

## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 3, 2010 convening at 10:06 a.m.

The following members answered present to the roll call: Kathy Rose for Ben Streby, Peg Betts, Brad Hall, Ellen Towner, Glenna Plaisted, Barb Donohue, Jeff Anderson, Jack McDonald, Jim Hudson, Ryan Smith, Jenny Vanover, Rick Jones and Jon Bowers. Mindy Sturm, Rowena Kyle, Kathy Montgomery, Judy McCord, Kari Snyder, Brenda Keller, Melody Hewitt and Mary Knicely were also in attendance. Kathy Donahue arrived at 10:30. Lew Sidwell and Kim Moyer could not attend.

- 11-006 It was moved by Glenna Plaisted and seconded by Brad Hall to approve the minutes of the October 3, 2010 meeting. A vote of approval was taken.

### **State Software**

#### *Calendar Year End Closing*

Melody reviewed the Calendar Year End Closing procedures. There were very few changes from last year.

#### *W2 and 1099 Sign Off*

The W2 and 1099 Sign off sheet was passed around for signatures. This will give LACA permission to transmit the W2 and 1099 tape files to the Social Security Administration, Ohio, and some cities.

#### *State Software Release*

Melody reviewed the USPS updates from the December release. The release should be available this weekend.

#### *EMIS Update*

All 5 year forecasts were submitted. October reporting is going well. The last two weeks had no missing measures and no withheld funds. The new way of submission will be run parallel with the current method in January at the ITCs that agree to be test sites. LACA is not a test site. This will determine if the yearend submission will be done using the old or new method.

The MCOECN-TSG will be sending a team of technicians to evaluate the configuration of each ITC. LACA will not be a member of the team.

#### *Using USASWeb*

Melody reviewed the search capabilities of USASWeb.

## **Current Fiscal Projects**

### *Time Card*

Jeff Anderson discussed Newark's progress with the Timeware Primetime program. Jeff stated that Timeware has hired a new person as a project manager. This should improve the communication between Timeware and districts that are currently using their program.

Jeff stated that there are only a few people in Newark that are still having problems logging into Timeware. They are working with them on an individual basis.

Jeff said that they are drafting a plan to begin paying staff off the Timeware export.

Timeware will be having a new release in February.

### *Employee Kiosk*

Jon discussed the Kiosk integration with AESOP. We are looking at a July time frame for the process to be complete and ready to test. We are hoping the integration will be ready for the start of the 2011-2012 school.

The Kiosk support team and the James Group had talked about creating their own sub calling package. The MCOECN does not want to pursue this.

The MCOECN-TSG is discussing state wide pricing with AESOP. We will keep you up dated.

Melody asked if there were any items on the Employee Kiosk Roadmap that districts would like to see added to the Kiosk. Mindy said that she would like to see an interface with Timeware.

A new Kiosk software release is scheduled for 9:00 this evening. Melody reviewed the Kiosk Release notes. When the release notes are complete, they will be posted on LACA's Employee Kiosk web page.

Melody demonstrated the IPDP module to Mount Vernon City Schools LPDC committee. They were impressed with the product. Barb said that they were interested in pursuing use of the program. Melody also stated that she attended a LPDC committee meeting at Tri-Valley. They did have some recommendations. Melody has posted these as enhancement requests.

## **Governing Board**

### *Reel Tape Destruction*

Jon has received almost all of the sign off sheets. He is working with the remaining districts to secure their authorizations. Once all have been returned, we will schedule the vendor to dispose of the tapes. LACA will be provided with a certificate of destruction.

### GB Update

No Governing Board meeting has been held since the last fiscal meeting so there are no updates, but Jon did note that all districts should have received their first \$1,000 per instructional building K-12 Network subsidy. Jon also reminded the treasurers that it is absolutely critical that the superintendent's name is NOT included on the e-rate paperwork since e-rate has not decided whether or not customers may serve on service provider (ITC) boards. No increases in the FY12 per student fees are anticipated. The LACA Governing Board will be voting on the membership of a new school in December.

### **Unfinished Business**

#### OnBase

MEC is scheduled for our February 17<sup>th</sup> Fiscal Advisory Meeting. They offer this at a lower cost than HCCA.

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#### Upcoming Meetings and Trainings

**December 10<sup>th</sup>, 9:00:** USPS Roundtable/ Calendar Year End Closing

**December 10<sup>th</sup>:** Employee Kiosk Roundtable

**December 10<sup>th</sup>, 1:00:** Calendar Year End Closing Workshop

Melody will be holding another Vendor Cleanup Workshop in February if your district would be interested in attending.

We will be ordering lunch to be delivered on the 10<sup>th</sup> between the Roundtables and the Workshop. If you plan to stay for the workshop, you are welcome to participate in the delivered lunch or go out.

#### IRS Presentation

The IRS Presentation was very good. I am sure districts learned something from the presentation. Mindy stated that she has emailed James Driver a number of times and he has gotten right back to her.

### **New Business**

#### District Poll

Peg Betts announced the retirement of Kathy Montgomery from Granville's Board Office at the end of December. She will be missed.

#### Next Meeting

The next meeting will be February 17<sup>th</sup>.

11-007 It was moved by Brad Hall and seconded by Ellen Towner to adjourn the meeting at 11:30 am.

Reported by,

Melody Hewitt  
Fiscal Coordinator