

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held October 20, 2016 convening at 9:08 a.m.

The following members answered present to the roll call: Ben Streby, Robert Ogg, Mike Sobul, Zach Niblick, Todd Griffith, Lew Sidwell, Lynette Telek for Judy Forney, Tonya Mickley, Brit Lewis, Ryan Smith, and Julie Taylor.

Patti Stocker, representing Jeff Anderson, arrived at 9:10 a.m. Jon Bowers arrived at 10:10 a.m.

Lottie Fisher, Brad Hall, Trent Montgomery, Glenna Plaisted, Dave Chambers, Jeff Anderson, Kim Moyer, and Rick Jones could not attend.

Rowena Kyle, Mary Myers, Melody Hewitt, and Kari Snyder were also in attendance.

- 17-001 It was moved by Ben Streby and seconded by Mike Sobul to approve the minutes of the June 3, 2016 meeting. A vote of approval was taken.

LACA Housekeeping

Kari introduced Todd Griffith, who will be Treasurer at Licking Heights Local School District.

Kari reminded attendees of the documentation that is available on the LACA website. Among other items, Fiscal Advisory minutes and USAS/USPS/EIS documentation can be obtained by clicking Document Tree on the navigation menu. Links to fiscal specific documentation can be found on the Fiscal page of the website. LACA's SOC 1 Audit and Data Release Policy can be obtained via the Policies & Compliance link at the bottom of the website.

Hot Topics

Email/Password Security

Chad did a presentation on phishing, email security, and strong passwords. If you would like Chad to do a presentation at your district, please contact him.

Overtime and Minimum Wage

The Department of Labor amended the Fair Labor Standards Act's Overtime Law effective December 1, 2016. Executive, administrative, professional and computer employee exemptions have risen from \$23,660 per year to \$47,476. The exemption for highly compensated employees has risen from \$100,000 to \$134,004.

Certain professional employees, including teachers, are not subject to the salary basis and salary level requirements that generally apply to other white-collar employees.

Ohio minimum wage will increase 5 cents beginning January 1, 2017. The new minimum wage will be \$8.15.

IRS Reminders

Melody attended an IRS Reminder session at the OEDSA Conference. The speaker stated that more audits of schools (K-12 and universities) have been done this year than all the rest of his years combined.

The areas that cause the most problems and cost districts the most money are student workers, supplemental pay, and independent contractors.

If a student of your district is working for you during the school year, they do not pay into Medicare. If that student works for you during the summer, they must pay into Medicare.

If an employee of your district earns wages over and above their regular wages and those wages are in a separate check or designated separately with their regular wages, the supplemental wages must be taxed at a flat 25% for federal and 3.5% for Ohio.

Worker classification determinations are made on a case by case basis. The IRS will look at three categories of evidence: behavioral control, financial control, and relationship of the parties. This area causes the most problems for school districts.

Other areas that were discussed were W4s, fringe benefits, Form W-9, and 1099s.

This year the date for filing W2s and 1099s to the SSA has been moved up to **January 31, 2017**. All districts must have their W2 and 1099 tape files ready for LACA to send by **January 20, 2017**. If there will be a problem meeting this deadline, please contact LACA as soon as possible.

For more information on this presentation, please refer to the documentation.

Current Fiscal Projects

Requisition Approval Manager (RAM)

There have not been any recent changes to RAM. It was asked if RAM is compatible with USAS-R. Currently it is not, but as long as data can be extracted at scheduled times, Chad believes it would be possible to continue to use RAM for requisition approval.

Kiosk

As of this summer, the Kiosk is housed at the MCOECN. The MCOECN hired Insum, a consulting firm that specializes in Oracle, to assist with software stability and security. During this time, there will not be any new enhancements, including the Time Card Module.

SunGard eFinance

Kari mentioned that there are 15 districts statewide in Wave 1 of the conversion to SunGard eFinance, none of which are LACA districts. Those districts started training in June 2016 and plan to go live in January 2017. There are currently 36 districts statewide that have expressed interest in Wave 2, one of which is a LACA district, but no districts have signed contracts. Wave 2 districts will begin training in January 2017 with the intention to go live in July 2017.

Kari also shared some information from the SunGard session she attended at OEDSA. Receipts can currently be posted one-by-one or imported from a batch file. SunGard is working to develop an API to allow receipt posting similar to that currently seen between Pay For It and USAS. This API will also interface with Bonefish. The eFinance package includes Optio, a check printing software that can store electronic copies of checks. SunGard currently provides annual tax tables and is evaluating how biweekly, semi-monthly, and monthly tax tables will be generated. This may be a district ability/responsibility. SunGard is developing the per pay reporting that will be required for SERS in January. The eFinance package also includes 1095C reports.

Governing Board Update

The most recent LACA Board meeting was held September 9th. At the meeting, the board approved the hire of Melissa Elliot, our second INFOhio support person. For many years, we have functioned with only one support person and we felt that as INFOhio resources and training increases, we needed to add a second individual. The board also approved another EMIS support person and authorized Jon Bowers to hire that person. We are in the midst of interviews right now.

We are in the K-12 Network Funding Application cycle. About 50% of schools have applied. The process is easier this year. Treasurers and superintendents, as well as tech coordinators should be receiving notifications. The e-rate cycle is now open.

The board approved Surveillance as a Service for LACA to provide to schools. It is important to realize that the wiring for this project as well as POE switches that power this service are e-rate eligible. It is possible to reduce the cost of a SaaS by 15 – 30% by using e-rate. Please contact Jon Bowers for more information.

LACA's FY17 Continuous Improvement Plan (CIP) was approved. It is posted under the Compliance tab on the LACA website. The finalized SOC1 audit report is also posted there.

The LACA board approved participating in the SunGard eFinance project. A 5-year payment plan was also approved. Jon Bowers has finalized an agreement by working with Dan Gaschen of Bricker and Eckler.

State Software

USAS, USPS, EIS Releases (July 2016)

Kari explained the few changes to USAS, USPS, and EIS contained in the July 2016 release. New account codes were added for FY17, the single audit threshold in the Federal Assistance Summary was increased per AOS, and a new position code was added for payroll.

USXS Redesign

Two USAS Preview Releases and one USPS Preview Release were installed in August and September. Kari reviewed the functional changes that are a result of these releases. Several interfaces have been rewritten and added, and many district requests have been incorporated into the software based on feedback sent to SSDT. Per SSDT's session at OEDSA, SSDT expects one more Preview Release before Release Candidates (Pilot Districts) will begin running parallels in January 2017. EIS, ARF, and workflows will not be included in the software at this time, but will be added as enhancements at a later date.

Highlights of USAS-R Changes:

A Home Page was added to USAS-R which will serve as a dashboard for users with links to reports. Interfaces for Budgeting Scenarios and Transfers/Advances were added. Accounts, OPU, Requisitions, and Receipts were rewritten in the grid format. A portion of ACTCHG ability was added for expenditure and revenue accounts. Other general enhancements include: grid filtering by a range, retaining column order and visible columns on the grid by user, and date shortcuts. Several pre-defined reports were added, including APPSUM, BUDSUM, FINSUMM, CHECKPY, POETL, POSUMM, REVSUM, and FINDET.

Highlights of USPS-R Changes:

The Report Writer was rewritten; reports can now be shared between users, districts, ITCs, etc. A new interface, Attendance Import, was added with options very similar to Classic's USPIMPORT/Attend. The ability to create and save templates was also added to multiple interfaces, including Employee, Position (JOBSCN/POSSCN in Classic), Leaves (BENSCN), and Payroll Item (DEDSCN). The Default record will be imported as a template, and users can create other templates as desired. This is an enhancement to Classic's ability. Payroll users can now create as many templates as desired (i.e. a position for teacher, a position for custodian, a position for sub, etc.). This will save time and could improve data quality.

Canceling Purchase Orders using Safari and AUTOPOST/Other

Melody discussed a process that districts can use to cancel purchase orders using a Safari ODBC and AUTOPOST Other. Once you have created a spreadsheet, you can refresh it at any time to cancel additional purchase orders.

Step by step instructions were included with the documentation.

DASLFee

There was a comment in LACA's survey of wanting more information about the DASLFee program to post the fees from StudentInformation directly to USAS. Mary gave an overview of the DASLFee program and explained how the process flowed from start to finish. If anyone is interested in seeing more, or having a training to set up the process for their district, please contact LACA.

EMIS Update

Mary gave an update on EMIS. Since the Yearend Financial data has been finalized, now is a good time to run VALACT and make any account changes or OPU changes necessary. The first submission of the Five Year Forecast for FY17 is due October 31. Mary handed out the instructions. If anyone has any questions or issues, please contact LACA for assistance.

Election of Officers

- 17-002 Tonya Mickley nominated Julie Taylor as Chairperson. A vote of approval was taken.
- 17-003 Britt Lewis nominated Rick Jones as Vice-Chairperson and Ben Streby as Governing Board Rep. A vote of approval was taken.

Unfinished Business

Treasurer's Retreat

Kari informed attendees that 10 districts were represented at the 2016 Treasurer's Retreat. Members discussed the timing of the retreat and may like to consider dates in late September next year. The possibility of inviting treasurers from neighboring, non-LACA districts was mentioned at this year's retreat. That idea was discussed today and many treasurers agreed that it may be beneficial to extend the invitation to others since much may be able to be learned from their different experiences. It may also allow for smaller break-out sessions (i.e. large districts, small districts, career technical, ESC, etc.). These items will be further discussed at future Fiscal Advisory meetings.

New Business

Trainings Scheduled

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

Next Meeting

The next meeting will be December 2nd, following the Calendar Year End Payroll Roundtable. It will be followed by the annual luncheon.

- 17-004 It was moved by Mike Sobul and seconded by Britt Lewis to adjourn the meeting at 12:02 p.m.

Reported by,

Melody Hewitt
Fiscal Coordinator