

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held February 17, 2011 convening at 9:55 a.m.

The following members answered present to the roll call: Ben Streby, Lottie Ransbottom, Judy McCord for Peg Betts, Ellen Towner, Brenda Keller representing Glenna Plaisted, Carol Toprani representing Barbara Donohue, Jim Hudson, Kim Moyer, Jenny Vanover, Rick Jones and Jon Bowers. Patti Stocker representing Jeff Anderson, and Brad Hall arrived at 10:00. Ryan Smith arrived at 10:07. Mindy Sturm, Sophie Dickson, Melody Hewitt and Mary Knicely were also in attendance. Lew Sidwell and Jack McDonald could not attend.

- 11-008 It was moved by Jenny Vanover and seconded by Ben Streby to approve the minutes of the December 2, 2010 meeting. A vote of approval was taken.

The committee welcomed Lottie Ransbottom the Treasurer of East Muskingum Local Schools. We are very happy to have them as part of LACA.

State Software

Calendar Year End Closing

Melody reviewed Calendar Year End Closing. Everything went well. There was one error on the W2s that was corrected. W2s and 1099s were sent to RITA this year.

The new 1099 regulations for are still in effect. LACA will be conducting another vendor cleanup workshop on March 9th for any district that would like to attend.

EMIS Update

October EMIS reporting finished with all LACA districts meeting all compliance measurers. The mandatory re-submission of the 5 year forecast is April 1 through May 27, 2011.

Verifying Medicare Withholding on Rehired Retirees

When an employee that does not have Medicare taken out of their pay retirees and returns to the district, they must then have Medicare withheld. Sometimes the Medicare deduction does not get set up. Melody discussed and demonstrated how districts can create a spread sheet that will help them verify that all employees are set up correctly. Documentation was distributed.

The creation of the spread sheet is complicated. If any district does not feel comfortable creating the spread sheet, they can email Melody and she will create the spread sheet for them.

New Hire Reporting

After the calendar year end closing meeting, LACA received a number of calls from district employees stating that they were not sending the contractor new hire reporting. LACA will be reviewing this process at the next USAS Roundtable. A copy of the New Hire Compliance document was distributed.

Current Fiscal Projects

Time Card

Newark is currently exporting time from Timeware and importing it into their test data base. This is going very well. Newark is still having problems with supervisors approving leave and requiring employees to clock in and out.

Employee Kiosk

LACA has added the 2010 employee W2s to the Kiosk. There is a flag on the district configuration screen that needs to be flipped to allow the W2 button to appear in the left side menu. If you are not seeing the W2 button, your District Kiosk Administrator will need to check their flag.

The PDF copy of the employee pay slips, including the correct year to date information, have been added to the Kiosk.

Jon Bowers discussed the integration of AESOP and the Kiosk. AESOP is currently working on their portion. They hope to be done by June. The James Group will then begin on their portion. We hope that everything will be completed by the time school starts in the fall. We will keep you posted.

Governing Board

LACA has negotiated a 20% discount with Study Island. Your district will need to let Study Island know that you are part of LACA to receive this discount.

LACA has demonstrated the ACE Master Schedule Builder software to additional schools. Currently there are five districts using this software. The price has been reduced to \$2.70 per student or FY11.

LACA has been investigating becoming a COG. This will allow LACA to contract with businesses and to purchase property. LACA already has contracts with Timeware and the Midland.

LACA currently has a Facilities sub-committee. LACA's lease is up in approximately 18 months. The committee is discussing if LACA should stay in their current location, lease a larger facility or buy a location.

LACA has negotiated better ISP pricing and your rates will be lower.

The Board made a motion that monitored email accounts will be put in our email archiving service and the district will be charged the contract price currently set at \$7.50 per email account per year.

Software Answers is now supporting both the Progress Book and DASL software. ESIS is gone. It has been purchased by Pearson, an out of state vendor. There are few schools in Ohio that are using the Pearson software but a number of ITC's are considering whether to use Pearson, DASL or another alternative. ACCESS, an ITC in northern Ohio, is moving to DASL. Other ITCs are considering the move also.

Unfinished Business

OnBase

LACA will schedule MEC to demonstrate OnBase after an up coming Fiscal Advisory meeting. If you are thinking about purchasing document management software, OnBase is currently being used by school districts and will integrate with State Software. Current OnBase pricing from MEC was distributed.

Reel Tape Destruction

Jon stated that we are still waiting on three release forms. As soon as we receive the forms, LACA will have the tapes destroyed.

Upcoming Meetings and Trainings

March 4 – USPS Roundtable 9:00

March 4 – Kiosk Roundtable 1:30

March 9 – USAS Roundtable 9:00

March 9 – Vendor Cleanup Workshop 1:30

New Business

C-Tec Requisition flow System

C-Tec has a Requisition Approval Work Flow program that they are willing to share with other LACA districts. It is part of a software group of programs that was written by a contracted programmer. LACA plans to house and support the software.

Chad is currently looking at the program. We hope to have it available this summer.

Ben Streby demonstrated the program.

LACA Retreat

LACA has scheduled its annual retreat for May 21st.

District Poll

Everyone agreed that the Fair Labor presentation was very informative.

Next Meeting

The next meeting will be April 21st.

11-009 It was moved by Ben Streby and seconded by Brad Hall to adjourn the meeting at 10:45 am.

Reported by,

Melody Hewitt
Fiscal Coordinator