

## **Licking Area Computer Association**

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 4, 2009 convening at 10:15 a.m.

The following members answered present to the roll call: Ben Streby, Peg Betts, Brad Hall, Ellen Towner, Jenny Vanover, Regina Dennis for Lew Sidwell, Carol Toprani for Barb Donohue, Jeff Anderson, Kim Grindle for Jack McDonald, Felicia Drummey, Rick Jones, Ryan Smith, Glenna Plaisted and Jeff Davis for Jon Bowers. Max Maley could not attend. Patti Stocker, Trent Montgomery, Rowena Kyle, Kari Clouston, Mindy Sturm, Jennie Clifton, Cathy Donahue, Brenda Keller, Judy McCord, Kathy Montgomery, Becky Morrison, Kathy Rose, Rosie Rambo, Melody Hewitt and Mary Knicely were also in attendance.

- 10-005 It was moved by Brad Hall and seconded by Rick Jones to approve the minutes of the October 15, 2009 meeting. A vote of approval was taken.

The committee welcomed Ben Streby, the new Treasurer at C-Tec.

### **State Software**

#### *Calendar Year End Closing*

Melody reviewed the Calendar Year End Accounting Closing procedures. There were no changes from last year.

#### *W2 and 1099 Submission*

A sign off sheet giving LACA the authority to submit W2's and 1099's for each district was passed for signature.

W2's and 1099's will be submitted on February 22<sup>nd</sup>.

#### *EMIS Update*

October Child Count has been finalized. ODE is still unsure if districts will be using the old method, the new method or a combination. The problem with submitting using the new method is on ODE's side. The ITC's are ready.

Mary stated that funding will be based on last year's ADM at this time.

All 5 Year Forecasts have been sent. You are to let Mary know if you would like to resubmit.

## **Current Fiscal Projects**

### *Time Card*

There seems to be problems with the time clocks holding information when the network is down. Dave is working with Timeware on this.

### *Employee Kiosk*

Maysville, Licking County ESC, North Fork, and Northridge are all using the Kiosk for leave requests and approval. Tri-Valley would like to start using the Kiosk. If anyone else would like to start, they should contact Melody.

W2s will be posted on the Kiosk this year. If employees need a reprint of their W2, they will need to print it from the Kiosk or ask their board office to photocopy the employer copy.

## **Governing Board**

Jon was unable to attend the meeting. A sign off sheet requesting the dates of district's organizational and January Board Meeting was passed. LACA needs this information for Erate timelines and deadlines. The deadline for the 470 is January 14<sup>th</sup>. The timeline for the 471 is December 3 to February 11<sup>th</sup>.

## **Unfinished Business**

### *Disaster Recovery DSL Line*

Mary did not have a chance to reinstall the printer on the PC that will be used for laser printing.

### *Trainings*

Melody will be scheduling the following trainings after the first of the year:  
EIS II, USPS new user II, USAS new user II.

Barb will be scheduling the Excel Advance class the first part of February.

It was decided that LACA would start Kiosk User Meetings. These will be held after releases to review and train on new options and updates.

### *Public Records Meeting*

The Public Records Meeting has been rescheduled to January 28<sup>th</sup> beginning at 10:30. . The DASL and SpEd groups along with the Treasurers are invited.

### *OnBase*

Jon is in the process of researching the possibility of LACA hosting OnBase.

**New Business**

*WebGaap Meeting*

Melody asked if members would be interested in having a representative from AOS speak on WebGaap. There was no interest.

*Next Meeting*

The next meeting will be February 18, 2010.

10-004 It was moved by Jeff Anderson and seconded by Brad Hall to adjourn the meeting at 10:45 pm.

Reported by,

Melody Hewitt  
Fiscal Coordinator