

## **Licking Area Computer Association**

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 16, 2009 convening at 9:05 a.m.

The following members answered present to the roll call: Brad Hall, Cory Thompson, Ellen Towner, Jenny Vanover, Jeffrey Anderson, Jack McDonald, Rick Jones, Ryan Smith, Glenna Plaisted, and Jon Bowers. Judy McCord arrived at 9:10 for Peg Betts. Lew Sidwell, Barb Donahue, Felicia Drummey and Tammy Miller could not attend. Patti Stocker, Mindy Sturm, Melody Hewitt, and Mary Knicely were also in attendance.

- 09-012 It was moved by Brad Hall and seconded by Ryan Smith to approve the minutes of the February 23, 2009 meeting. A vote of approval was taken.

### **State Software**

Melody reviewed the March State Software Release. The UPDCAL Future and Current options have been added to USPWeb. There was not much else that was included in the release. You can go to the following links to read the release notes:

[http://www.laca.org/Services/USPS/usps\\_online\\_doc.htm](http://www.laca.org/Services/USPS/usps_online_doc.htm) for payroll or  
[http://www.laca.org/Services/USPS/usas\\_online\\_doc.htm](http://www.laca.org/Services/USPS/usas_online_doc.htm) for accounting.

Melody distributed a copy of an email from SSDT that listed new account numbers that have been released for FY10.

Melody also did a brief demonstration on the new USAS Data Warehouse. USASDW will replace SSWAT. It works very similar to SSWAT only with a new front end.

Mary presented an update on EMIS. The final submission of February reporting will be next Friday. New aggregations were release today that fixed some errors.

Mary distributed a document on submitting the 5 Year Forecast. She reminded everyone that the mandatory resubmission period was April 1 to May 29, 2009.

Mary will start the training for EMIS-R very shortly. The training will be in three waves. There will be three roles, data collector, data submitter, and a reviewer only role. These roles will be assigned in LAMA. LACA will be doing some testing with submissions through June. Using EMIS-R will be mandatory for October.

### **Current Fiscal Projects**

#### *Time Card*

Lakewood has started testing their imports. There are some problems with the new version of USPIimport. Docks and overtime charges are not being pulled in correctly.

They are pulling in with a MIS pay type and docks are pulling in as positive amounts. We are back to using an older version of the program.

### Employee Kiosk

Melody has Leave Module training scheduled for Friday April 17<sup>th</sup> with five districts, Heath, Licking County ESC, Mount Vernon, Northridge, and Southwest Licking.

Melody distributed a spread sheet that contained low ball estimates of the cost of distributing direct deposit forms. This was to demonstrate the money a district can save by having employees use the Kiosk to access their direct deposit forms.

The Licking County ESC and Tri-Valley Local are piloting the IPDP module. They are in the process of creating their Plans. They hope to start their employees entering plans in May.

### BeAR

Chad is still working on updating file names on the Student Reports. I will let you know when they are ready.

## **Governing Board**

Jon announced that Jeff Davis would be the new Director of Operations effective July 1, 2009. He will oversee the operations of the Student Services area and assume some of the duties that Jon had in that position.

The pricing for Moodle/Hosted Back-up Services have been revised. There is a \$500 annual fee, \$1.00 per gig for the first 500 gig, and .25 for each additional gig.

Jon distributed a copy of LACA's budget. The budget has not been approved by the Governing Board.

The DASL Sale has been placed on hold.

## **Third Party Software**

### EZPay

LACA has received a copy of a program that will extract information from EZPay and imported the information into DASL. This should be ready for a July implementation. We will keep you informed.

Glenna stated that she is scheduling a demonstration with EZPay. Other districts were interested in participating. Jon offered to have the demonstration at LACA.

### Form Share

Form Share was scheduled for a demonstration for 10:30 today.

### Vendor Inquiries

Jon has been spending a number of hours each week fielding calls from Vendors. Jon will be requiring all vendors to send information about their product in hard copy or email attachments. Jon will then forward it to all districts. If four or more districts are interested in pursuing, we will research the product and provide a summary during the next meeting. The committee will then determine if they would like a presentation.

### **Unfinished Business**

#### Document Management/OnBase

LACA will be contacting HCCA to schedule a time for a field trip to see and talk about OnBase. We will contact all interested districts when a date has been selected.

#### Disaster Recovery DSL Line

The line has been tested. Melody will contact Tammie from Lakewood to make sure she can print checks and purchase orders at LACA.

#### School District Data Availability Schedule

Jon is currently working with DASL Team Leader on student side information. It is going well.

#### Common Remitter

The Common Remitter Census Report has been released. Melody distributed a copy of an email received with the release.

### **New Business**

#### AOS Bulletin

LACA distributed a copy of an AOS Bulletin containing information on how to record stimulus money.

#### Treasurer's Retreat

Mindy has agreed to head the Treasurer's Retreat this year. The retreat will be held either September 17 and 18 or 24 and 25. If you have any suggestions for topics, please contact Mindy.

#### LACA's Retreat

LACA's retreat will be held May 22<sup>nd</sup>. Ellen has agreed to take any emergency calls. Cell phones will work where the retreat is being held.

#### Customer Service Survey

LACA has sent out our annual Customer Service Survey. Please complete as soon as possible.

#### Member Polling

A new item will be included on the agenda for future meetings. Each member will be asked if they have anything to share or questions to ask.

Cory asked if anyone had heard how property tax should be handled on the 5 year forecast. Glenna and a number of people stated it should be flat lined or decreased for up to the next five years.

Next Meeting

The next meetings will be June 11<sup>th</sup>. This meeting will include Fiscal Year End Closing procedures.

09-011 It was moved by Jack McDonald and seconded by Brad Hall to adjourn the meeting at 10:25 am.

Reported by,

Melody Hewitt  
Fiscal Coordinator