system and imported into the attendance program in USPS. This will post attendance and pay for the sub and leave days for the district employee. This process is saving Southwest a lot of time each payroll.

Lakewood and C-Tec have started to implement the DASL Fee package. They both hope to start the import into USAS this week. This package will hopefully help the district track fees more closely.

- 08-002 Glenna Plaisted nominated Julie Taylor as Chairman. Brad Hall seconded the nomination. A vote of approval was taken.
- 08-003 Ellen Towner nominated Brett Griffith as Vice-Chairman. Cory Thompson seconded the nomination. A vote of approval was taken.
- 08-004 Glenna Plaisted nominated Cory Thompson as Governing Board Rep. Brad Hall seconded the nomination. A vote of approval was taken.

Sandy reviewed highlights from the Governing Board Meeting. The Governing Board approved the *New* HR Kiosk SLA and the *New* Hosted Off Site Backup SLA. Granville and Heath are the only districts that are currently using the off site backup. LACA will be purchasing new server hardware this year. This is due to server consolidation and standardization at ITC's for disaster recovery. There is a new hot site at OSU. This site is provided by ODE funds. Focus Education Agreements were distributed for FY08. LACA will be hosting a presentation by Hyland OnBase. We hope to have a representative from one of the ITCs and a district that is currently using the software. LACA will be inviting legislators to the next Governing Board meeting. Treasurers are welcome to come to the meeting. Sandy received an email regarding House Bill 9. This bill pertains to public records retention. Each public entity must attend a meeting on this

topic every audit period. The next public records training will be held at the BASA offices around Oct 10th.

All districts but Lakewood and C-Tec are now on LAMA. If there are any enhancements you would like to LAMA, you should contact Chad.

Melody asked that you send her your Printer Maintenance Agreements as soon as possible. Jon needs to sign the agreement next week. Please review the list of printers that are currently on your agreement and make sure they are still being used. Library Services and DASL are both strictly using laser printers.

Cory and Lew stated that they were looking into leasing laser printers. The companies that they were talking with will charge 1 cent per-copy, this includes toner. Brett asked about limiting the number of copies that employees could make. The use of access codes and copy limits were discussed.

Melody asked if there were any districts that would not be using a laser printing company to print purchase orders. SSDT will provide a way to print purchase orders on a laser printer but you will need to have a check signer that can be attached to a laser printer. A few districts stated that it would be some time before they would want to go to laser printed purchase orders. Melody will attend Jasper Report Writing training so that LACA will be able to modify the print forms.

Glenna reminded everyone that the Treasurer's Retreat would be held September 20 & 21 at Deer Creek Lodge. ODE, ING and Spy Glass will be presenting.

SSDT will be rewriting the Salary Projection option in State Software. They would like examples of what treasurers are now using. Please send examples of what you are currently using to Melody. She will forward them to SSDT.

Ohio Department of Taxation now requires the Ohio Quarterly Reconciliation, IT942, be completed on line. You can also do monthly and annual School District taxes on the same web site.

There was a brief discussion on the IRS rule change regarding deferred compensation. Sandy will forward the email that she received from ODE.

08-005 It was moved by Cory Thompson and seconded by Lew Sidwell to adjourn the meeting at 10:50 am.

Reported by,

Melody Hewitt
Fiscal Coordinator