

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 12, 2008 convening at 9:15 a.m.

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

08-016 It was moved by Cory Thompson and seconded by Lew Sidwell to approve the minutes of the April 9, 2008 meeting. A vote of approval was taken.

The Committee welcomed Peg Betts as the new Treasurer of the Granville Exempted Village Schools.

Melody reviewed the fiscal year end closing procedures and the State Software Release Highlight. An update was made to the USPS software to track SERS Retire hours. Districts need to be very careful that all SERS Retire hours are posted but not double posted.

Mary presented an EMIS update. All 5 Year Forecasts were sent on time. Districts are working on their June reporting. Withholding based on non-compliance measures will start with the June 13 data submission.

Melody distributed a list of the annual forms that treasurers will need to complete and/or sign. The following forms were distributed, Fiscal Authority Change Form, Fiscal FTP Directory Form, and SERS Tape Authorization.

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

Time Clock

Lakewood has sent all of their information to Timeware. Timeware is in the process of building Lakewood's database. BIOSCN terminals are scheduled to be installed on June 23rd. Software training is scheduled for June 24th. A question was raised on the ability to include SERS Retire hours in the USPS import from the Primetime (time card) application. LACA will research this with SSDT and Timeware, Inc. and get back with the participating districts.

HR Kiosk

Leave module training is scheduled for June 13th. The following districts are scheduled to attend, West Muskingum, North Fork, and Heath.

DASL Fee

The following districts have expressed interest in implementing the fees portion of DASL this summer, Tri-Valley, Southwest, Licking Heights, and Northridge. The training has been scheduled for June 25th.

GOVERNING BOARD

The August 14th Governing Board Meeting will be the combined Superintendent/Treasurer meeting.

There were a few changes made to the LACA Constitution:

1. To become a member district, districts must receive accounting and two other state funded applications from LACA.
2. If a district withdraws from LACA and wishes to return within five years, it will require 100% approval of the Governing Board
3. The Non-Fiscal Advisory Committee was removed. This committee has not met for a number of years.
4. If a district wishes to withdrawal it will require notice before 2nd June 30. This will guarantee more than a 1 year notice.

LACA's Internet AUP was recently revised by legal and is available on LACA's website on the Supervisor's web page under Policies. If district users have not accepted the Acceptable Use Policy by September 10th, their privileges will be revoked.

LACA's Continuous Improvement Plan is in process. It will be presented to the Governing Board in August for approval.

A LACATech sub-committee has been established to define email guidelines and email archiving. It has been determined that there are as many liabilities in keeping to many emails as there are in not keeping enough.

LACA has applied for a FLAP (Foreign Language Assistance Program: Japanese Language) grant along with Maysville, Northridge, Southwest Licking, and West Muskingum. We should be notified if approved or not, by August 1st.

LACA will complete all DASL (Student Services application replacing SIS) conversions in July.

The Network Security Audit is complete and LACA is reviewing the results. Nothing major was noted. LACA will be getting the reports to each district on their audit results shortly.

ISP funding commitments are being received. Please watch for the funding percentage in case it is lower than projected. Sandy will be sending emails of approvals with the correct dollar figures to encumber for FY09.

UNFINISHED BUSINESS

Regional plans for OnBase, the state's document management application, are starting to move forward. Each participating district will contract with LACA and LACA will contract with the ITC for the level of service desired by the district. There will be three levels of service, low, middle and high. The higher the level of service received, the higher the cost involved. There will be state costs and LACA costs for the district. More information will be presented as it becomes available.

LACA will be testing the Payroll Disaster Recovery DSL Line internally in the next week or so. There will be some setup involved if a district would need to use the line to transmit their direct deposit. A document was distributed at the Payroll Roundtable on May 30th listing everything a district would need in case of a disaster. Your district should have everything ready. LACA will be contacting at least one district this summer to test the line.

Melody has emailed MEC to see how they are coming with the ING Common Remitter pilot. She has not had a response. SEOVEC has shared their process of creating a Common Remitter for GateKeeper. Mary will be testing this process.

Sandy presented an update on the presentation by Ezber Cash Register. It was decided that each district would contract with the company of their choice. LACA will work with SSDT, DASL, and SIRSI on the import and export process of certain fees for these companies.

Melody demonstrated BeAR (Better Access for Reports), LACA's in-house replacement for Fiscweb. She will be meeting with each district this summer to get them converted and will help them get their protection file updated.

The annual Treasurer's Retreat will be held September 25 – 26. If you have any topics that you would like to present, please send them to Julie Taylor (jltaylor@laca.org).

New Business

Districts have reported problems transmitting their direct deposit to Consolidated Computer Center. It was decided that LACA will arrange a meeting with Consolidated Computer Center, Park National, and representatives of the districts affected. LACA recommends that the treasurer and the payroll person attend.

The FY09 Fiscal Advisory Meetings will be as follows:

August 21, October 16, December 12, February 19, April 16, June 2.

08-017 It was moved by Cory Thompson and seconded by Jack McDonald to adjourn the meeting at 11:30 am.

Reported by,

Melody Hewitt
Fiscal Coordinator