

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held February 28, 2008 convening at 9:10 a.m.

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

08-010 It was moved by Cory Thompson and seconded by Glenna Plaisted to approve the minutes of the December 7, 2007 meeting. A vote of approval was taken.

Mary gave an EMIS update. ODE will send a report to districts listing all certificated staff that needs to have a BCI and/or FBI check by the September deadline. There will be ramifications if the deadline is not met. Teaching position codes will be consolidated for FY09. The new position code will be broken down by the use of assignment area codes. Jack stated the SSDT will have a conversion to help the districts with this change. ITC's may need to purchase new hardware for the EMIS redesign in FY09.

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

The W2 Authorization Form was passed for signatures. Fund 588 (E-Rate) was temporarily reinstated. It will be permanently removed with the May release. Melody reviewed the account selection criteria for screen formatted reports. A copy of the available wild cards and how they can be used was included in the packets.

There was a discussion on security issues. LACA is considering making fiscweb unavailable from outside of LACA's network. Anyone that needs access from home would need to VPN into their local network. The use of VPN will be discussed at the next Tech-Coordinators meeting.

There was a discussion about social security numbers that appear on reports that are posted on LACA's fiscweb page. Social Security numbers appear on the Accounting and Payroll CD reports, EMIS reports and the district fiscweb reports. LACA distributed a document listing five items to think about.

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

Time Clock

A meeting was held with Timeware and seven districts on January 30th. LACA revisited the way LACA's startup fees were figured. It was decided to lower the LACA buy in cost from \$4,000 to \$2,500. Three districts have shown an interest.

HR Kiosk

Melody presented an update on the HR Kiosk. She reviewed the new enhancements. No one expressed an interest in starting the on-line approval on leave or the IPDP module. There will be a meeting held March 28th at MEC to discuss the future of the project and the possibility of SSDT developing a full blown Human Resource Package.

The following districts will attend an HR Kiosk Training on February 29th: Heath, LCESC, Northridge, Southwest, Tri-Valley, and West Muskingum

The following districts have not yet attended a meeting:
Licking Heights, Newark, and Lakewood

There will be one more HR Kiosk Training for new districts. Please contact Melody when your district is ready.

GOVERNING BOARD

Johnstown has decided to move its membership to TRECA. LACA is working on a transition plan. Services will be moved July 2008.

There is a projected an increase in FY09 fees of 4.5%. The FY09 contracts will go out after the March Governing Board Meeting. If you would like a draft of your district's Schedule A, you can contact Sandy. Sandy will be making proposed cuts in the LACA startup cost for Timeware and (hopefully) in the Video fee so that more districts will be able to participate.

LACA will be making constitutional changes for ORC compliance.

- Reference to the Non-Fiscal Advisory Committee will be removed.
- A change will be made to add representation by all public contracting agencies to advisory committees, one representative for community schools and one representative for public non-members.
- The length of notice that a district must give before moving to another ITC will be increased.

LACA's governing board has agreed to participate in the regional study of document management. This has not moved forward.

Sandy is currently working on a records retention policy for all student information. She is using the Auditor of State's recommended retention schedule as a starting point. She hopes to have a draft copy at the August/September meeting. Felicia Drummey volunteered to be on the committee that reviews the fiscal records retention policy.

UNFINISHED BUSINESS

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

Melody stated that people are using the Help Desk.

Now is the time for districts to start the implementation process if they are interested in using DASLFees.

The DSL line is now available. LACA's disaster recovery/emergency procedures will be updated.

NEW BUSINESS

Ellen asked if other districts were planning to use ING as a common remitter. There were a number of districts that said yes. Ellen gave LACA documentation that explained what ING would need from the district. LACA will review the documentation and get the process/procedure in place.

The next Fiscal Advisory Meeting will be held April 9th. The final FY08 meeting will be held June 12.

08-011 It was moved by Ellen Towner and seconded by Brad Hall to adjourn the meeting at 11:05 am.

Reported by,

Melody Hewitt
Fiscal Coordinator