

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 3, 2016 convening at 9:18 a.m.

The following members answered present to the roll call: Ben Streby, Robert Ogg, Zach Niblick, Trent Montgomery, Dave Chambers, Judy Forney, Patti Stocker for Jeff Anderson, Tonya Mickley, Rowena Kyle for Brit Lewis, Kim Moyer, Julie Taylor, and Jon Bowers.

Jeff Anderson arrived at 9:29 a.m.

Lottie Fisher, Mike Sobul, Brad Hall, Glenna Plaisted, Nick Roberts, Lew Sidwell, Ryan Smith, and Rick Jones could not attend.

Susan Wright, Bryan Clippinger, Kari Snyder, and Melody Hewitt were also in attendance.

16-013 It was moved by Ben Streby and seconded by Trent Montgomery to approve the minutes of the April 27, 2016 meeting. A vote of approval was taken.

Forms Distribution

Melody distributed the Fiscal Authority Change, Fiscal FTP Directory, and SERS Tape Authorization forms to districts to complete and return for FY17.

Johnson Controls

Bryan Clippinger of Johnson Controls made a brief presentation to explain some strategies schools can take to reduce energy costs.

Governing Board Update

Jon announced the addition of two new staff members to LACA: Jon Stoehr, Network Coordinator and Melissa Elliot, Instructional Resource Coordinator. They are filling vacancies left by Jeff Davis, who left in February to work for the MCOECN, and Justin Post, who will be leaving at the end of June.

The core upgrade to the LACA network was approved at an approximate price of \$500,000. The work will be scheduled during the second and third weeks of July.

The Governing Board approved the Fiscal Advisory Committee motion to use back up files in Bear and on CD to replace microfiche as permanent fiscal records for school districts.

The Board also approved the motion to require district superintendent authorization for LACA staff to delete special education forms. The preferred method of special education forms deletion is by district staff and we can offer training to assist with the process.

Bill Seder, Mount Vernon Superintendent, was elected as the LACA Superintendent Representative on the Management Council OECN Board of Trustees. Bill will serve a three year term. He had also served in this capacity for another ITC in the past.

Trevor Thomas, Heath City Schools Superintendent, was elected as the LACA Governing Board Chairperson; Doug Ute, Newark City Schools Superintendent, was elected as the LACA Governing Board Vice-Chairperson. Jon Bowers looks forward to working with all three people.

While INFOhio had made great efforts to have their funding restored, it appears that there is not sufficient support from our local legislators to have the funding restoration language included in budget language. The cost to replace the funding for LACA schools exceeds \$100,000 for FY17.

Jon Bowers and Chad Carson presented to the board strategies that the network team is developing to make district back-ups more secure. They also discussed the Johnson Controls project and presented an update on the USXS Redesign versus SunGard eFinance.

Current Fiscal Projects

Requisition Approval Manager (RAM)

There have not been any recent updates to RAM. No questions were asked.

Kiosk

The MCOECN has hired a consulting firm to help minimize the software stability issues that users have been experiencing. Jon also explained that the MCOECN is restructuring the fees for the Kiosk starting in FY17. The cost will now be based on use instead of being equally shared by all ITCs. However, during FY17, the MCOECN is offsetting that cost by waiving its annual fee. Thus, starting in FY18, LACA may have to pass the cost of the Kiosk on to districts.

MCOECN – SunGard eFinance Package

Representatives from 12 LACA districts participated in the SunGard demonstration following the April Fiscal Advisory Meeting. Price structure was then emailed to treasurers. LACA is investigating the costs for a locally hosted solution.

14 districts state-wide have confirmed participation in Wave 1 of the transition to SunGard eFinance. No LACA districts are signed up for Wave 1. Jon explained that LACA would like districts to remain apprised of both SunGard eFinance and USXS Redesign during the next year so that districts can make a more informed decision.

State Software

Fiscal Year End Closing – USAS and EIS

Melody and Kari reviewed the Fiscal Year End Accounting procedures and Fiscal Year End Equipment Inventory procedures. Documentation can be found in the Document Tree of the LACA website.

USXS Redesign

Preview Release #3 was installed on May 12th. Kari reviewed the functional changes that are a result of this release. The fields on many interfaces were reorganized and several fields were added to the default grids based on user feedback.

Highlights of USAS-R Changes:

Appropriation accounts are now automatically created when budget accounts are created, and AOS default account descriptions populate on new accounts if blank. The clone option was implemented for Purchase Orders, and a delete option was added for Posting Periods. The Detail Report Option was rewritten to now allow for sharing between users, and a Saved Reports Menu Option was added.

Highlights of USPS-R Changes:

The expenditure account format in the Pay Account interface was rewritten to match the account format of USAS-R. The flag for Electronic Payment was moved from the Payroll Item Configuration interface to the Payee interface, so if your district currently pays the same payroll vendor by both electronic payment and check, please email fiscal@laca.org. The Outstanding Payables option now auto-detects check versus electronic transfer so both payment types can be processed by a single action.

EMIS Update

Kari shared that Mary was pleased with everyone's timely submission of 5 Year Forecast data.

Kari reminded treasurers that the Yearend Financial reporting period will open soon. It can be run before fiscal year end close to verify data for errors. Districts must submit financial data before August 31st, but will have the opportunity to submit capital asset data during September in a Supplemental reporting period if that data is not finalized by the end of August.

Kari reminded treasurers of the trainings Mary had discussed during the April Fiscal Advisory Meeting, that are part of a grant from ODE. She mentioned that the FTE trainings would be very beneficial to treasurers for future reviewing and reconciling of FTE reports. They may sign up for the June 14th or June 28th FTE trainings on the LACA website.

Email Salary Notices

Kari reminded treasurers that LACA can help districts email salary notices if they are interested. The process to do so will be explained to payroll users at the USPS fiscal year

end meeting. Users may attend one of two open labs (June 9th or June 16th) if they would like assistance.

Unfinished Business

Treasurer's Retreat

Julie Taylor reminded everyone to make their reservations with Coshocton Village Inn & Suites by July 25th.

New Business

Meetings Scheduled

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

Next Meeting

The next meeting will be Sept 8th. This will be the combined meeting with the Governing Board.

16-014 It was moved by Ben Streby and seconded by Tonya Mickley to adjourn the meeting at 11:05 a.m.

Reported by,

Melody Hewitt
Fiscal Coordinator