



Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 5, 2019, convening at 1:03 p.m.

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

Britt Lewis arrived at 1:04 p.m.

Kimberly Pulley, Todd Griffith, and Jo Lynn Torbert could not attend.

Tina Washka, Kelley Ewart, Sophie Dickson, Lynette Telek, Dean Reineke, Mary Myers, Pat Zelei, and Kari Snyder were also in attendance.

20-006 It was moved by Julie Taylor and seconded by Julio Valladares to approve the minutes of the October 17, 2019 meeting.

LACA Housekeeping

Mary informed the members that there is a team phone number listed on LACA's website that will ring fiscal team members first before rolling to the main number. Mary also reminded the members that their signature is required on the annual signoff sheet for authorization for LACA to submit W2s and 1099s for their districts as well as to place the employee copies of W2s in the Kiosk. If any district would like LACA to place copies of W2s in BeAR, and this has not been done before in your district, there is an additional form to be signed. Once signed, LACA will place copies of W2s in BeAR annually.

EMIS Update

Mary thanked everyone for getting their Five Year Forecast submitted prior to the November 30, 2019 deadline. There is a new collection request open if changes need to be submitted between the Initial Mandatory collection and the Resubmission Mandatory collection that opens in April.

Mary let districts know the first time FY20 data was used for the SFPR for chargebacks such as Special Education weighted funding, Open Enrollment and Community School was the November #2 payment. ODE is archiving the FTE Detail, FTE Adjustment and FTE Summary by Fund Category that corresponds to each payment in the Data Collector under the Archives area. Districts can go there and retrieve the reports that correspond to a specific payment report.

The First FY20 Student collection window closes December 20, 2019. This collection is used for the FLICS reporting, Casino count distribution, and Federal Child Count reporting.



Hot Topics

Payroll Tax Changes

Pat mentioned that the State of Pennsylvania now requires electronic submission for W2 information. Although currently there are no LACA districts that withhold PA taxes, Pat asked the members to contact LACA if this changes. The new State of Ohio tax tables will reflect less taxes for 2020. Federal tax tables will also change and be updated in USPS and USPS-R. A new W4 will also be introduced for 2020.

W4 form for 2020

Pat informed the members that in the USPS Payroll Roundtable meeting earlier in the day, LACA provided district payroll staff with the new draft 2020 W4 as well as how the software will account for these changes. The link for the draft 2020 W4 was shown as well as links for the Federal Income Tax Withholding methods and FAQs on the draft 2020 form. Pat ensured the members that LACA will let everyone know when the official version of the W4 is released.

FLSA Changes for 2020 & Increase in Minimum Wage

Pat reported that the Fair Labor Standards Act (FLSA) has changed the salary thresholds for employees effective January 1, 2020, from \$455/week, or \$23,660 annually, to \$684/week, or \$35,568 annually. Any highly compensated executive salaried employees will have a threshold of \$107,432 annually, instead of the previous \$100,000 annually.

The Ohio minimum wage will increase effective January 1, 2020 from \$8.55 per hour to \$8.70 per hour with the Federal minimum wage remaining at \$7.25 per hour.

LACA Director Update

Chad reported that he recently utilized some of our unused KnowBe4 licensing to send out Phishing emails to LACA district treasurer's office staff and reported that only five users opened the emails, but no one opened the links in the emails.

Chad discussed the KnowBe4 Trainings that are online tutorials like the Public School Works trainings, and he offered to put together a series of trainings for the treasurer's office staff of any interested districts. Since licenses were already assigned to these staff for the campaign mentioned above, there would be no charge for this at this time (vs. the normal fee of \$4.25 per user). If interested, please email Chad.

Chad reminded the members of the announcement that Dean Reineke is retiring and will be LACA's first rehired retiree effective January 2020.

Chad informed the members that at the last Governing Board meeting, held earlier in the day, the discussion of LACA moving to become a Consortium of Governments (COG) took place with



the draft of the bylaws and agreements being reviewed. After the revisions are made to these documents, the final approval will take place at the February meeting.

Calendar Year End Closing Review

Mary discussed various topics regarding the preparation of 1099 reporting for districts at the end of the calendar year. She reviewed suggested steps, including using the TINMATCH program in Classic, and the various vendor reports to run to verify data. Mary reviewed the month end procedures and informed the members of the point at which they should call LACA for a backup. The due dates for both the IRS and to provide the information to LACA were also discussed. Once districts are closed, Mary provided suggestions for reports as well as some post-closing reminders.

Current Fiscal Projects

Requisition Approval Manager (RAM)

Kari reminded Treasurers of the software bug that exists when a requisition line item is deleted in State Software. Kari also reported that RAM is working with the Redesign State Software across the State.

Kiosk

Kari summarized the discussion held at the October Fiscal Advisory meeting, as well as the USPS Payroll Roundtable earlier in the day, regarding the retention of employee copies of pay slips and W2s in the Kiosk. For districts on Classic, it was agreed that W2s should be retained for the current year plus the preceding three years and pay slips should be available for the prior calendar year and the current calendar year.

LACA can import pay slips and W2 PDFs from the Classic software into the Redesign software. Going forward, this data will be retained in the Redesign software.

PowerSchool eFinancePLUS

Kari reported that two LACA districts, Granville and Heath, will be implementing PowerSchool eFinancePLUS with another ITC who has implemented several districts on this software. The ITC partnering with LACA is TCCSA in Wooster, OH. TCCSA will train and convert Granville and Heath with a Go Live date planned for July 1, 2020. The map showing all eFinancePLUS districts across the State of Ohio was also shown to the members.

State Software Redesign

Kari displayed both the conversion schedule for LACA districts as well as the State of Ohio map reflecting all districts currently live on the Redesign software across the State. There are over 100 districts live on the Redesign software. Kari informed the members that Wave 10 was left without any LACA districts assigned to it in an attempt to ensure that all LACA districts are successfully migrated to another software program before the end of life of Classic on December



31, 2022. Southwest Licking was the largest district in the previous migration wave on the Redesign, but currently Little Miami is now the largest district with an ADM of 4652.

Kari stated that LACA held its first official Redesign Kick Off meeting for the three Wave 5 districts: East Muskingum, Crooksville, and Licking County ESC. This allowed the districts to get an overview of what the migration wave will entail as well as provided them with some steps that can be performed now to ensure a successful migration of their data.

Unfinished Business

Treasurer's Retreat

At the previous Fiscal Advisory meeting it was discussed to possibly hold the Treasurer's Retreat in Lancaster in the month of October. There was no further discussion at this meeting.

New Business

District Discussion

When Kari asked if any attendees had other topics to discuss, Kellie Breehl asked the other members if their districts have been successful in going paperless. Kellie stated that she was meeting with SC View to discuss the program's capabilities in moving Northfork's Accounts Payable department towards a paperless system that retains the warrant check, PO and invoice within the system. Kellie was told that the SC View system also flags and prints the Then/Now statement on the documentation for the user. Some members reported problems in the past with the SC View system matching the documentation with the right purchase order. The OnBase system also has difficulty at times matching data with the correct PO number. Karl Zarins mentioned that Zach Niblick was moving Johnstown towards a paperless system, and although Zach moved to a different district, Karl suggested contacting him for advice. The members were also interested in seeing a demo of SC View if Kellie's meeting is promising, and they would be open to having Dean set up a demo of OnBase, currently utilized by Newark.

Upcoming Meetings

There is a scheduled Open Lab for Calendar Year End Closing on Dec 10th in the morning.

Fiscal Advisory Meeting Dates

The remaining Fiscal Advisory meetings for the current fiscal year are scheduled for February 20th, April 16th, and June 4th.

20-007 It was moved by Britt Lewis and seconded by Julie Taylor to adjourn the meeting at 2:04 p.m.

Reported by,

Pat Zelei
Fiscal Support Coordinator