

## **Licking Area Computer Association**

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 12, 2008 convening at 10:35 a.m.

The following members answered present to the roll call: Peg Betts, Brad Hall, Ellen Towner, Jenny Vanover, Lew Sidwell, Jack McDonald, Felicia Drummey, Rick Jones, Lillette Holdren for Max Maley, Brenda Keller for Glenna Plaisted, Julie Taylor, and Sandy Mercer for Jon Bowers. Cory Thompson arrived at 11:10. Barb Donohue and Tammy Miller could not attend. Regina Dennis, Judy McCord, Kathy Rose, Kari Clouston, Jennie Clifton, Kathy Donahue, Mindy Sturm, Dianne Kellett, Rowena Kyle, Trent Montgomery, Patti Stocker, Lynette Telek, Becky Linsley, Kathy Montgomery, Rosie Rambo, Melody Hewitt, and Mary Knicely, and were also in attendance.

09-008 It was moved by Lew Sidwell and seconded by Brad Hall to approve the minutes of the October 16, 2008 meeting. A vote of approval was taken.

### **State Software**

Melody reviewed the calendar year end closing process.

Mary stated that the 5 Year Forecast was done. We are now working on October and December reporting. If a district is out of compliance, there will be a withholding. The withholding will be returned with the measure is met.

Mary is having problems getting the Disable Periods program to work. When it is working, she will send out the documentation.

### **Common Remitter**

Melody has created a report that can be used to balance your ING common remitter and an extract that can be used to send the information to ING.

Mary has been working with Mindy to get the Gatekeeper common remitter programs to work.

SSDT has stated that they will be working on the Census Report that is required by all Common Remitter companies. They have stated that they hope to have this available by the end of the year.

### **Current Fiscal Projects**

#### *Time Card*

Brenda stated that Lakewood should be ready to do their first import in late January.

### Employee Kiosk

A new role has been created in the Kiosk call District Kiosk Administrator. This person has the ability to change district employee passwords, turn on and off certain district functions, and turn on and off leave types. LACA passed out a copy of the Kiosk Authorization form that had been signed by the district and a copy of the new form listing this new role. Districts are to complete the new form and return it to LACA.

The IPDP module will be ready by January. This program will be ODE compliant. It is a standalone program. LACA will be ready to pilot the program by the end of January. The Licking County ESC will be one of the pilot districts. If your district wishes to be part of the pilot, please give Melody a call.

### DASL Fees

If your district has been trained on the DASL Fees program but is currently not using the import into USAS, please call Mary to start the process.

### BeAR

Chad has corrected the problem that districts were experiencing with speed.

Mary has fixed the security problem that was causing district reports to display old reports. If you are having any problems with your reports, please contact Melody.

Student reports can now be added to your list of Bear reports. Tri-Valley piloted this process over the last few weeks. Chad will be adding the student reports to the rest of the districts. The Bear Administrator will need to grant access to the appropriate people in their district.

### **School District Data Availability Schedule**

Sandy reviewed the information that came out of the Public Records Officers meeting on November 24<sup>th</sup>. There were two outstanding questions:

1. What is permanent media? Is a CD considered permanent?
2. What is considered permanent for a student record?

It was determined that we should get an opinion from the attorney general's office. To do this, we would need to get the County Prosecutor involved. The Governing Board has authorized Jon/Sandy to pursue this with the Prosecutor. Peg Betts suggested a press release be placed in the local paper. Felicia asked that an opinion also be requested on the difference of what is permanent between a regular and special education student.

The motion to no longer create fiscal year end financial microfiche was placed on hold until we receive the Attorney General's opinion.

Steps for disposing of district information at LACA are as follows:

1. LACA will send a sample RC3 to districts in June 2009
2. Districts will file RC3 with the Ohio Historical Society
3. Districts will send a copy of the approved RC3 to LACA

4. Disposal will begin in October 2009

All districts must adhere to this time frame. Information cannot be disposed of on a district by district basis.

LACA will be using a company call Shred-It. LACA will let districts know when they will be here to dispose of LACA's records.

### **Governing Board**

#### *Email Archiving*

A sub-committee of LACATech has been researching the archiving of email. It was determined that if there is a public records request, even if email are deleted your hard drive or server can be searched for the deleted files.

The sub-committee has reviewed a number of email archiving systems. They have selected a system and the Governing Board has approved a 30 day pilot. The initial retention period will be set to three years. The districts that decide to participate in the project will be able to set their own district policies. The system should be in place by FY10. There will be a cost involved.

#### *CIP*

LACA's FY09 CIP has been approved by ODE.

#### *FY10 ISP Contracts*

The FY10 ISP Contracts have been approved by the Governing Board. There will be no fee increase.

### **Unfinished Business**

#### *Document Management/OnBase*

It was decided to put this on hold until March 2009. LACA can find no districts that are using the full features of OnBase. If anyone knows of a district that is using OnBase, please notify LACA. They will follow-up and set a time for a site visit.

#### *Disaster Recovery DSL Line*

A dedicated computer has been set up at LACA. The Edge software has been installed. Mary is to reinstall the ABS software. A test will then be conducted to make sure districts can transmit their direct deposit and print checks.

### **New Business**

#### *Next Meeting*

The next meetings will be February 19<sup>th</sup>, April 16<sup>th</sup>, and June 11<sup>th</sup>.

09-009 It was moved by Jack McDonald and seconded by Brad Hall to adjourn the meeting at 11:20 am.

Reported by,

Melody Hewitt  
Fiscal Coordinator