



Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held October 17, 2019, convening at 9:08 a.m.

The following members answered present to the roll call: Ben Streby, Lottie Fisher, Brittany Treolo, Julio Valladares, Glenna Plaisted, Lew Sidwell, Gary Hankins, Kellie Breehl, Ryan Smith, Mindy Sturm for Rick Jones, Julie Taylor, and Chad Carson.

Rob Ogg, Karl Zarins, Zach Niblick, Todd Griffith, Jo Lynn Torbert, Britt Lewis and Kim Downs could not attend.

Dean Reineke, Mary Myers, Pat Zelei, and Kari Snyder were also in attendance.

20-001 It was moved by Glenna Plaisted and seconded by Julio Valladares to approve the minutes of the June 13, 2019 meeting.

LACA Housekeeping

Mary welcomed Gary Hankins, Treasurer at Mount Vernon, and wished Zach Niblick, Treasurer at Johnstown, best of luck with his new job.

Hot Topics

EMIS Update

Mary stated that the Five Year Forecast window is open for districts to submit. The window for the first mandatory submission was extended until November 30th starting this year. The instruction document was emailed out with the agenda for this meeting. Districts are encouraged to submit early rather than wait until the end of November.

Mary also reminded districts that the Casino Revenue distribution is calculated based on EMIS data as of the Friday of the first full week of October. The data will be pulled at the close of the First Student Collection on December 20. The data is based on the Friday of the first full week of October and May, and distributed in January and August.

The First Staff Course Collection is now open for submission. All staff statistics on the Local Report Card, with the exception of attendance percentage, is taken from the First Staff Course collection. Districts are encouraged to verify all staff data is accurate for the current year.

ODE is cleaning up the College Credit Plus (CCP) data from FY2016, 2017, 2018 and 2019. There are reports available in the Data Collector, under Reports> Received Files that will help districts reconcile their data.



State Software

PCard Importing

Mary stated that she has recently worked with Heath and PNC Bank to create a csv file that can be used with the Autopost>Other option to post invoices. If your district uses purchasing cards with PNC Bank, PNC will be able to work with you to create the file in the correct format. There is also a how to document on our website to help with this process.

Post FYE Reminders

Kari reminded Treasurers of a few post fiscal year end steps that can be done now if they were not completed already as part of the fiscal year end checklist.

Since Period H is closed now, ACTCHG and FNDCHG can be used to update accounts and OPUs in FY20. Prior to Period H closing, these changes would have caused issues with your FY19 reporting when using the SIF Collection.

Kari also reminded attendees to post future purchase order batch files. This is often forgotten. Treasurers will receive a warning when running ADJUST if any batch files are available for posting before closing, and it was advised to keep this list cleaned up. Please call LACA if you have batch files that need to be removed.

It was also advised to close your EIS FY19 files as soon as your audit and GAAP audit are complete. FY20 items cannot be entered until FY19 is closed. Once closed, users can run the EIS103 to verify that the FY20 beginning balance matches the EIS103 ending balance from FY19. Kari also mentioned that pending files should be reviewed and cleaned up.

Data Clean Up

Kari reviewed a list of items that can be cleaned up in Classic now to prepare for migrations to the Redesign or conversions to eFinancePLUS.

In USAS, this list includes deleting denied requisitions, correcting invoice dates if miskeyed as future dates, reconciling memo checks, cleaning up old/stale checks, closing outstanding purchase orders that are no longer needed, merging duplicate vendors, cleaning up accounts using FNDCHG and ACTCHG, and inactivating old accounts.

In USPS, Kari suggested districts review USPSDAT/PGRPED to ensure all pay groups are assigned a calendar, review USPSDAT/ROUTSCN to ensure all routing numbers used on direct deposit records are tied to an XREF and bank name, and review vendor addresses in USPSDAT/DEDNAM to ensure like vendors have identical information if you wish for them to be consolidated into one payment in the Redesign.



Kari also asked Treasurers to review users in LAMA to ensure only those users that should have access do, and to review users in USASDAT/USASEC to ensure they have the desired filters. In USASEC, it is advised to use the copy option instead of the inherit from option. If you currently use a default record in USASEC to limit account filters in Classic, the default is not attaching to users during import into the Redesign so if you modify those records in Classic to show the desired filters, they will import. Otherwise, we will need to work with you after your data is imported into the Redesign to assign the default filter to the desired users.

Hot Topics

I-9 Audits

Pat explained that she has read several articles regarding the rise of I-9 audits for employers and the increase in funding for staffing at the US Immigration & Customs Enforcement (ICE). Although the fines, per mistake, can add up as well as result in criminal and civil penalties, the most common errors are missing or incorrect fields, dates on the form beyond the 3 day requirement, missing citizenship status or missing signatures. Pat shared several tips to avoid these fines including what to look for on the I-9 form, what to include in your policy if you were to receive a visit or a notice of inspection as well as an option to sign up for a free verification tool called E-verify. Brittany Treolo inquired about the timing of rehires and the requirements of obtaining a new I-9 form. Pat stated that she will look into finding the answer to share with everyone.

Student Wellness & Success Funds

Pat talked about the new Fund 467 and how it was designed to be used with community partners for student wellness such as counseling, wrap around services and after school programs. OASBO also sent out a survey to capture how districts across the State will use these funds in order to share this information in an upcoming SBO Magazine article. Julie Taylor mentioned that at a recent OASBO Fall seminar, it was stated that October 17th will be the substantial date on these funds, so expenditures should only occur after this date. This new fund does not need AOS approval and is classified as a Special Revenue Fund. This fund should not be included on the Five Year Forecast but will count towards meeting the ESSA Maintenance of Effort requirements. Supplementing or supplanting will not be considered with this fund. ORC requires districts to submit a report after June 30th, and the Ohio Department of Education is currently developing this.

Current Fiscal Projects

Requisition Approval Manager (RAM)

Kari reminded Treasurers of the bug that exists when a requisition line item is deleted. In order to fix this bug, it would require a lot of programming changes and would slow down the hourly



import process, so it will most likely never be fixed. If you encounter this issue, please contact LACA and we will correct the impacted requisition.

Brittany explained an issue that Granville encountered recently when they deleted a previously used workflow. The requisitions that were tied to that workflow were no longer visible in RAM when searching until LACA added the workflow back. Going forward, they are no longer going to delete any workflows.

Chad also mentioned that RAM use is declining as a result of migrations to eFinancePLUS and competing workflow products such as Strategic Solutions. Over the past few years, we have went from approximately 100 districts across the state using RAM to approximately 40 districts. There are also plans to incorporate workflows into the Redesign so at that time RAM will probably no longer be needed except for historical purposes.

Kiosk

Kari reminded Treasurers that the Kiosk Timesheet module is available to all districts. If your district is interested, please contact LACA.

Kari explained some of the changes made with the Kiosk upgrade on July 31, 2019. There is now a requirement that supervisors be assigned the Leave Calendar for Supervisor Staff role. This role previously existed but is now directly tied to supervisor functionality in the Kiosk. Please ensure all supervisors in your district have been assigned this role. It is also recommended that you remove this role from any staff who are no longer supervisors. Please update your district websites to reflect the new Kiosk URL, kiosk.managementcouncil.org. If your staff have reported printing issues with calendars, please recommend that they use Chrome. The rest of the functionality in the Kiosk did not change with the upgrade, but Kiosk State Support is in the process of updating all Kiosk manuals to reflect the new look.

Kari started a discussion with Treasurers about the retention of employee copies of PDF pay slips and W2s in Kiosk. She asked if any districts had the employee copies in their records retention policies. Most believed their policies only address the district copies which are retained on paper or in PDF format in Bear. When districts migrate to different fiscal software packages, a new set of pay slips and W2s will be retained with the new software, and LACA would like to know how many prior years from Classic to retain and/or import. LACA would also like to set a policy going forward to maintain an appropriate number of years as new ones are created/added. Those in attendance recommended LACA retain the current year plus the three preceding years of W2s and a rolling 12 months of pay slips or the current calendar year plus the prior calendar year of pay slips if the rolling 12 months is not an easily maintainable option. LACA will evaluate options and inform the group at a future meeting.

PowerSchool eFinancePLUS

Kari mentioned that the sign up deadline for Round 8 of eFinancePLUS implementation is November 22, 2019. Round 8 districts will train and convert from January through June 2020.



Two LACA districts, Granville and Heath, currently intend to participate in this round of implementation, and LACA plans to contract with TCCSA, another ITC, to lead them through their implementation.

Kari also mentioned that Ohio eFinancePLUS users are preparing for another User Group Meeting on November 21, 2019.

State Software Redesign

Kari displayed the conversion schedule for LACA districts that Chad Carson emailed to Treasurers on September 9, 2019. She asked them to share this schedule with their staff. Kari explained that LACA reserved Wave 10 for districts with unforeseen circumstances, other districts, etc. Not relying on Wave 10 will also help to ensure that all LACA districts are successfully migrated to another software program before the end of life of Classic on December 31, 2022.

LACA will contact Wave 5 districts soon to arrange a Kick Off Meeting to help them start preparing for their migration. This Kick Off Meeting will start each Redesign Wave, followed by LACA completing an MCOECN Questionnaire for each district detailing their third party vendors and any unique processes, the district informing their third party vendors of their goal go live date, training and parallel data entry, and the district signing a certification form at go live.

LACA Director Update

Chad reviewed the following items approved at the September Governing Board Meeting.

Based on the MCOECN security consultant's recommendation, LACA adopted the NIST SP800-53 cyber security framework, which means LACA will be implementing these standards soon. In Ohio, this adoption will help limit our liability. During this implementation over the next year, LACA will update districts on progress made and any recommendations that can be implemented at the district level for better security. For instance, Chad reminded treasurers of the recommendation not to update employees' direct deposit bank information based on email requests, since those emails can easily be fraudulent.

The Governing Board also approved LACA starting the process to reorganize as a Council of Governments instead of a Consortium, with a target effective date of July 1, 2020. This will establish LACA as a separate entity, following in the footsteps of 13 of 18 ITCs across the state. Chad will be working with lawyers soon to create bylaws and policies for the COG.

Dean is retiring at the end of this year and will be rehired. LACA is working through that process now as this will be LACA's first rehired retiree.



Election of Officers

- 20-002 It was moved by Glenna Plaisted and seconded by Brittany Treolo to nominate Kellie Breehl as Chairman. No other nominations were made. A vote of approval was taken.
- 20-003 It was moved by Julio Valladares and seconded by Glenna Plaisted to nominate Julie Taylor as Vice-Chairman. No other nominations were made. A vote of approval was taken.
- 20-004 It was moved by Lottie Fisher and seconded by Ryan Smith to nominate Ben Streby as Governing Board Representative. No other nominations were made. A vote of approval was taken.

Unfinished Business

Treasurer's Retreat

Julie Taylor mentioned that she evaluated Cherry Valley Lodge as a retreat location based on survey responses and believes it would be a nice and reasonably priced option. However, she had follow-up questions for the group about location, distance, desire to stay overnight, etc. and a discussion took place. Julie also mentioned that there was some interest from the survey in having a spring retreat but the most interest was in October. Attendees agreed that October was best. If held in October, it was suggested to combine the retreat with the October Fiscal Advisory Meeting and attendees agreed. Julio Valladares suggested holding the retreat within LACA districts, selecting a different district to host each year. The group was open to this suggestion and may evaluate options in Lancaster for the next retreat. Chad asked the Treasurers to consider setting a budget for the retreat so he can better plan and to assist the new chairperson with retreat planning. Julio reminded the group that we can also search for sponsors. Julie will assist Kellie Breehl in organizing the next retreat for October 2020. Discussions will continue at future meetings.

New Business

District Discussion

Kari asked if any attendees had any other topics to discuss.

Lottie Fisher asked when to expect the Kick Off Meeting for Wave 5 Redesign districts. Kari said LACA will contact the Wave 5 districts next week to schedule a meeting in November.

Upcoming Meetings

Kari reminded Treasurers about the following upcoming LACA meetings:

- Staff EMIS Meeting – Oct 23rd (AM)
- Calendar Year End Payroll Roundtable – Dec 5th (AM)
- Payroll/Fiscal Advisory Combined Lunch – Dec 5th
- Calendar Year End Fiscal Advisory Meeting – Dec 5th (PM)
- Calendar Year End Closing Open Lab – Dec 10th (AM)



Fiscal Advisory Meeting Dates

Fiscal Advisory Meetings for the current fiscal year are scheduled as follows:
December 5th, February 20th, April 16th, and June 4th

20-005 It was moved by Ben Streby and seconded by Kellie Breehl to adjourn the meeting at 10:48 a.m.

Reported by,

Kari Snyder
Fiscal Support Coordinator