



Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held October 19, 2017 convening at 9:05 a.m.

The following members answered present to the roll call: Ben Streby, Lottie Fisher, Tina Washka for Mike Sobul, Trent Montgomery, Glenna Plaisted, Todd Griffith, Lew Sidwell, Julio Valladares, Tonya Mickley, Britt Lewis, Ryan Smith, Mindy Sturm for Rick Jones, and Chad Carson.

Kim Downs arrived at 9:09 a.m. and Zach Niblick arrived at 9:20 a.m.

Rob Ogg, Karl Zarins, Jo Lynn Torbert, Dave Chambers, Judy Forney, and Julie Taylor could not attend.

Lindsey Huebner, Kari Snyder, Mary Myers, and Karah Smith were also in attendance.

18-001 It was moved by Ryan Smith and seconded by Glenna Plaisted to approve the minutes of the June 1, 2017 meeting.

State Software

EMIS Update

Mary stated that the first submission of the 5 Year Forecast is due to ODE October 31. The procedures have changed this year regarding the notes file. Instead of including the notes in the forecast or sending a PDF to someone at ODE to publish on a separate site, the notes are uploaded through the Data Collector as part of the Certify & Submit process.

ODE pulled student FTE data for funding to pay the October #2 payment based on FY18 FTE data. If districts didn't have everything updated, such as disadvantagemnt, ODE will make the adjustments in subsequent payments when that data is correct.

Hot Topics

EasyProcure

Karah updated the committee about the EasyProcure program that began in PA in 2005. Ohio joined the program in 2010. It is a PNC Bank Visa purchasing card that is used like a commercial credit card. This program's rebate is based on how much the program spends as a whole from June 1st to May 31st. An aggregate total of participants' purchases in both states during a 12 month period determine the level of rebate earnings.



Historical growth of the program has gone from less than 50 members in 2005 to 300 members in 2017. The program spent around \$120 million in 2016-2017. That is the amount that the rebate is based off of. Procurement cards are to be paid in full every month.

HB 312 Provisions

Karah gave an update on HB 312 regarding the use of district credit cards. School districts that are already using credit cards will be required to have a board policy in place 3 months after the bill becomes effective.

Schools that will plan on using credit cards after the bill becomes effective will have to enact a policy before implementing the credit card program. The policy will have to include who can use it, what it can be used for, what the process is to use it, how often the cards are reissued, what the credit limits are, and what happens if an employee doesn't follow the guidelines.

A recommendation for school districts is to have all employees that are going to use the credit card sign an agreement that they understand the policy before leaving the office with the card.

If the Treasurer does not retain general possession and control of the credit card or the name of the institution is not on the card then a Compliance Officer is required. The Compliance Officer oversees the officers' and employees' use of credit cards under the policy. The treasurer/fiscal officer cannot serve as the Compliance Officer and the officer may not hold a credit card. The compliance officer is required to review the number of cards issued, the number of active cards issued, the cards' expiration dates, and the cards' credit limits.

SC View

LACA asked if any of the districts were interested in SC View and there wasn't any interest at that time. If you are interested please call LACA.

ODJFS Employer Authorization

Karah discussed that it was brought to our attention that some districts have not completed the enclosed ODJFS Form to authorize LACA as a Third Party Administrator to submit your ODJFS week and wage report each quarter. Please contact ODJFS regarding your account and complete and submit the form if not already on file.

Current Fiscal Projects

Requisition Approval Manager (RAM)

There was not a RAM update.

Kiosk

Kari updated attendees on changes made to Kiosk over the summer.



The MCOECN created a new website to house manuals and FAQs. Please see the Kiosk-Public page of community.mcoecn.org.

A Kiosk release installed July 10, 2017 included several bug fixes and added impersonation functionality for ITC support staff. A release installed on August 1, 2017 added AESOP configuration tools so ITCs and districts who have the Kiosk integrated with AESOP can better troubleshoot issues. With these changes, it is no longer required to have all employees in AESOP if you want to integrate. If you are integrated and would like to desync users to minimize fees from AESOP, go to Kiosk District Configuration > Configure AESOP Integration > Configure Users to Sync to AESOP > Select User to Desync from AESOP. The August release also included the timesheet module. The MCOECN has training ITCs on configuration but training on daily functionality is yet to be scheduled.

Kari reminded treasurers to make sure old users are deleted from the Kiosk to minimize the MCOECN bill. Fees are based on active user counts by district and previous counts have been taken each year in December or January.

PowerSchool eFinancePLUS

Kari shared a map that includes the current MCOECN districts that are live on eFinancePLUS and those district that are currently implementing. Eight additional districts across the start are currently signed up for Round 4, to start training in January 2018 with a goal of going live in July 2018.

Having gone live in July, Todd Griffith shared some of Licking Heights' experiences with eFinancePLUS.

USXS Redesign Demonstration

Karah discussed the update on the State Software Redesign Project.

Anticipating the Pilot program's success, the first wave of 4 ITCs and 12 school district sites will be selected to commence production operations in January, 2018.

As specified in the Redesign Implementation Plan, subsequent waves of school district sites will then migrate to the Redesign in succeeding 6-month intervals. For planning purposes, all school districts/ITCs will be surveyed as to which implementation wave they prefer to participate. In total, approximately 500 school districts will need to migrate to the Redesign across eight implementation waves spanning four years to the end of the calendar year 2021. Contingent upon the success of the migration, ODE will determine when the Classic system will be decommissioned.



Since LACA has a pilot district, we along with 3 other ITCs, are going to have the 1st opportunity to go live with the Redesign. None of the LACA districts expressed an interest to go live in January 2018 at this time.

Ben discussed how the pilot was going.

LACA has been told that there may be fees associated with State Software in the future due to dwindling funding. This will apply to both Classic and the Redesign.

Governing Board Update

Chad Carson provided a Governing Board update. All items discussed are available in the Governing Board minutes from 9/21/2017. LACA will be moving forward with a cybersecurity purchase, and will have a Q & A meeting with Arthur Gallagher to answer questions about this insurance and discuss the need for districts to have their OWN policy. Chad will announce that date when it is set. Chad will work with districts participating in the KnowBe4 cybersecurity training on invoicing, since this service was added after the first ½ of LACA SLA billing took place. We will invoice based on individual district preference.

It was decided for future meetings that all meeting documentation will be provided electronically except for a meeting agenda.

Election of Officers

- 18-002 It was moved by Lew Sidwell and seconded by Britt Lewis to keep the same officers as last year with Julie Taylor as Chairman, Rick Jones as Vice-Chairman, and Ben Streby as Governing Board Representative. A vote of approval was taken.

Unfinished Business

Treasurer's Retreat

Nine districts attended the Treasurer's Retreat held at the Coshocton Village Inn and Suites on September 28-29. All districts who attended felt the retreat was informative. Discussion ensued around timing and locations. Consensus was that the September/October timeframe is good and moving the location around each year or two to other parts of LACA's territory would encourage more districts to attend.

New Business

Upcoming Meetings

November 14 – Accounting Roundtable



November 29 – USPS Roundtable and Calendar Yearend Closing

December 7 – Fiscal Advisory

December 14 – CYE Closing Workshop

Next Meeting

The next meetings will be December 7, February 15, April 19, and June 7th

18-003 It was moved by Tonya Mickley and seconded by Glenna Plaisted to adjourn the meeting at 10:25 a.m.

Reported by,

Karah Smith

Fiscal Coordinator