

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held October 15, 2009 convening at 9:05 a.m.

The following members answered present to the roll call: Judy McCord for Peg Betts, Trent Montgomery, Ellen Towner, Jenny Vanover, Lew Sidwell, Patti Stocker for Jeff Anderson, Felicia Drummey, Rick Jones, Ryan Smith and Jon Bowers. Jeff Anderson arrived at 9:20. Brad Hall, Barb Donohue, Jack McDonald, Max Meley and Glenna Plaisted could not attend. Melody Hewitt, Jeff Davis, and Mary Knicely were also in attendance.

- 10-001 It was moved by Lew Sidwell and seconded by Ryan Smith to approve the minutes of the June 4, 2009 meeting. A vote of approval was taken.

Election of Officers

- 10-002 Rick Jones nominated Glenna Plaisted as Chairman. Lew Sidwell seconded the nomination. A vote of approval was taken.
- 10-003 Rick Jones nominated Jenny Vanover as Vice-Chairman. Ellen Towner seconded the nomination. A vote of approval was taken.

It was decided at last year's election of officers that the C-Tec treasurer would be the Governing Board representative.

It was announced that Ben Streby was selected as the new C-Tec treasurer.

OnBase Presentation

HCCA presented a conference call and Elluminate session. Al Porter demonstrated what his districts are currently doing with OnBase. After the presentation, there was a discussion on the pricing. Jon was charged with gather pricing if LACA hosted and supported the program here.

State Software

State Software Release Highlights

Melody discussed the State Software Release Highlights. New funds have been added. These funds have been added to the SM1/SM2 and the five year forecast.

State Software Advisory Meeting

Melody presented an update from the State Software Advisory meeting. SSDT's budget has been cut by 20% this year. They should not have to make any more cuts to their

staff. The EMIS team has finished the EMIS rewrite. The members of that team will be moved to the USAS and USPS teams.

It was decided that SSDT will begin on the write of the back end of the web based programs. Dave Smith will assign two programmers. More programmers will be assigned as needed.

There was a discussion on the type of data base that would be used. DASL and Esis were written using one big data base. SSDT is leaning to one data base per district.

It was mentioned that auditors are still asking for the 4502 and Statement S. Most of this information can be found in other reports. SSDT did state that they would add a Statement S type report to WebGAAP.

The next release of USASWeb should include:

- Modify/delete options for invoices on the web

- An OPU module will be added

- The ability to add accounts on the fly will be added to all modules but requisitions

Check processing on the web is almost finished. They hope to be able to finish that before they get too far into the back end rewrite.

USPS will be working on:

- Making Payroll CD specific versions of the remaining reports that show SSN's.

- Creating a program that will delete old pay accounts.

- Adding the attendance to UPDCAL link in USPWeb

EMIS Update

Mary presented an EMIS update. The first submission of the Five Year Forecast will be November 6th. Mary distributed a new document with instructions.

Mary presented an update on EMIS-R. ODE is not prepared to collect data using the data collector. They have moved the "Performance Period" back to October 29th. During the performance period, ODE must be able to run at 98.5%. All districts are encouraged to run collections during certain time periods to make sure the system can perform appropriately.

Time Saving Procedures

Melody discussed some time saving procedures that districts can use. She distributed examples of spreadsheets that can be used to load data directly into attendance and UPDCAL. She showed a power point that reviewed a procedure districts can use to pay employee reimbursements through payroll. She also reviewed a procedure that Mount Vernon is using to pro-rate workers comp charges using BRDDIS.

Current Fiscal Projects

Time Card

Jenny and Rick stated there were no problems with TimeWare. Southwest Licking is now using the sub-for option. There have not been any major updates.

Employee Kiosk

Melody reviewed the updates for the October and February releases.

October Release:

- Allow districts to configure the accounts portion of the Professional leave.
- Allow employees to request more than 4 weeks of leave
- Include the sub's name on the calendar views
- Allow districts to decide which jobs will display based on job status
- Allow supervisors to add comments to leave request without rejecting the request

February Release:

- Display jobs in job number order
- Create calendars at the district and supervisor level
- Allow districts to identify and store black-out dates
- Create a report that lists all employees attached to a work flow
- Allow for Salary Notices to be loaded into the kiosk

Licking County ESC, North Fork and Northridge have started using the leave module.

Licking County ESC and Tri-Valley are waiting on an update to the IPDP module. It should be out by the end of the calendar year.

Documentation should be available with the October release.

Bear

Melody reminded everyone that when a new or modified report is added to Bear that LACA will ask you to verify the report is correct. Please verify the report is correct.

Help Desk

Melody distributed a power point for the Help Desk. She requested that if you are going to send an email request that you post a Help Desk instead.

Governing Board

Jon presented a Governing Board update. He distributed the ISP rates for FY10 and FY11. It was determined by LACA attorneys that giving member discounts was illegal. The rates for FY11 are much less than the FY10 rates. Jon recommended that districts sign a new contract now to take advantage of the discount.

New Service Level Agreements have been approved. All mention of "equipment" has been removed to minimize inquiries.

Voice over IP phones can be discounted at a district's current e-rate discount level. If your district is considering new phones, you may want to consider this. Please let Jon know if you are considering IP phones.

The LACA FY11 budget is showing 0% increase for next year and projected 5% for future years. A 22% cut in funding has been calculated into the current budget as well as the fy11 budget.

Unfinished Business

Disaster Recovery DSL Line

Tammie Haines tried to test the DSL Line. The file has been transferred to the computer that has been designed to this purpose. When we tried to print the checks in the file, the printer was not installed in the software. Mary will work on getting the printer installed and finish the test.

Annual Treasurer's Retreat

There was a brief recap of the Treasurer's Retreat. There was a lot of information sharing and the presenters were very informative.

Trainings

The Equipment Inventory 101, session 1, training was held. Session 2 will be scheduled for after the first of the year.

The Basic Excel training was held. There were a total of 32 people at the three sessions. The Advanced training will be held in February.

Safari UDMS training will be held tomorrow, October 16th.

New Business

ING Presentation

Felicia was the only person that was interested in asking ING to present. She has some questions about their Plan with Ease. She decided that she would call and talk with them.

January 1st Payroll

There has been some discussion in Forum about what districts will do if they have a January 1st payroll. Tri-Valley was the only district present that had this issue. They are planning to pay the day before and have the pay included in the 2009 W2.

Public Records Meeting December 3rd

Due to some recent rulings, LACA has scheduled a presenter. The DASL and SpEd groups along with the Treasurers will be invited.

Member Polling

Felicia stated that she had lost her Month End instructions which included that Board Reports. Melody will email her the instructions.

Lew Sidwell asked if there was a way that you could just push one button and have the end of month complete. Mary will check and see if there is a way to stream the necessary programs together.

Next Meeting

The next scheduled meeting is December 4th. This will be the Calendar Year End closing meeting for both payroll and accounts. The annual Christmas Luncheon will follow the meeting.

10-004 It was moved by Patti Stocker and seconded by Ellen Towner to adjourn the meeting at 12:00 pm.

Reported by,

Melody Hewitt
Fiscal Coordinator