

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 7, 2012 convening at 10:17 a.m.

The following members answered present to the roll call: Ben Streby, Robert Ogg, Sophie Dickson representing Lottie Fisher, Judy McCord representing Mike Sobul, Brad Hall, Ellen Towner, Glenna Plaisted, Julie Taylor, Lynette Telek representing Judy Stahl-Reynolds, Jeff Anderson, Jack McDonald, Rowena Kyle representing Britt Lewis, Kim Moyer, Jenny Vanover, Rick Jones and Jeff Davis representing Jon Bowers.

Kathy Rose, Patti Stocker, Brenda Keller, Kari Snyder, Mindy Sturm, Cathy Donahue, Monica Prior, Tina Washka, Melody Hewitt, Chad Carson and Mary Myers were also in attendance.

Lew Sidwell and Ryan Smith could not attend.

- 13-003 It was moved by Jenny Vanover and seconded by Brad Hall to approve the minutes of the October 16, 2012 meeting. A vote of approval was taken.

State Software

Calendar Year End Closing

A sign off sheet was distributed giving LACA permission to submit W2's and 1099's for all districts.

Chad discussed the use of 8mm backup tapes that are distributed at the end of each fiscal year. These tapes contained a set of district backups for calendar year and fiscal year end for payroll, accounting, and equipment inventory. These tapes were created so that there was an extra off site copy of the district's files. LACA is now creating multiple copies of district files that are kept at LACA and off site. There is no longer a need for the 8mm backups to be created. It was decided to discontinue the creation of these tapes.

Melody reviewed the Calendar Year End Closing procedure. There was little change from last year.

Melody reviewed the USPS Release Highlights. The total of the employer and employee health insurance premiums will appear on the employee W2 this year. A new program was released called PAYDEL. This program will allow districts to delete old pay accounts.

Melody reviewed the IRS requirements for filing 1099-MISC forms.

EMIS Update

Thank you to everyone for submitting their 5 Year Forecast prior to the deadline. October EMIS is in full swing. Your EMIS Coordinators are working to correct the errors. We will keep all districts notified when the FY2012 March, Graduation and Non-LRC Yearend Supplemental reporting periods are available.

Current Fiscal Projects

Employee Kiosk

The Kiosk State Support group is busy bringing districts up on the AESOP/Kiosk interface. They will let LACA know when they are ready to bring on the LACA districts.

The Time Sheet module developed by the James Group did not meet the expectations of the Kiosk group. It has been sent back for future development.

Requisition Approval Manager (RAM)

There are currently 6 LACA districts, 3 districts at other ITC's and 3 ITC's in the process of bringing up districts. If you are interested, please contact Chad or Melody.

Governing Board Update

The window for posting 470s, like requests for service, is now open through February 13th. LACA is offering the following e-rate eligible services: internet access, Voice-over-IP phone service and wireless internet. There has been much debate about whether wireless internet access is e-rate eligible, but at this time it appears that it is being approved. Schools that are planning any increase in the number of iPads or other wireless devices should plan to increase bandwidth for the next year. Your technology coordinator may contact LACA's network team to discuss potential needs. Please contact Jon if you are interested in quote for any of these services.

All schools were approved for their \$1,800 per instructional building K-12 Network funding. Thank you for working with Jon on this.

Construction on the Roosevelt is underway. LACA is still planning to move their server room starting July 15th. We still intend that services will be restored around the 17th, but districts are strongly encouraged to prepare to have any payroll for the week of July 15th to be processed before the week starts. We will continue to keep you updated as the project progresses.

Unfinished Business

The USPS Closing Workshop will be held December 19th.

New Business

December and January Coverage

There will be someone covering the Fiscal area everyday but December 25 and January 1st.

Fiscal Team Calendar

There is a new calendar that is called Fiscal Team Calendar. This calendar will list everything that is scheduled in the Fiscal area.

LACA Computer Move

LACA has scheduled the move of the computer hardware for the week of July 15, 2013.

District Poll

There was a brief discussion on the Obamacare 30 hour work week for insurance coverage that will take place in 2014.

Next Meeting

Our next meeting is scheduled for February 21st.

13-004 It was moved by Ben Streby and seconded by Brad Hall to adjourn the meeting at 11:16 am.

Reported by,

Melody Hewitt
Fiscal Coordinator