

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held February 21, 2013 convening at 9:08 a.m.

The following members answered present to the roll call: Ben Streby, Robert Ogg, Mike Sobul, Sheryl Johnson representing Ellen Towner, Glenna Plaisted, Julie Taylor, Patti Stocker representing Jeff Anderson, Jack McDonald, Britt Lewis, Ryan Smith, Jenny Vanover, Mindy Sturm representing Rick Jones and Jon Bowers.

Brad Hall arrived at 9:34.

Brenda Keller, Tonya Mickley, Melody Hewitt, and Mary Myers were also in attendance.

Lottie Fisher, Lew Sidwell, Judy Stahl-Reynolds, and Kim Moyer could not attend.

- 13-003 It was moved by Jack McDonald and seconded by Glenna Plaisted to approve the minutes of the December 7, 2012 meeting. A vote of approval was taken.

State Software

W2's and 1099's

The W2's and 1099's have been transmitted. We received an email that stated the 1099 file was received successfully. The W2 CD's for the State of Ohio, RITA and some cities were mailed.

EMIS Update

October reporting has been extended until March 22. Data submission warnings will begin on March 1st. FY12 N non-LRC supplemental reporting is open. Additional items will be added. That reporting period will close March 15. FY12 G reporting period is to open February 27 and close March 22. FY13 March reporting is scheduled to open 2 to 3 weeks after the close of the 12G reporting period. ODE hopes to be on track at that point.

Current Fiscal Projects

LACA's New Web Page

There was a discussion of LACA's new web page. Users will need to log in to see certain parts of the web page. LACA's documentation is now password protected.

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 is still in development.

Requisition Approval Manager (RAM)

There are currently 6 LACA districts, 3 districts at other ITC's and four ITC's in the process of bringing up 9 additional districts. If you are interested, please contact Chad or Melody.

Governing Board Update

Unfinished Business

Upcoming Meetings and Trainings

There are no meetings or trainings scheduled at this time. If you have any new employees and would like some training, please contact Melody.

LACA Computer Move

LACA has scheduled the move of the LACA employees for the week of July 15, 2013. Due to ODE reporting timelines, the computer and hardware is scheduled to move the week of July 22nd

New Business

Certified Employee Performance Review

There was a brief discussion on adding the new employee review process to the Employee Kiosk. It was stated that ODE is developing an online review process.

Employee 30 hour Insurance Rule

There was a lengthy discussion on the new 30 hour per week for insurance eligibility rule that will take effect in 2014. A number of districts have already talked with their insurance administrators. The "look back" period will be all or part of 2013. Mike Sobul stated that substitutes are their major concern. There needs to be a way to track the number of hours they work per-week and prevent them from working 30 or more hours.

It was decided that Melody would contact SSDT to see if they are working on a report that will help with the tracking of hours.

It was also decided that LACA would schedule a representative from Gallagher Benefit Services, Inc. to speak at the next Fiscal Advisory Meeting.

District Poll

There was a brief discussion on the records request from the Newark Advocate and associated newspapers. All districts stated that they sent the spreadsheets.

Britt Lewis mentioned that there is a school district that is being looked at because employees are inappropriately using benefits earned by using personal and school district credit cards. A discussion followed on the type of credit cards used by districts.

Next Meeting

Our next meeting is scheduled for April 18th.

13-006 It was moved by Ben Streby and seconded by Mike Sobul to adjourn the meeting at 10:25 am.

Reported by,

Melody Hewitt
Fiscal Coordinator