



## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 7, 2017 convening at 9:07 a.m.

The following members answered present to the roll call: Ben Streby, Rob Ogg, Lottie Fisher, Tina Washka for Mike Sobul, Sandra Griscom, Glenna Plaisted, Lew Sidwell, Dave Chambers, Trent Montgomery for Julio Valladares, Britt Lewis, Ryan Smith, Kim Downs, Mindy Sturm for Rick Jones, Julie Taylor, and Chad Carson.

Karl Zarins, Zach Niblick, Todd Griffith, Jo Lynn Torbert, Judy Forney, and Tonya Mickley could not attend.

18-004 It was moved by Glenna Plaisted and seconded by Lew Sidwell to approve the minutes of the October 19, 2017 meeting.

### **LACA Housekeeping**

Kari welcomed Sandra Griscom as the Interim Treasurer for the Licking County ESC.

Kari circulated the annual signoff sheet for districts to authorize LACA to submit W2s and 1099s and to place the employee copies of W2s on Kiosk. If you were not present to sign the form, you should have received an email request from LACA with a form to sign.

A discussion followed regarding the option to place W2s in BeAR to be accessed by those staff specified by the BeAR administrator. This option was first available last year and will continue for your district each year based on your completion of the one-time authorization form. Chad explained the security risk of your W2s being easily accessible in BeAR if a staff member with access has their account compromised. The data is available elsewhere in BeAR but not as easily accessible and not in the same printer friendly format. Each district must decide if the convenience outweighs the risk. If you have questions regarding the security risk, please contact LACA. If you authorized the W2s to be placed in BeAR last year and would like to continue and have the 2017 W2s added, there is no action needed. If you authorized this last year and would like to remove all W2s at this time, please email [fiscal@laca.org](mailto:fiscal@laca.org). If you did not authorize this last year but would like to now, please request a form from [fiscal@laca.org](mailto:fiscal@laca.org).

### **Hot Topics**

#### *HB 312 Update - Amended*

At the last fiscal advisory meeting, Karah discussed HB 312 regarding the use of credit cards. An amended version of the proposed legislation passed the House on December 5<sup>th</sup> and will be moved to the Senate. Kari reviewed the amendments that were made to the bill and provided two



links to monitor progress: <https://www.legislature.ohio.gov/legislation/legislation-status?id=GA132-HB-312> and <https://oasbo-ohio.org/advocacy/current-issues-bills-statuses>.

### Correction - ODJFS Employer Authorization

The Employer Representative Authorization Form handed out at the last fiscal advisory meeting was incorrect. The correct form was emailed out on November 3<sup>rd</sup> and again on December 7<sup>th</sup>. Please contact ODJFS regarding your account if you submitted the form handed out at the October fiscal advisory meeting.

### OHSAA ArbiterPay

Kari asked if anyone would be interested in LACA hosting an OHSAA ArbiterPay meeting with Jeff Jordan. Many expressed an interest and asked for additional topics such as Booster issues to be included. Several treasurers mentioned that they would like to invite their athletic directors and high school principals. January was suggested as a good time to schedule the meeting. Kari will send finalized details once confirmed.

### AOS Special Report November 15<sup>th</sup>

The AOS issued a special report on November 15<sup>th</sup> about theft by government employees. Kari informed treasurers that the report includes an interactive map of \$3.4 million in payments that were collected but not deposited over the past 10 years, based on findings for recovery in 77 local governments and school districts, in which 53 employees were convicted of theft. The report states that many workers succeed at theft because of access to system, knowledge of the system (knowing weaknesses and exploiting them), or because no one is watching. Kari encouraged everyone to verify current user access at their district. Kari also encouraged everyone to review the report since it includes recommendations to protect incoming payments, such as separation of duties and establishing clear processes for receiving and documenting all payments. The following link was provided: <http://www.ohioauditor.gov/news/pressreleases/Details/3732>.

### State Software

#### EMIS Update

Mary stated that the 2008\_Staff\_Equitable\_Access\_Analysis\_Tool Excel spreadsheet was available in the Data Collector. The person in the district responsible to create the Equity Plan can ask the EMIS Coordinator to get that file for them.

Student funding is now based on FY18 student data. The first student collection for both traditional and community schools closes December 21. At that time, the Casino count will be taken for distribution of the Casino monies. Career Tech funding based on FY18 course data will begin in January, 2018.



### Calendar Year-End Closing

Kari reviewed the calendar year end closing process. Please review the “Accounting Calendar Year End Closing Checklist” and the “Closing Procedures for January” available on the LACA website. In addition to submitting your 1099s electronically to SSA and Ohio as in prior years, LACA will also submit 1099s electronically to RITA and CCA this year.

### **Current Fiscal Projects**

#### Requisition Approval Manager (RAM)

Kari and Chad explained a bug that was recently reported by another ITC. If the last item of a requisition currently in progress in RAM is deleted in USAS, and no other changes are made to the requisition, RAM is not recognizing the change and is not updating the requisition and restarting the workflow. Please keep an eye out for this rare occurrence while Chad determines the best way to modify the import to eliminate the bug. If you experience this issue, please email [ram@laca.org](mailto:ram@laca.org).

Treasurers were asked to keep their denied requisitions cleaned up. They can be deleted from USAS if no longer needed. These requisitions will appear on an exception list in RAM.

#### Kiosk

Kari mentioned that Kiosk State Support is working with a district to test documentation and configuration of the Timesheet module. They have encountered some issues that Insum is working to resolve. Once complete, Kiosk State Support will post documentation and offer training to ITCs. Kari asked if any districts would be interested in exploring this module at that time. Some were interested.

#### PowerSchool eFinancePLUS

An Ohio Users Group Meeting, organized by members of the eFinancePLUS Advisory Committee (eFAC), was attended by over 120 ITC and district staff on November 30<sup>th</sup>. Kari mentioned that this was a success and was reviewed well by attendees.

#### USXS Redesign Update

Kari shared an update on the USxS Redesign. She reported that all bugs discovered during the pilot have been fixed as of this time. During the pilot, TimeClock Plus, Edge, and Kiosk were all successfully tested. The only known issue with these third party vendors is with the Kiosk, not returning information for paystubs and W2s that were created in Classic. This is expected to be resolved prior to production in January 2018.

Based on a conversation with Chuck Burkhart, Project Manager, SSDT is encouraging participation in the first wave of production. They are looking for districts interested in piloting



during the first half of 2018, starting the process by March, with the intent to go live in April or May. They are considering it a risk free approach, because the districts can decide when to discontinue Classic. One advantage for early adopters will be maximum support, since the initial wave will only include up to 12 districts. If you are interested in participating in the initial wave, please contact LACA.

A new feature is being added to the Redesign to make generating reports easier. Any grid (Accounts, Vendors, Purchase Orders, Disbursements, Activity Ledger, etc.) can be customized (i.e. sort, filter, show desired columns, etc.), and then the user will be able to click a Report button on the grid to generate that report. You will have the option to save that report to the report manager if you want to save your filters to be able to run again in the future. You will also have the option to generate the report as a CSV file. This should make report writing much more user-friendly.

### **LACA Director Update**

Chad is finishing up reviews of the KnowBe4 Cybersecurity training and will have a recommendation for rolling this training out to participating districts very soon. The LACA Director of Operations job interviews are being conducted this week, with a candidate expected to be approved at the December 14 Governing Board meeting. LACA has purchased Cybersecurity Insurance and will be having an informational webinar with Arthur J. Gallagher via webex on December 14<sup>th</sup> at 10:00am. Information will be sent out about this webinar. LACA has finally received their SOC1 audit documentation, which is available for download from the LACA website under the “Policies and Compliance” link at the bottom of each page on the LACA website. Chad has a goal to schedule a site visit with the leadership of each member district during the 2018 calendar year, and will be scheduling those visits soon.

### **Unfinished Business**

#### *Treasurer’s Retreat*

Kari mentioned that the September/October timeframe was agreed upon at the last fiscal advisory meeting and a suggestion was made to rotate the meeting location throughout the LACA territory annually. Kari asked if anyone had a suggestion of a meeting location in their district/area. If you have suggestions, please email Julie Taylor or [fiscal@laca.org](mailto:fiscal@laca.org).

### **New Business**

#### *Upcoming Meetings*

LACA’s CYE Closing Workshop is scheduled for December 14<sup>th</sup>.

#### *Next Meeting*

The next fiscal advisory meetings will be February 15<sup>th</sup>, April 19<sup>th</sup>, and June 7<sup>th</sup>.



18-005 It was moved by Ben Streby and seconded by Britt Lewis to adjourn the meeting at 10:39 a.m.

Reported by,

Kari Snyder

Fiscal Support Coordinator