

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 18, 2013 convening at 9:05 a.m.

The following members answered present to the roll call: Ben Streby, Robert Ogg, Lottie Fisher, Mike Sobul, Brad Hall, Trent Montgomery representing Ellen Towner, Glenna Plaisted, Julie Taylor, Lynette Telek representing Judy Stahl-Reynolds, Patti Stocker representing Jeff Anderson, Jack McDonald, Britt Lewis, Ryan Smith, Kim Moyer, Jenny Vanover, and Jon Bowers.

Rick Jones arrived at 9:09.

Tonya Mickley, Rowena Kyle, Mindy Sturm, Monica Pryor, Sophie Dickson, Melody Hewitt, and Mary Myers were also in attendance.

Lew Sidwell could not attend.

13-007 It was moved by Britt Lewis and seconded by Jack McDonald to approve the minutes of the February 21, 2013 meeting. A vote of approval was taken.

State Software

SSDT Release Notes

Mary and Melody reviewed some of the highlights of the March release.

Fiscal Year End Pre-Closing Steps

Melody reviewed the things you can do now for fiscal year end close.

STRS Employee Rate Increase

Melody discussed the employee rate change for FY14. When payroll is closing for FY13, the closing steps must be followed very carefully to ensure that the correct rate will be taken out for FY13 earnings and FY14 earnings.

Districts were encouraged to review their board minutes to verify if they are to pickup the additional 1% employee amount. This will also need to be reflected in their 5 year forecast.

EMIS Update

Mary went over the instructions for submitting the Five Year Forecast. We are in the mandatory submission period where the Five Year Forecast must be submitted between April 1 – May 31. The FY12 Graduate reporting period is open and scheduled to close April 26.

SERS Changes

SERS is now charging for late transmissions and late payments. They are also going to start charging for incomplete and incorrect transmissions. SERS will be coming to our next Fiscal Advisory meeting on June 13th.

Current Fiscal Projects

Employee Kiosk

The Kiosk support team is still working on bringing up districts on the AESOP/Kiosk interface. There also were a number of problems with the two original districts. There are a number of fields in the Kiosk that *must* match with corresponding fields in ACESOP. There were a number of bugs that had to be fixed. They are now ready for the next two districts to be brought on.

Jon stated that the direction of the Kiosk will be discussed at the next management council meeting.

Requisition Approval Manager (RAM)

There are now 8 LACA districts and 8 districts from other ITCs using RAM. There are two other ITCs waiting to bring districts on.

Governing Board Update

The FY14 LACA budget was approved in March. Fees were approved to remain at FY13 levels, so schools will see no changes in the rates.

LACA has been contacted by two schools who are interested in LACA services. These potential migrations would occur in the 2014 – 2015 school year. Jon is keeping the governing board apprised of discussions.

The facility renovations are continuing on schedule so that the data center can be moved starting the evening of July 22nd. The date for moving LACA's offices depends on progress at the new site. The current plan, regardless of the date is to move half of each service team in two days, then move the other two teams the following two days; which would ensure that user support would not be interrupted.

Three districts have signed up to implement document management with LACA. Jon explained that the districts contract directly with MicroImage for converting paper files to electronic, and LACA for the On-Base software implementation. LACA then works with MEC, the ITC in Columbus, who houses and supports the service. The current districts who have committed are Newark, Heath and West Muskingum. It is possible to use electronic files that a district might have created with a different vendor, Jon can work with MEC to determine the feasibility. Interested districts should contact Jon if they have any additional questions.

RAM is being implemented across seven ITCs currently. Additional schools and ITCs continue to express interest in the service. LACA also has seven districts using it. Jon also updated the group on how the state budget impacts ITCs. State funding is projected to be the same as last FY13 and the additional funding to upgrade ITCs 1 gb middle mile connections to 10 gb remains, too. LACA is devoting more resources to prepare for the PARCC assessments by helping inform districts. We will be setting up a page on our website to house PARCC updates.

Unfinished Business

Upcoming Meetings and Trainings

The New Treasurer training went well. If you have any assistant treasurers that you would like to attend this type of training, let Melody know.

Upcoming meetings:

May 2 AM - Staff EMIS

May 2 PM - NEWCNT Open Lab

June 6 AM - Payroll Fiscal Year End Closing

June 6 PM - STRS and Payroll Closing Workshop

June 13 AM – Fiscal Advisory Meeting

New Business

Employee 30 hour Insurance Rule

Dan from Gallagher Benefits could not make it for his presentation. Melody is to call and set up another time.

SSDT has stated that they are working on a report that districts can run to help them comply with the 30 hour rule. They plan to use the retire hours field. If districts are not currently using this field, they need to add retire hours to *all* employees. When entering exceptions in UPDCAL, they need to make sure that the retire hour is updated correctly.

District Poll

Did you have any notes for this?

Next Meeting

Our next meeting is scheduled for June 13th.

13-006 It was moved by Ben Streby and seconded by Julie Taylor to adjourn the meeting at 10:24 am.

Reported by,

Melody Hewitt
Fiscal Coordinator