



## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 20, 2017 convening at 9:06 a.m.

The following members answered present to the roll call: Ben Streby, Rob Ogg, Tina Washka for Mike Sobul, Brad Hall, Zach Niblick, Trent Montgomery, Glenna Plaisted, Lew Sidwell, Tonya Mickley, Ryan Smith, Kim Downs, Mindy Sturm for Rick Jones, Julie Taylor, and Chad Carson for Jon Bowers.

Lottie Fisher, Todd Griffith, Dave Chambers, Judy Forney, and Britt Lewis could not attend.

Patti Stocker arrived at 9:11 a.m.

Brenda Keller, Kari Snyder, Mary Myers, Melody Hewitt, and Karah Smith were also in attendance.

17-009 It was decided to table the minutes of the February 16, 2017 meeting.

### **Hot Topics**

#### *Civil Rights Reporting*

Mary presented that the Civil Rights reporting is due April 24. There is a report that can be run out of payroll to get the staff data. Districts need to do CHGYR to change the database to FY16, and then run the CRDC report. This report will sort by building, by position code for jobs marked Y to report to EMIS. There will be some manual calculations needed, but most of the staff-related information needed will be on this report.

### **State Software**

#### *EMIS Update*

The Five Year Forecast mandatory resubmission window is open April 3 – May 31. The procedures are the same. Copies of the procedures are in your packet. If you have problems accessing the EMISFFE, or have issues along the process, feel free to call for assistance

There is a new Tuition Module in ODDEX that replaces the paper SF-14 and SF-14H reports. Data is loaded from EMIS submissions based on what the educating district is reporting as the 'How Received' code. There are roles in OEDS that control who has commenter, data view, or verifier access. By default, the Superintendent, Assistant Treasurer and Treasurer have Verifier access. Data can only be verified or flagged once the parent address has been entered by the



educating district. The address is the original address where the parent resided at the time the child was removed from the home. Once the address is entered, the resident district can flag or verify the record. If a flag has been applied, if the two districts cannot resolve the conflict it can be escalated to the Area Coordinator. The 30-day approval window will start May 1.

#### USXS Redesign Demonstration – Kari

Kari worked with the Lisbon Exempted Village School District treasurer to present 12 accounting scenarios and 14 payroll scenarios in USxS-R to the Fiscal Redesign Oversight Committee on March 9<sup>th</sup>. The same presentation will be offered again in conjunction with the OASBO Annual Conference on April 25<sup>th</sup>. A recording is available on the SSDT site.

Kari also demoed some of the USAS-R scenarios live for those in attendance. She showed how to create an account filter for a user, create and edit accounts, personalize grids, make a fund to fund transfer, repay an advance, reconcile and un-reconcile disbursements, and create a receipt and reduction of expenditure. Additional scenarios will be demoed at future fiscal advisory meetings. USPS-R scenarios were shared at the last Payroll Roundtable and some USAS-R scenarios will be shared at the upcoming Accounting Roundtable.

#### Fiscal Year End Things You Can Do Now

Melody reviewed a list of things that districts can do now to get ready for fiscal year end. A document was shared with the treasurers.

### **Current Fiscal Projects**

#### Requisition Approval Manager (RAM)

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

#### Kiosk

The MCOECN has been overseeing the Kiosk development since July 1, 2016. Their first goals were security and stability. They found that the Kiosk/AESOP interface was causing most of the problems. The next thing they will be working on is an impersonate option for ITCs.

The next module they will be working on is to finish the timesheet module. They hope to have pilot districts in the spring and they should be live in the fall.



### PowerSchool eFinancePLUS

Kari provided an update on the MCOECN's eFinancePLUS implementation. Licking Heights is participating in Wave 2 with a go live date of July 1, 2017. There are currently 10 districts across the state signed up for Wave 3, to start training July 1, 2017 and go live January 1, 2018.

Kari then discussed some features of the software related to requisitions, accounts payable, receipts, refunds, and group life insurance that have been learned during training.

### Governing Board Update

Jon did not have an update. Chad discussed a service that will "phish" our districts at random intervals and provide reports of how many people fell for it. The service offers short training videos to supplement the phishing campaign. Chad wanted to get treasurer input to see if this was a worthwhile effort, and if there would be any barriers to having staff take training on Cybersecurity. Everyone agreed this was a good idea and there would not be problems having staff take the training.

### Unfinished Business

#### Treasurer's Retreat

The location, date and time were confirmed by Julie Taylor. Information was handed out regarding cost and events for the retreat.

### New Business

#### Upcoming Trainings

A list of scheduled meetings and trainings is listed in the PowerPoint and on the agenda. Payroll 101 was added to the PowerPoint after the agendas were already printed.

#### Next Meeting

The next meeting will be June 1<sup>st</sup>. This meeting will be followed by Melody's Retirement Reception.

17-010 It was moved by Ben Streby and seconded by Brad Hall to adjourn the meeting at 10:15 a.m.

Reported by,

Karah Smith

Fiscal Coordinator