



## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 5, 2018, convening at 9:05 a.m.

The following members answered present to the roll call: Ben Streby, Rob Ogg, Tina Washka for Mike Sobul, Karl Zarins, Zach Niblick, Julio Valladares, Brenda Keller for Glenna Plaisted, Todd Griffith, Lew Sidwell, Jeanne Blankenship for Dave Chambers, Judy Forney, Kellie Breehl, Britt Lewis, Ryan Smith, Kim Downs, Rick Jones, Julie Taylor, and Chad Carson.

Lottie Fisher and Jo Lynn Torbert could not attend.

Sandy Downey, Rowena Kyle, Heather Walsh, Kim Grindle, Mary Myers, Pat Zelei, and Kari Snyder were also in attendance.

19-006 It was moved by Julio Valladares and seconded by Richard Jones to approve the minutes of the October 18, 2018 meeting.

### **LACA Housekeeping**

All members introduced themselves and stated their district.

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.

Kari also mentioned that there is a separate form if your district would like LACA to place copies of W2s in BeAR to be accessed by those individuals as designated by the BeAR Administrator. Once signed, LACA will place copies of W2s in BeAR annually. For data security reasons, Kari suggested that districts with W2s in BeAR limit the access to a few staff members, regularly review who has access, and consider granting the access to this folder for only a limited time each year. If you authorized this process in a previous year but would like to remove all W2s at this time, please email [fiscal@laca.org](mailto:fiscal@laca.org). If you did not authorize this previously but would like to now, please request a form from [fiscal@laca.org](mailto:fiscal@laca.org).

### **EMIS Update**

Mary reminded the Treasurers that the CTE funding has started based on FY2019 data and the Casino count will be based on the December 20<sup>th</sup> count close of the Student collection. Mary also mentioned that there will be training held December 11<sup>th</sup> and 18<sup>th</sup> focused on the Federal Child Count and Teacher Licensure Course Reports. Mary also mentioned that reports are placed in the Data Collector that aren't EMIS reports, but used for other purposes by other individuals in the district. Two of those reports are the Identification List and Equitable Access Analysis reports. If you are one of the individuals who needs those reports, they are available in



the Reports, Received Files section of the Data Collector and your EMIS Coordinator can assist with getting those reports.

## **State Software**

### *Current Fiscal Year USAS Releases*

Kari reviewed the current fiscal year USAS releases which included the addition of a USACON fiscal year closed timestamp, a change to not allow invoice dates to cross fiscal years, a resolution for an OpenGov Checkbook submission issue, a modification to AUTOREC to add the second line of the Payee name which is required by some banks such as Huntington, and the most recent update to correct the F1099 output tape file and TINMATCH program if the vendor name included a number.

### *Calendar Year-End Closing*

Kari explained the new Calendar Year End Accounting Procedure Handbook designed as a checklist on the first page followed by more detailed documentation of the processes referenced in the checklist.

Kari and Pat reviewed the Calendar Year End reporting and closing procedures.

## **Current Fiscal Projects**

### *Requisition Approval Manager (RAM)*

Kari reminded Treasurers of the bug that exists when a requisition line item is deleted. Since requisitions are preserved in RAM even if they are deleted from USAS, it was also advised to delete any denied requisitions from USAS. By deleting the requisitions in USAS, the requisitions will stop being pulled into RAM for approval.

### *Kiosk*

As Kari mentioned in October, the Timesheet Module of Kiosk is now ready and available to all districts. A work session for one district is being organized but is also open to others if they are interested. If interested, please email [fiscal@laca.org](mailto:fiscal@laca.org).

As a member of the Kiosk Advisory Committee, Kari explained that the MCOECN has hired an outside company to analyze the vulnerabilities of the current version of Oracle used for the Kiosk. Kari will continue to bring updates and information to the group as the Kiosk Advisory Committee analyzes and decides whether or not to upgrade.

### *PowerSchool eFinancePLUS*

Kari provided an update on the status of the MCOECN's eFinancePLUS project. Districts in Round 5 are currently working to convert their data with the intention to go live January 2019.



The November 20<sup>th</sup> deadline to sign up for Round 6 has passed, but those who signed up for this round will intend to go live July 2019.

### USXS Redesign Update

Kari shared that as of November 2018, twelve districts and two ITCs are live on the Redesign with nine districts currently dual processing and one district testing. A chart was presented that showed the status of districts across Ohio that are implementing including the districts' ITC, number of employees, ADM, and the current wave the district is in.

According to the MCOECN, the redesigned accounts receivable program (ARF) is expected to be completed on or before January 2020, the Inventory program is scheduled on or before January 2021, and workflows are planned to be added on or before July 2021.

The third wave of implementation occurs between February and May 2019, and Kari asked if any current LACA districts are interested. Southwest Licking previously expressed an interest to participate in Wave 3, but LACA has a second seat available. Julio Valladares mentioned that the Licking County ESC may be interested. Kellie Breehl of Northfork expressed possible interest in the fifth wave.

### LACA Director Update

Chad mentioned that the E-Rate 470 filing window is now open, and those specific districts who have Internet or wireless contracts expiring at the end of June 2019 were told so during the meeting. Those districts need to file 470s as soon as possible to bid for Internet or wireless services past the June 20, 2019 date.

Chad demonstrated the new email archiver system, Barracuda, that districts can log into from the LACA website to access old archived emails if necessary.

The SOC1 audit report will be available December 6, 2018 and Chad will forward a link to all districts.

Chad announced that Robert Rittenhouse accepted the System Manager position that was vacant. This leaves an open technician position that will be posted probably around February 2019.

Chad inquired the time of year that would be best to offer Excel classes. He mentioned that the past summer offerings for the classes were overbooked while the most recent offerings still had seats available.

The MCOECN hired a new chief security officer that will assist the eighteen member ITCs with data security procedures. With district approval, LACA will soon start implementing NIST (National Institute of Standards and Technology) practices to ensure district data is secure.



Chad indicated that LACA will be staffed during the holidays except for Christmas Day and New Year's Day.

**Unfinished Business**

*Treasurer's Retreat*

Discussions will continue at future meetings.

**New Business**

*Upcoming Meetings*

Kiosk Timesheet Work Session – the date to be determined.

EIS101 – December 13, 2018

*Next Fiscal Advisory Meeting*

Upcoming fiscal advisory meetings are scheduled as follows:  
February 21<sup>st</sup>, April 18<sup>th</sup>, and June 13<sup>th</sup>.

*Other Discussions*

There was a short discussion among attendees regarding the new Credit Card regulations and what districts are doing in preparation for this.

19-007 It was moved by Britt Lewis and seconded by Karl Zarins to adjourn the meeting at 10:18 a.m.

Reported by,

Kari Snyder  
Fiscal Support Coordinator