

## **Licking Area Computer Association**

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held October 15, 2015 convening at 9:05 a.m.

The following members answered present to the roll call: Sheila Lewis for Ben Streby, Robert Ogg, Lottie Fisher, Mike Sobul, Brad Hall, Trent Montgomery, Glenna Plaisted, Lew Sidwell, Lynette Telek for Judy Forney, Jeff Anderson, Tonya Mickley, Britt Lewis, Ryan Smith, Kim Moyer, Rick Jones, Julie Taylor and Jon Bowers.

Zach Niblick, Nick Roberts and Dave Chambers could not attend.

Mindy Sturm, Rowena Kyle, Patti Stocker, Sophie Dickson, Kari Snyder, Melody Hewitt and Mary Myers were also in attendance.

- 16-001 It was moved by Glenna Plaisted and seconded by Jeff Anderson to approve the minutes of the June 10, 2015 meeting. A vote of approval was taken.

### **State Software**

#### *EMIS Update*

Mary went over the handout on how to submit the 5 Year Forecast. The collection request will be opening soon and the deadline for submission is October 31. There are still several FY15 EMIS reporting periods open and yet to open, in addition to several FY16 reporting periods already open.

#### *Release Highlights*

Kari reviewed the release highlights.

Chad Carson added two new programs called Closeweb and Openweb to the USAS Local Menu. The programs require Group Manager access. When Closeweb is run, it will not allow users to log into USASWeb, USPSWeb, and the Employee Kiosk for 2 hours. This should allow board office employee time to backup and close USAS month end and backup and run CHKUPD in USPS with fewer problems. If the board office employee is finished prior to the 2 hours, they can run Openweb to allow employees access to the web programs before the 2 hour period has ended.

The State Software development team released USAS version 6.1 and USPS version 4.2 on September 25, 2015.

SSDT corrected problems to FUNDREVEX, USAEMSEDT, and VALACT. They also made enhancements to CHECKBOOK.

SSDT corrected problems and made enhancements to the AFFORD report. They also made enhancements to NEWHIRE, CHKPRT, SERSHIRE, PERDET,

USPEMS/USPEMX, and W2PROC. You can read the release notes by clicking on <https://wiki.ssd-t-ohio.org/display/p/September+2015+Release>.

#### First Pay of January on the 1<sup>st</sup>

There are eight LACA districts that are considering moving their January 1<sup>st</sup> payroll to December. There are a number of things that should be considered when moving a payroll across months and calendar years, such as the impact on W2s, annuity ramifications, the timing of balancing and closing calendar year end, and the pay of the month that is selected when running INICAL for that payroll.

#### USAS/USPS Rewrite

Melody discussed the MCOECN's ERP status and the status of the State Software Rewrite.

The MCOECN is looking at 3 software packages as an alternative to State Software. The MCOECN has scheduled day long proof-of-concept demonstrations for each of these vendors, November 4, 5, and 6. LACA will be hosting these demonstrations via videoconference. If you are interested in seeing one or all of these demonstrations, please let LACA know.

State Software will be doing preview releases of their new software by January 2016. LACA will copy each district's current data files into the new software. Each district will need to test the new software using their live data. LACA will let you know when the software is ready for you to test.

SSDT will be ready for Release Candidates by the spring of 2016. Release Candidates are districts that wish to go live on the new software in the first round.

The SOAP service that is used by 3<sup>rd</sup> party vendors to load data into State Software has been built and will continue to work as it does now.

#### Flexible Reporting in Reflection

Melody reviewed how reports are run in Reflection.

She discussed the old scrolling reports and the screen formatted reports. She discussed copying query results in USASWeb and pasting them into Excel.

She also discussed BeAR reports, and using Safari ODBC to create reports.

### **Current Fiscal Projects**

#### Requisition Approval Manager (RAM)

Mary discussed two issues that are happening inside RAM and possible solutions. The first issue is reusing requisition numbers, either from the same originator or another

person. We had a district from another ITC that had their requisitions set to delete on conversion to a PO, then another person used the same number at a later time. RAM retained the original creator and approval list, but overwrote the detail and sent it through the approval again. It was proposed to modify RAM that if the requisition creator was not the same, to throw out an exception. Also, if the requisition was approved and came through again, RAM would throw out an exception.

The second issue was requisitions being converted to purchase orders before they were fully approved. RAM marks any requisition that was in one load and not in the next as deleted. It was decided when a requisition is not approved and not in the next load to be added to a list to be sent to the Treasurer for review.

### Employee Kiosk

There are two LACA districts that are using the AESOP/Kiosk interface, Northridge and North Fork.

### Governing Board Update

Jon Bowers shared that the Governing Board was considering several changes to the LACA Constitution which would reflect legislative changes, recommendations from the site review that was conducted two years ago, and a reduction in the number of annual meetings. The Board discussed the potential impact of the META Solution mergers that are occurring throughout the state. FY17 ISP rates are anticipated to remain the same. A new Instructional Resource Coordinator position was approved; the job search will start soon. It was reported that the SOC 1 audit was completed with no comments or management letters.

Jon Bowers talked about the importance of data security when releasing schools' data to third-party vendors. LACA will be preparing questions that schools can use when talking with vendors that host their services outside LACA.

### Election of Officers

- 16-002 Rick Jones nominated Julie Taylor as Chairperson. Jeff Anderson seconded the nomination. A vote of approval was taken.
- 16-003 Jeff Anderson nominated Rick Jones as Vice-Chairperson. Brad Hall seconded the nomination. A vote of approval was taken.
- 16-004 Brad Hall nominated Ben Streby as Governing Board Rep. Rick Jones seconded the nomination. A vote of approval was taken.

### Unfinished Business

#### Treasurer's Retreat

Jon and Julie discussed the retreat. It was agreed that everyone liked the two day format. If you would like to recommend another location for the retreat, please contact Jon or Julie.

Microfiche

Jon Bowers, Melody Hewitt, Kari Snyder, and Kim Moyer discussed at length the need to create microfiche at fiscal yearend and calendar year end. LACA provided a document entitled "Ohio Electronic Records Committee". Jon discussed the content of the document and recommended that everyone read the document. A recommendation and a vote will be taken at our December meeting.

Third Party Software

LACA has heard nothing new about the interface of HR Gateway and DataWerks with State Software.

**New Business**

City Tax

Kari reviewed section 9.42 (Municipal income tax deductions) of the Ohio Revised Code. Each district should read this section.

Terrorist Form

The use of the Ohio Department of Public Safety Division of Homeland Security Form HLS0037, Terrorist Form, was repealed 4-14-2006.

Meetings Scheduled

October 28<sup>th</sup> – USAS Roundtable

November 17<sup>th</sup> – Beginning Equipment Inventory

December 4<sup>th</sup> – Calendar Year End Accounting, Payroll, and Christmas Luncheon

Next Meeting

The FY16 meeting schedule will be December 4<sup>th</sup>, February 18<sup>th</sup>, April 21<sup>st</sup>, and June 9<sup>th</sup>. Please mark your calendars.

16-005 It was moved by Brad Hall and seconded by Mike Sobul to adjourn the meeting at 11:15 a.m.

Reported by,

Melody Hewitt  
Fiscal Coordinator