

## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 27, 2016 convening at 8:00 a.m.

The following members answered present to the roll call: Ben Streby, Lottie Fisher, Tina Washka for Mike Sobul, Brad Hall, Glenna Plaisted, Dave Chambers, Jeff Anderson, Tonya Mickley, Mindy Sturm for Rick Jones, Julie Taylor and Jon Bowers.

Trent Montgomery arrived at 8:07. Ryan Smith arrived at 8:07. Kim Moyer arrived at 8:10. Brit Lewis arrived at 8:11.

Robert Ogg, Zach Niblick, Nick Roberts, Lew Sidwell, and Judy Forney could not attend.

Brenda Keller, Rowena Kyle, Anne Obarski, Kari Snyder, Melody Hewitt, and Mary Myers were also in attendance.

- 16-010 It was moved by Lottie Fisher and seconded by Glenna Plaisted to approve the minutes of the February 18, 2016 meeting. A vote of approval was taken.

### **State Software**

#### *STRS Rate Increase*

FY17 will be the last STRS rate increase for employees. The rate will increase to 14%.

#### *Fiscal Year End Things You can do Now*

Melody reviewed the things you can start doing now to aide in the closing of your fiscal year end. A check list was also included in the packet.

#### *USAS/USPS Redesign*

Preview Release #2 was installed on March 7<sup>th</sup>. Kari reviewed the functional changes that are a result of this release. She also shared some of SSDT's responses to feedback that was submitted after the February fiscal advisory meeting.

SSDT has acknowledged that they will incorporate ARF, EIS, workflows, ACH processing, an employee self service portal, and budget forecasting into the Redesign, but no timeline has been set.

Jon encouraged districts to send feedback to Chuck Mackey regarding the Redesign and its current direction. Mr. Mackey is gathering input from school and ITC staff to make a recommendation about the status of the State Software Redesign project on May 13<sup>th</sup>. Please send your comments to [cmackey@avantia-inc.com](mailto:cmackey@avantia-inc.com).

### EMIS Update

Mary stated the mandatory resubmission of the Five Year Forecast is April 1 – May 31. The collection request has not been released yet. Mary will let the districts know when that collection is open and they can submit their forecast data. Districts were given the instructions to do the upload and collection themselves. Districts can call or email if they need assistance.

Mary mentioned a training initiative from ODE that Michaelene is assisting with. The timeline is very aggressive with anticipated training on four sets of reports between June 13 – 30, 2016. LACA will send out information when the trainings are scheduled. Districts are encouraged to send the personnel responsible for that area to the training, such as Building Administrators or Test Coordinators may want to attend the Assessment or Where Kids Count, whereas the Treasurer may be interested in the FTE report training.

### **Current Fiscal Projects**

#### Requisition Approval Manager (RAM)

The RAM 2015 release was installed on March 20<sup>th</sup>.

A list of skipped requisitions has been added to the hourly load. Administrators will click on Administrator and then on View Requisitions Skipped During Load. This list should be verified and cleaned up.

Email reminders have been added when documents need approved and when RAM deletes a requisition.

Hourly updates will no longer update approved requisitions and hourly updates will not update requisitions if the creator changes.

The USAS type codes have been added to the requisition workflows screen.

There is now a place to search for documents by workflows.

#### Kiosk

Mount Vernon has agreed to be a pilot for the Time Card Module.

Lexington School District has been using the Time Card module since August of 2015.

The development team is now working on the export.

#### MCOECN – SunGard eFinance Package

The MCOECN has selected the SunGard eFinance package as their ERP financial package.

A demonstration of the package immediately followed the Fiscal Advisory Meeting.

## **Governing Board Update**

Jon Bowers explained that no Governing Board Meeting had been held since the last Fiscal Advisory Committee Meeting. He shared overviews of three projects LACA is working on: an economic, fully functional On-Base replacement, a partnership with Johnson Controls which will allow LACA to host and support the monitoring hardware usually installed at districts, and Digital Watchdog, a security and surveillance solution which can be deployed similarly to the LACA wireless service. Additional information will be forthcoming in the next few weeks as well as invitations to demonstrations.

## **Unfinished Business**

### *Microfiche*

A motion on the discontinuation of creating microfiche was presented.

Motion to approve the use of backup files in Bear and on CD to replace microfiche as permanent fiscal records for school districts, effective beginning FY15.

- 16-011 It was moved by Julie Taylor and seconded by Ben Streby to approve the motion. A vote of approval was taken.

## **New Business**

### *Treasurer's Retreat*

Julie Taylor gave an update on the Treasurer's Retreat. Everyone should make their reservations by July 25<sup>th</sup>. They will be under LACA Treasurers.

If you have any suggestions for topics, please get them to Julie.

### *Meetings Scheduled*

A list of scheduled meetings and trainings is listed on the agenda.

There was a request for LACA to have an Accounting 101. If you have anyone in your district you would like to attend, please email [fiscal@laca.org](mailto:fiscal@laca.org) with some dates.

### *Next Meeting*

The next meeting will be June 3<sup>rd</sup>. This will be our fiscal year end closing meeting.

- 16-012 It was moved by Glenna Plaisted and seconded by Jeff Anderson to adjourn the meeting at 9:52 a.m.

Reported by,

Melody Hewitt  
Fiscal Coordinator