



Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 1, 2017 convening at 9:30 a.m.

The following members answered present to the roll call: Ben Streby, Rob Ogg, Mike Sobul, Karl Zarins, Zach Niblick, Trent Montgomery, Glenna Plaisted, Todd Griffith, Lew Sidwell, Dave Chambers, Patti Stocker, Kim Grindle for Tonya Mickley, Ryan Smith, Mindy Sturm for Rick Jones, Julie Taylor, and Jon Bowers.

Lottie Fisher, Judy Forney, Kim Downs, and Britt Lewis could not attend.

Brenda Keller, Tina Washka, Jeanne Blankenship, Josè Martinez, Kari Snyder, Mary Myers, Melody Hewitt, and Karah Smith were also in attendance.

- 17-011 It was moved by Ben Streby and seconded by Lew Sidwell to approve the minutes of the February 16, 2017 meeting.
- 17-012 It was moved by Mike Sobul and seconded by Glenna Plaisted to approve the minutes of the April 20, 2017 meeting.

Forms Distribution

Melody Distributed the Authority to Change, FTP, and ODJFS forms that require signatures from the Treasurers.

Hot Topics

Access in LAMA

Mary stated that there was a document in the packet that defined all of the Fiscal-related access rights available in LAMA along with some roles with suggested access. She stated that because it is critical and that she knows the district personnel in the Treasurer's office, she will contact the district for verification of access if she sees an access request that doesn't seem correct, for instance requesting USAS for a person who will only enter requisitions and only needs USAS Read-Only access. Please share this document with your district's LAMA Administrator.

State Software

Fiscal Year-End Closing

Melody and Kari reviewed the Fiscal Year-End Closing Procedures for Accounting.



Equipment Inventory Closing

Karah and Mary covered the Fiscal Year-End Closing Procedures for Equipment Inventory.

EMIS Update

Mary went over the Maintenance of Effort (MOE) document that ODE presented at a webinar in May. The two types of MOE are ESSA on all Title monies the district receives and the IDEA on all Special Education funds spent. The Yearend Financial period H will open early June so that Treasurers can submit their data and have it loaded into the CCIP MOE application that will open mid-June and see how they are coming on meeting the MOE requirements. The Yearend Financial collection will close August 31, with a supplemental collection to submit Capital Assets data open until September 30. The Yearend Staff collection will close mid-July and the Yearend Student collections will close July 28.

Adding Appropriations

Melody reviewed the Next Year Proposed option of the Appropriation Maintenance program. She also discussed using the Safari ODBC program and uploading appropriations using the USALOAD/ACCLOAD program.

Current Fiscal Projects

Requisition Approval Manager (RAM)

Kari mentioned that there have not been any updates to RAM. She reminded Treasurers to watch for future requisitions being submitted for approval. She stated that if approved, the email to the Accounts Payable Clerk will highlight those future requisitions in a different color for ease of identification. The district A/P Clerk can then process those requisitions as desired by the district: either hold them for later conversion to POs or convert them now using a future date or the requisition date during MASCNV.

Kiosk

Kari informed the group that the MCOECN will be holding webinars this summer for ITCs to share updates regarding the Kiosk. We will share pertinent information as received.

PowerSchool eFinancePLUS

Licking Heights has been participating in eFinancePLUS training and is progressing through the conversion and implementation process. With the assistance of a PowerSchool trainer May 23rd through May 25th, they started processing a parallel payroll to ensure everything balances to USPS. They are currently cleaning up discrepancies that were discovered, and are scheduled to complete that parallel payroll on Friday, June 2nd. They have more training ahead and are working toward a July 1st projected go live date.



USXS Redesign Demonstration

Karah did a demo of the reports module in the USAS Redesign. She covered running reports such as a BUDLED and REVLED. Karah covered how to run a predefined report that was setup by SSDT as well as create a custom report from a template and save it as a new report that could be used in the future. The committee was also shown how to save a report to send it to another user, how to import a report that was sent to them by another user, and how to share a report with users of a specific role.

Governing Board Update

The LACA Governing Board approved a contract with Charter to secure dark fiber and the LACA Leased Lit Fiber contract. LACA is piloting this service for Johnstown this year and will be analyzing network use across the consortium for districts that might benefit from pursuing leased lit fiber. The main benefit of leased lit fiber is that the district can get much larger bandwidth and increase bandwidth with no additional costs. Due to the cost of delivering fiber, the contracts are longer terms, usually ten years.

The Board also approved the purchase of antivirus software for the computers in member districts. Non-members can purchase the licensing, too. The product that was chosen is Trend-Micro. The negotiated price ended up being about \$1.30 per pc per year, with a 3-year agreement.

Jon Bowers presented an updated FY18 budget and the board approved a rate freeze, so fees will remain the same as FY17. A review of the past five years' fee changes was presented: FY13 – 5% decrease in fees; FY14 – 0 %; FY15 – 5% decrease; FY16 – 0% and FY17 – 0%.

Jon reported that INFOhio funding was restored in the House version of the budget. Representatives from INFOhio, MCOECN and school districts are all testifying to the Senate on Thursday on the value and importance of INFOhio resources. ODE and the Governor's Office both have an increasing interest in INFOhio, so we are hopeful that the restored funding will survive the budget process.

Jon Bowers explained that LACA has increased focus on security at LACA. Chad, Joe and Jon are designing and implementing additional security processes at LACA. Chad has presented that we are looking at KnowB4 as well as alternatives that will help bring security awareness to LACA users. The MCOECN is investigating statewide pricing.

At the state level, we are considering a universal Vendor Data Release Form that can be used statewide. It is critical that third party vendors that house personally identifiable information be operating with a valid SOC-1/SAS70 audit. ITCs are collectively pursuing a Cyber Liability Insurance policy. One important thing to realize is that if a district willfully releases data, the liability insurance is not going to assist or protect your district liabilities.

Jon Bowers reviewed the results of the FY17 Customer Service Survey. The results included 509 individual survey responses. While we were pleased with the results, we are always seeking input on ways to improve. We will be reviewing input from the open text responses to improve services for next year.



Unfinished Business

Treasurer's Retreat

Julie updated the committee about the Treasurer's Retreat. The retreat will be held at Coshocton Village Inn & Suites on September 28 & 29. There will be a Uniform Guidance Presentation. Mike Sobul is unable to attend but he told her that he would have a state budget update for her. Julie told the committee to let her know if they would like to invite any districts that are outside of LACA.

New Business

Upcoming Meetings

June 9, 2017 – USPS Roundtable and Fiscal Year-End Closing

June 9, 2017 – FYE Closing Open Lab

June 19, 2017 – Beginning Equipment Inventory

Next Meeting

The next meeting will be October 19, 2017.

17-013 It was moved by Ben Streby and seconded by Glenna Plaisted to adjourn the meeting at 11:40 a.m.

Reported by,

Karah Smith

Fiscal Coordinator