

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 14, 2012 convening at 9:05 a.m.

The following members answered present to the roll call: Ben Streby, Rob Ogg, Lottie Ransbottom, Mike Sobul, Ellen Towner, Glenna Plaisted, Julie Taylor, Lew Sidwell, Lynette Telek representing Judy Stahl-Reynolds, Jeff Anderson, Jack McDonald, Britt Lewis, Kim Cohagen representing Jenny Vanover, Mindy Sturm representing Rick Jones and Jeff Davis representing Jon Bowers.

Kim Moyer arrived at 9:20. Patti Stocker, Judy McCord, Rowena Kyle, Melody Hewitt and Mary Myers were also in attendance.

Brad Hall and Ryan Smith could not attend.

There were no minutes to approve.

The committee welcomed Rob Ogg, Treasurer of Crooksville Exempted Village School District and Britt Lewis, Treasurer of Northridge Local School District.

Melody distributed the SERS Tape Authorization form, Authority to Change Form, and the FTP Directory Form for signature.

State Software

Fiscal Year End Closing

Melody and Mary presented the fiscal year end process for USAS and equipment inventory.

EMIS Update

October reporting has closed. There are still reports generated to account for CTE overrides and certification adjustments. Yearend reporting has started. It is scheduled to close July 13, but will most likely be extended until July 20. Yearend Financial reporting will be done in the Data Collector and will pull both from flat file and directly out of USAS.

SAC Committee

The next SAC meeting has not been scheduled.

State Software Release Highlights.

Melody presented the State Software release highlights for the June release.

USPS:

The quarterly report will no longer print deduction total lines if all amounts are zero.

The employee ID will no longer accept special characters or spaces in the middle of the ID. Blank spaces will be moved to the end of the ID number. Anyone that has a special character will keep their current ID.

A new user defined date 2 field has been added to the second screen of bioscn. This field can be used for the employees' re-hire date for the Census report.. If the employee's re-hire date is in the date 2 field, answer "Y" when running the Census Report to the "Use user-defined date 2 for Rehired date?" question and the date will then populate the re-hire field on the annual Census report.

USAS:

The EFM report has been moved from EMIS to USAS. It has been placed in the USAS annual menu. The EFM report has been added to the FISCALCD reports.

A couple of bugs have been fixed on the USACERT/APPRES program.

Delete Accounts

Melody reviewed the process of deleting accounts. You can delete ranges of accounts by using the DELACT program.

Seven Year Skip

Melody reviewed what to look for when determining if your district needs to consider a payroll skip.

Current Fiscal Projects

Employee Kiosk

Mary attended an Employee Kiosk 101 training. If you are interested in learning more about the reports available in the Kiosk, please contact LACA.

The Kiosk developers are meeting on a weekly basis with the AESOP developers. They are hoping to have the interface ready before the beginning of school.

There are a number of districts that would like to get started using the Kiosk or add new features. LACA will be having a Kiosk meeting/workshop this summer. Melody will be emailing out the date when it has been scheduled.

Requisition Approval Manager (RAM)

Melody reviewed all of the bug fixes and enhancements that have been added to RAM. If you are interested, please contact Melody or Chad.

Governing Board Update

Jeff Davis presented the Governing Board Update.

The governing board was presented with a 5-year forecast with a balance of approximately \$274,000. The FY13 budget was approved which included a 6% rate reduction for FY13. In FY12, the rates were reduced by 5%. Cost saving measures included shared service agreements with MVECA for INFOhio support and East Central Ohio ESC for shared video services. LACA will also provide INFOhio training support to SEOVEC.

The governing board approved a contract with Newark City Schools for office space in the Roosevelt School building approximately a mile from LACA's current location. The move will provide LACA with additional space for growing services while increasing training and meeting space. LACA will also experience significant costs savings by eliminating utilities, janitorial and maintenance expenses. LACA and Newark are both looking at additional ways to share resources. Jon Bowers is meeting regularly with architects on the design of the space and the staff at LACA are beginning to draft the scope of work to make the move successful.

The Governing Board approved an update to filtering which allows district move capabilities to make particular websites accessible on the as-needed basis. The recommendation had been made by LACATech to make this change so that teachers can make greater use of the internet. In many cases, video resources get blocked because they are housed on sites like YouTube when the content is actually educational. Election of Officers was held and Nelson McCray was elected Chairperson and Mark Neal was elected Vice Chairperson.

All districts met the e-rate timelines. Districts are reminded to forward e-rate inquiries to LACA for assistance in drafting responses.

The following LACA Governing Board meeting dates are approved for FY13: August 9, 2012, October 11, 2012, December 13, 2012, January 10, 2013, March 14, 2013 and May 9, 2013.

The August 9 meeting will be a combined Superintendent and Treasurer Meeting.

Unfinished Business

Cross Training

There were a couple of districts that had Treasurer's office staff resign or on extended leave this spring. This left the Treasurer's office short staffed and in some cases staff that was untrained to fill in.

LACA will be offering Payroll and Accounting 101 classes this fall. If you would like to send your staff for cross training, this would be a good opportunity.

Taxing of Supplemental Wages

A discussion was held on the taxing of supplemental wages. The section of the IRS Publication 15 was provided.

New Business

Vendor Presentations

Mindy Sturm discussed a new software that they have purchased called Bonefish. This software will monitor check fraud, duplicate invoices, compliance, terrorist list checking, etc. It was decided that we would not schedule a presentation.

Melody asked if we should schedule a presentation of Casnet's Document Management software. It was decided that we would not schedule a presentation.

Next Meeting

The next meeting will be August 9th. It is the combined Governing Board/Fiscal Advisory Meeting.

12-010 It was moved by Ben Streby and seconded by Lottie Ransbottom to adjourn the meeting at 11:05 am.

Reported by,

Melody Hewitt
Fiscal Coordinator