

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held October 25, 2007 convening at 9:10 a.m.

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

08-006 It was moved by Glenna Plaisted and seconded by Brad Hall to approve the minutes of the August 23, 2007 meeting. A vote of approval was taken.

Mary gave an EMIS update. The Five Year Forecast is due by 6:30 am on Friday the 26th. Mary distributed a document listing the options available for transferring their information. Mary also distributed a document listing new compliance percentages ODE is implementing this year.

LACA will print the W2's and 1099's again this year. The forms will be printed on blank stock. The W2 report this year will have the complete form including the lines and boxes. LACA will create a CD for districts containing their W2's and 1099's. This can replace the employer copy of these forms. The report, CITYTAX, can be run to report wages to cities instead of copies of the W2's. Most districts used this report last year with little problems. Districts will be given a choice at year end closing on receiving hard copies of the employer copies of W2 and 1099 forms. Next year W2's should be available for employees on the HR Kiosk. LACA is unsure if this will be the only means of distributing W2's. We will keep you informed.

A new program has been distributed by SSDT that gives ITC's the ability to disable the district employees from logging into web programs. This can be used when treasurers are closing their month end. It will not knock users out of a program if they are working. It will only stop people from logging in while you are in the closing process. LACA will test this program on our test files. We will let you know when this is available for you to use.

CURRENT PROJECTS

Melody has created a new link on the Fiscal Staff web page that will keep you updated on the current projects in the Fiscal area.

Help Desk

Melody distributed a cheat sheet for entering questions in the Helpdesk. This document can also be found on the new Current Projects web page. The fiscal team will start to include "please post questions to the help desk" in each response to email questions. You

can still call if you have an emergency or something that you do not feel you can explain in a help desk posting. Help desk postings, instead of emails, will become mandatory for FY09.

Time Clock

Jenny gave an update on the time card system. The only problems that Jenny is having are small and on the Timeware side. Licking Heights is now importing all groups. Their supervisors are starting to review and approve time. Mindy sent an email update to LACA to share with the group. Everyone from Southwest, except substitutes and bus drivers, are clocking in and out. They successfully imported all groups using the time clock into state software for payroll processing. They did have a couple of small bugs and have contacted Timeware. All of their administrators have been trained and are reviewing and approving time. Both districts should be fully live by January 2008. LACA will be sending a survey to both districts before the Governing Board meeting in December. The Governing Board will then decide if we should continue with another district.

HR Kiosk

The HR Kiosk was down from November 22nd to the 24th. Chad installed an update to a license on our VMS system that “broke” the connection with SSDT. The problem was found and corrected.

LACA would like to start implementing the Personnel Module of the Kiosk for more districts. A sign up sheet was passed around so that each district could pick a time. Below is the current schedule:

November 2007
Granville, Johnstown, North Fork, Mt Vernon

February 2008
LCESC, Heath, Northridge, Southwest, Tri-Valley

May 2008
Licking Heights

If your district is not on this list, you will be scheduled for May 2008.

We would like to have everyone on the Personnel Module by the beginning of the FY09 school year. If the W2's are available on the Kiosk for 2008, we want to make sure that your employees feel comfortable enough to go there and print them.

Questions were raised on how leave form the HR Kiosk will be handled for districts using the time card system. LACA will look into generating a document on each application use.

AESOP

Licking Heights is interested in using AESOP to import substitute attendance into payroll. They plan to get with Southwest when they are ready.

DASL Fees

C-Tec and Lakewood are both using the program. Glenna stated that they have run into a couple of minor problems that have been fixed or have been reported to DASL. The building secretaries now have to post their receipts on the same day that they deposit money. This does not seem to be a problem. Lakewood would like to have the buildings run the DASL export at some point.

GOVERNING BOARD

Sandy presented a Governing Board update. LACA hosted a Legislative Reception on October 11, 2007 and Representatives Jay Hottinger and Dan Dodd attended. They were provided with a brief history of the OECN, what an ITC is, and the services that are provided to the districts.

A constitutional change will take place sometime during FY08. We plan to add non-voting representatives to the Fiscal Advisory Committee to represent all users.

A copy of budget projections for FY09 through FY12 was distributed. ISP fees will be approved at the December Governing Board meet. No increase is expected to the ISP fy09 fees. The FY09 SLA fees will be approved in March of 2008.

A Document Management meeting is scheduled for November 1st beginning at 1:30. Up to three people from each district can attend. This will be an informational meeting only.

Sandy reminded everyone to approve all LAMA requests in a timely manner.

Sandy reminded everyone of the Attorney Generals training on HB9. LACA will develop a Public Records Retention Policy during FY08.

NEW BUSINESS

Melody reminded everyone to make sure Park National Bank and their affiliates have up to date contact information for their districts. A number of districts were not called when Consolidated was down a couple of weeks ago.

LACA will be forming a Public Records Commission sub committee. We will be starting with student information in November. Sandy would like a representative from the Fiscal Advisory Committee to participate when we get to the fiscal information. If you are interested, please contact Sandy.

Our next meeting will be December 7th. There will be a Payroll Roundtable, Fiscal Advisory Meeting and the annual Christmas Luncheon that day. The rest of the FY08 meetings will be February 28, April 17, and June 12.

08-007 It was moved by Jack McDonald and seconded by Glenna Plaisted to adjourn the meeting at 11:10 am.

Reported by,

Melody Hewitt
Fiscal Coordinator