



Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 25, 2018 convening at 9:06 a.m.

The following members answered present to the roll call: Ben Streby, Rob Ogg, Mike Sobul, Karl Zarins, Zach Niblick, Glenna Plaisted, Lew Sidwell, Tonya Mickley, Britt Lewis, Ryan Smith, Mindy Sturm for Rick Jones, and Julie Taylor.

Lottie Fisher, Julio Valladares, Todd Griffith, Jo Lynn Torbert, Dave Chambers, Judy Forney, Kim Downs, and Chad Carson could not attend.

Brenda Keller, Sandra Griscom, Dean Reineke, Kari Snyder, Mary Myers, and Karah Smith were also in attendance.

The meeting started with a demo of EVAS and EPAS software by Jill Dahl of Bonefish Systems. If you have any questions about the software, LACA can provide contact information.

18-008 It was moved by Glenna Plaisted and seconded by Britt Lewis to approve the minutes of the February 15, 2018 meeting.

LACA Housekeeping

Mary introduced the new Director of Operations, Dean Reineke.

Hot Topics

Licensure Verification

Kari shared two links to ODE and OASBO resources that may assist treasurers with licensure verification requirements.

Crowd Funding

Kari discussed crowd funding and asked committee members how they are monitoring their staffs' use of crowd funding websites. After attending a session at the OASBO annual workshop on this topic, she shared what other Ohio districts have done, including amending board policy, creating district procedure/forms, and monitoring activity on websites. She also discussed some of the benefits of a specific crowd funding website, Donorschoose.org. Donorschoose.org is preferred by some Ohio districts because there is no exchange of money with your staff. Services or supplies that are requested for projects, once funded by donors, are ordered by Donorschoose and shipped directly to the school to the attention of the principal. There are no tax implications to the recipient. Some LACA districts have created similar board policies and procedures. As an alternative, another member district has created a GoFundMe.com account so that any money



raised is paid to the district instead of to the requestor, which also eliminates tax implications for district staff and assists the district in ensuring proper spending.

OASBO Workshop Open Discussion

Kari asked attendees if they had any information to share from sessions they attended at the OASBO annual workshop. Nothing was mentioned.

State Software

EMIS Update

Mary reminded the Treasurers that the mandatory resubmission period of the 5 Year Forecast opened April 3 until May 31. The instructions to load the forecast were emailed out and are on LACA's website under the Fiscal Services page, Accounting documentation. She reminded everyone that the forecast notes need to be a PDF file and attached to the submission of the forecast collection in the Data Collector.

Mary also talked about how to export the Tuition data out of ODDEX, copy it into Excel and create a pivot table that can be used to balance to payments on the SFPR. She will create a document of the step by step instructions and send it out.

Fiscal Year End Things You Can Do Now

Karah discussed fiscal year end preparation steps that the Treasurers could be doing now. The following steps can be taken:

1. Enter District and Building Financial Information through USAEMSDB.
2. Run VALACT.
3. Update EMIS Fund Category Codes (EMISFCAT) in USASWeb or CASHSCN.
4. Check the Operational Units in USASWeb or OPUEDT.
5. Enter Next Year's Proposed Amounts.
6. Create Future POs for July purchase orders as necessary.
7. Complete Step 4 of the EMIS Data Entry Program (USAEMSED), Civil Proceedings, now.

Current Fiscal Projects

Requisition Approval Manager (RAM)

There have been no updates to RAM. Kari reminded Treasurers about the known bug that exists if requisition line items are deleted.



Kiosk

Kari informed committee members that Kiosk State Support is still working with a district to test the Timesheet module. Once complete, Kiosk State Support will post documentation and offer training to ITCs.

PowerSchool eFinancePLUS

Kari provided an update on the status of the MCOECN's eFinancePLUS project. The deadline to sign up for Round 5, to go live in January 2019, is April 27, 2018. MCOECN districts are currently upgrading to eFinancePLUS Version 5.2. A second Ohio Users Group Meeting is scheduled for May 23, 2018. Kari also explained the Vendor PunchOut and ACA modules of eFinancePLUS since they have now been successfully implemented by some Ohio districts.

USXS Redesign Update

Sandra Griscom, UAT member, gave an update on the production of the State Software Redesign. After the update she then gave a demo of how the software works as well as improvements that have been made over the past year. Several suggestions were made and Sandra is going to take them back to SSDT. LACA will schedule open labs for districts to be able to test the software with their own data.

LACA Director Update

Mary gave an update that the Service Level Agreements (SLA) have been sent out. There was no increase in LACA's service fees but there may be slight increases in some license fees for some of the ProgressBook Suite of products. The districts that are switching their Special Services software from SPS to IEP Anywhere will see changes to that area of their contract, also. She also gave an update to the software change over the weekend of the ProgressBook Suite of products to be hosted instead of housed on our servers. The switch went well with minimal issues.

Unfinished Business

Treasurer's Retreat

Julie Taylor asked the committee if they preferred September or October for the Retreat. The decision was made to continue with the month of September. Julie suggested the Castle in Loudonville, OH. That suggestion was well received so Julie is going to see what is available in September and report back to the committee.



ODJFS Employer Authorization

Kari provided the ODJFS Employer Authorization form to districts that have not yet submitted the updated form.

New Business

Upcoming Meetings

LACA's Kiosk Open Lab is scheduled for April 26th.

LACA's Accounting Roundtable is scheduled for May 3rd.

LACA's Payroll 103 Class is scheduled for May 9th.

LACA's Fiscal Advisory Meeting is scheduled for June 7th.

LACA's Payroll Fiscal Yearend & Open Lab is scheduled for June 13th.

Next Meeting

The next fiscal advisory meetings will be June 7th, October 18th, December 5th, February 21st, April 18th, and June 13th.

18-009 It was moved by Ben Streby and seconded by Mike Sobul to adjourn the meeting at 11:10 a.m.

Reported by,

Karah Smith

Fiscal Support Coordinator