

## **Licking Area Computer Association**

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 7, 2007 convening at 9:50 a.m.

The following members answered present to the roll call: Brad Hall, Tammy Woods, Glenna Plaisted, Ellen Towner, Jenny Vanover, Regina Dennis for Lew Sidwell, Felicia Drummey, Mindy Sturm for Rick Jones, Lillette Holdren for Max Maley, Julie Taylor, and Sandy Mercer. Judy McCord for Brett Griffith, Cory Thompson, and Jack McDonald arrived at 10:00. Nancy Sinclair and Tammy Miller could not attend. Melody Hewitt, Mary Knicely, Jon Bowers, Rowena Kyle, Rosie Rambo, Ingrid Chapman, Kathy Rose, Kathy Donahue, Kari Clouston, Jennie Clifton, Tammie Haines, Brenda Keller, Gail Kirk, Sue Ward, Trent Montgomery and Becky Morrison were also in attendance.

08-008 It was moved by Glenna Plaisted and seconded by Mindy Sturm to approve the minutes of the October 25, 2007 meeting. A vote of approval was taken.

Mary gave an EMIS update. She reviewed the notes from the ODE/ITC conference call held December 3, 2007. She also distributed a copy of the notes and a document containing the Data Submission Goals and withholding percentages for FY08.

Melody reviewed the Calendar Year End Closing Procedures for Accounting. It was decided that LACA would no longer purge payroll data at calendar year end. This was causing problem for districts when they verified days worked for SERS and STRS.

Melody reviewed the notes from the last State Software Advisory Committee meeting. She also distributed a copy of the notes.

A discussion followed on pertinent legislation. State Software will be updated to comply with IRS SEC. 409A Deferred Compensation. Districts will have the ability to withhold the additional 20% federal tax as stated in this section. The section of HB 190 concerning BCI/FBI checks was distributed. A copy of the pending HR 3046 concerning social security numbers was distributed.

CURRENT PROJECTS – see: <http://www.laca.org/Usergroups/Fiscal/Projects.htm>

### Help Desk

Melody thanked everyone for using the help desk.

### Time Clock

Sandy presented an update on the Timeware project. Both pilot districts are successfully exporting each pay period. Evaluation forms will be emailed next week to districts, LACA, and Timeware staff. The results will be presented at the January 10<sup>th</sup> Governing Board Meeting. Sandy will be discussing with both districts and Timeware about

keeping Timeware as the first line of support. LACA will be involved with the original import of information into Timeware, the export of time from Timeware, and import of time to State Software.

### HR Kiosk

Melody presented an update on the HR Kiosk. She did a demonstration of the new features of the Kiosk. The IPDP module is ready for a district to pilot. If you are currently using the Kiosk and would like to pilot the IPDP module, please contact Melody.

Personnel from Granville, Johnstown, North Fork and Mt Vernon attended a meeting in November and are currently getting their employees registered in the Kiosk.

The following is a schedule for the remaining districts.

February 2008

LCESC, Heath, Northridge, Southwest, Tri-Valley

May 2008

Licking Heights

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

### GOVERNING BOARD

Sandy presented and distributed a review of the LACA SAS70 Audit.

It was decided that all internet search engines but Google and Yahoo will be blocked. They are considered to have safe search capabilities.

The ISP rate for FY09 will be the same as the FY08 rate.

### UNFINISHED BUSINESS

There is no new information on the OnBase Document Management system.

LACA will continue to print W2s and 1099s. SSDT is working with Edge and ABS to create a way for all employees to view and print their W2's from the Kiosk. Hopefully all reprints will be done from the Kiosk next year. Mary will be refining a process for districts to use to reprint 1099's this year.

## NEW BUSINESS

LACA will be installing a new DSL line that will make it possible for districts to transmit their direct deposit from LACA even if the state network is down. LACA will be setting up a work station for this purpose. They will install IE6 so that districts can transmit their direct deposit to Park National in case of a disaster.

District personnel will not be able to use the file transfer capabilities from home in the near future.. This has been determined to be a security issue. If anyone needs this ability, they need to contact their Tech-Coordinator to set up a VPN (virtual private network) connection.

The next Fiscal Advisory Meeting will be held February 28. The rest of the FY08 meetings will be April 17, and June 12.

08-009 It was moved by Ellen Towner and seconded by Cory Thompson to adjourn the meeting at 11:22 am.

Reported by,

Melody Hewitt  
Fiscal Coordinator