

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 4, 2009 convening at 9:05 a.m.

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

09-014 It was moved by Brad Hall and seconded by Jeff Anderson to approve the minutes of the April 16, 2009 meeting. A vote of approval was taken.

State Software

Melody reviewed the Fiscal Year End Closing procedures. There are a number of changes. She distributed a copy of her power point, check list and associated documentation. The 4502 is optional for this year. A new program was created that contains four reports that will replace the 4502. 4502 Legacy reports have been added to the WebGAAP if districts need these reports.

Melody reviewed Fiscal Year End Equipment Inventory Closing procedures. Capital assets are now part of FY09 period H submission. Districts must have their FY09 equipment inventory completed and transmitted by no later than September 25. Melody distributed a copy of her power point and closing check list.

There were no release highlights or State Software Advisory Committee update.

Mary presented an EMIS update. All of the 5 Year Forecasts have been resubmitted. There was an oversight on three of the districts submission, but they will be submitted Friday, June 5, 2009 and still be in compliance. Mary also restated the importance of all staff data being maintained accurately in the payroll system. She did a brief demo of the EMIS-R system to show how data will be extracted next year. Roles will be added to LAMA for the EMIS-R data collector, submitter and reviewer. All data will be pulled from the source each time a collection is started. That means the USPS data must be accurate at all times. The building and district yearend data for the square footage, bussing and lunchroom percents are now in their separate record to be pulled with the period H financial data. This data will still be maintained in the 09N EMIS database because that is where the period H data will be loaded and sent to ODE.

Melody distributed the following annual forms for signature: Fiscal Authority Change Form, Fiscal FTP Directory Form, and the SERS Tape Authorization form.

Current Fiscal Projects

Time Card

Glenna stated that Lakewood has imported information from PrimeTime into their live files. The import went well.

Employee Kiosk

Melody reviewed some of the enhancements that have been released since the last meeting.

Melody stated that a number of districts will be starting the Leave module over the summer.

The Licking County ESC and Tri-Valley will start using the IPDP module with the beginning of FY10.

The Licking County ESC is piloting the Performance Review module.

Governing Board

Jon was unable to attend the meeting. A memo from Jon and a copy of the District Projected Fees were distributed.

Unfinished Business

Document Management/OnBase

Jon, Chad, Melody, and Mary from LACA, Mindy from Southwest Licking, and Cory from C-Tec made a field trip to HCCA to watch a presentation on the OnBase system. There was a discussion of the capabilities of OnBase. Melody shared the estimated pricing of: \$4,000 setup and \$5.00/adm/year licensing. It was decided that LACA would schedule a demonstration of OnBase for after the combined Treasurer/Superintendent meeting on August 13th.

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.

USASDW

Melody stated that there is a bug in USASDW. If you enter a beginning purchase order, receipt, etc number but no end number, the system will crash. This has been reported to SSDT. Ryan stated that he thought the system was slow and was having problem pulling information by account number. Melody will verify this and post a help desk ticket if needed.

Annual Treasurer's Retreat

Mindy stated the retreat is scheduled for September 17 and 18 at Deer Creek. The price will be the same. Please send any suggested topics to Mindy. She will send a list of the topics to everyone.

New Business

Customer Service Survey

Melody stated that the enhancement requests that were requested in the survey have been posted in Forum.

Further training on Bear Reports was requested. It was unclear what was needed. It was decided that the person probably needs help reading the reports. This is a district issue.

Additional training was requested on Equipment Inventory. Melody will develop a series of trainings like Payroll 101 and Accounting 101. She will schedule EIS training in the fall.

Training on Excel, Word, Power Point, and Photoshop was requested. Melody asked if this was something that districts would be interested in LACA hosting. Mary stated that a number of EMIS coordinators have requested Excel training. Jack stated that he would also like to have Access training offered. A number of districts expressed interest in LACA pursuing the training. Jeff Anderson stated that MVECA hosted this training and a number of people from his former district raved about the training. Melody will contact MVECA to learn the name of the trainer and cost of the training.

Member Polling

Felicia stated that she has contacted the Licking County Auditor and requested an advance on her tax dollars. The Auditor refuses to advance any money until a specified dollar amount has been collected. Felicia stated that she has contacted her attorney and asked if the other districts would support her by also asking for an advance. Ryan stated that the Muskingum County Audit has no problem with advancing tax dollars. Jeff stated he was not sure of the exact wording of the ORC. Felicia will forward information from her attorney and the ORC to the treasurer distribution list.

Next Meeting

The Fiscal Advisory Meetings for FY10 will be held the on the third Thursday of the following months: October, February, and April. The December meeting will be held Friday December 11. The date for the June meeting is tentatively scheduled for June 6. This meeting will include the fiscal year end closing procedure and needs to be held earlier in the month.

The next meeting will be the combined superintendent/treasurer meeting to be held August 13th.

09-015 It was moved by Brad Hall and seconded by Jeff Anderson to adjourn the meeting at 12:00 pm.

Reported by,

Melody Hewitt
Fiscal Coordinator