



## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 13, 2019, convening at 9:11 a.m.

The following members answered present to the roll call: Brittany Treolo, Karl Zarins, Zach Niblick, Glenna Plaisted, Todd Griffith, Lew Sidwell, Lynette Telek and Gary Hankins for Judy Forney, Kellie Breehl, Rowena Kyle for Britt Lewis, Ryan Smith, Kim Downs, Mindy Sturm for Rick Jones, Julie Taylor, and Dean Reineke for Chad Carson.

Ben Streby, Rob Ogg, Lottie Fisher, Julio Valladares, Jo Lynn Torbert, and Dave Chambers could not attend.

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

- 19-012 It was moved by Glenna Plaisted and seconded by Karl Zarins to approve the minutes of the April 18, 2019 meeting.

### **LACA Housekeeping**

Kari distributed the ODJFS Transmission and Fiscal Authority to Change forms for FY20 to those districts present. She will email the FTP Directory forms to those districts with user FTP accounts. Once completed, all forms can be returned by scan/email if they were not returned in person at the meeting.

### **Hot Topics**

#### *EMIS Update*

Mary stated that the Yearend Financial Period H collection is now open so that districts can submit their data and receive feedback on Maintenance of Effort (MOE) before closing the fiscal year. She also stated that ODE usually pulls final FY19 funding numbers in May and will then make adjustments over the next few months to finalize FY19 funding. The FY19 collections that impact the Local Report Card all close by July 18, 2019 so that Value Added calculations can be made prior to the publish date.

### **State Software**

#### *Fiscal Year End Closing*

Mary and Pat discussed the fiscal year end closing procedures for USAS. Please reference the fiscal year end closing checklist/handbook to complete all necessary steps.



### Equipment Inventory Closing

Kari discussed the fiscal year end closing steps for Equipment Inventory. Checklists were provided for EIS and Non-EIS Districts.

### Current Fiscal Projects

#### Requisition Approval Manager (RAM)

Kari reminded Treasurers to watch for future requisitions in RAM through the end of the fiscal year. They can be approved now if desired. If so, the Accounts Payable clerk will be notified at the time of approval. Future requisitions display in red in the notification email for easy identification. They can convert the requisitions to purchase orders when approved or after in the new fiscal year, depending on district preference.

Kari also mentioned that Chad has made a few minor changes to the RAM import process to accommodate those districts live on the Redesign. For instance, some Redesign fields are longer than they were in Classic and the import needed to be updated to allow for that. He also had to make a modification to fix an issue that was arising when users were entering a quote and a comma in the same description field.

No questions were asked.

#### Kiosk

Kari reminded Treasurers that the Kiosk Timesheet module is available to all districts. If your district is interested, please contact LACA to schedule a work session to configure and test.

Kari thanked Treasurers for their assistance after the April meeting to inactivate Kiosk users. The combined efforts reduced total LACA users by more than 2200 users.

Kari also mentioned that the Kiosk upgrade is currently being tested by Kiosk State Support and ITCs. Once testing is complete, the new version should be made available. We will share more details as we are made aware.

The Kiosk Advisory Committee is waiting on the cost estimates of the prioritized enhancement requests to determine which enhancements will be added and when. Hopefully, users will start seeing these enhancements during FY20.

#### PowerSchool eFinancePLUS

Kari provided an update on the status of the MCOECN's eFinancePLUS project. The sign up deadline for Round 7 has passed with no LACA districts enrolled. Round 7 districts will train and convert from July through December 2019. Round 8 sign ups will be this fall for training and conversion from January through June 2020.

Kari also mentioned that Ohio eFinancePLUS users participated in another successful User Group Meeting in May. These are typically held every November and May.



A map of districts who are live or implementing eFinancePLUS was displayed.

Attendees shared some concerns and asked questions about pricing, modules, and possible future support. Since the May 14<sup>th</sup> eFinancePLUS demo, Dean has received pricing from PowerSchool on the Unified Talent modules, which will be shared at the June 19<sup>th</sup> LACA eFinancePLUS Discussion. At the June 19<sup>th</sup> meeting, we will also further discuss what future support would look like for districts interested in eFinancePLUS.

### State Software Redesign

Pat displayed the Redesign map, as of April 5<sup>th</sup>, of the districts that are either live or in the process of implementing the Redesign Software. Most of these districts are now live and Pat reminded everyone that there are districts across the state that have already gone through Fiscal Year End, a financial audit and Calendar Year End.

Currently there are no LACA districts in Wave 4 for the period of August 2019 to November 2019. LACA will utilize this time to start preparing and training the districts in Wave 5.

Pat discussed the expected completion dates for the Redesign modules including the accounts receivable (2020), equipment inventory (2021), and the workflow modules (2021).

Pat also mentioned the SSDT's Redesign Newsletter that was emailed out. One copy of the Newsletter was also placed on each table. The newsletter shows some of the report crosswalk from Classic to Redesign and there is a link in the emailed newsletter that will take you to the full Crosswalk of Reports.

### LACA Director Update

Dean provided an update on the Classic/Redesign fee that has been discussed occasionally over the past year. As Chad shared in an email, the MCOECN will be invoicing for this \$0.50 per student fee starting in FY20 so that fee will be included on the LACA SLA invoice to all districts using Redesign or Classic. The additional funds will be used by the State Software Development Team to hire more programmers, developers, trainers, and/or fiscal support staff to assist with the migration of districts from Classic to Redesign. These additional resources are needed considering the deadlines that are approaching for the sunset date of Classic. This is not a LACA fee; LACA will need to further evaluate the impact of these migrations on LACA support. Similar to the need for more time and resources at the district level during a migration, there will also be more time involved for LACA staff.

A question was asked if LACA had considered hiring a staff member to be available to assist districts with implementation. The MCOECN had previously discussed the possibility of having staff on hand that could assist ITCs or districts. LACA is also discussing options on how we could best support our districts. If implementing Redesign, the User Acceptance Testers (UATs) are available to assist during implementations.



## **Unfinished Business**

### *Treasurer's Retreat*

Julie Taylor mentioned that she will be having LACA email a survey about dates, locations, and topics for the next retreat. She encouraged all to respond and plan to attend as it is a good opportunity to share ideas and get to know other treasurers. Final details for this year's retreat will be communicated by email. Julie also mentioned that this will be the final year that she will plan the retreat and hopes another treasurer will volunteer to plan future retreats.

## **New Business**

### *District Discussion*

Kari asked if any attendees had any other topics to discuss. There was no response.

### *Upcoming Meetings*

Kari reminded Treasurers about the following upcoming LACA meetings:

LACA eFinancePLUS Discussion – June 19<sup>th</sup>  
Equipment Inventory Balancing Workshop – Exact Date TBD

### *Fiscal Advisory Meeting Dates*

Fiscal advisory meetings for the next fiscal year are scheduled as follows:  
September 5<sup>th</sup> (Combined with Governing Board), October 17<sup>th</sup>, December (Exact Date TBD),  
February 20<sup>th</sup>, April 16<sup>th</sup>, and June 4<sup>th</sup>.

Kari asked if treasurers would prefer the December meeting to be combined with the payroll calendar year end meeting and a luncheon, or if they would like to continue with the practice of the past two years with separate meetings and no luncheon. No one volunteered their preference so Kari will request input via email.

19-013 It was moved by Karl Zarins and seconded by Glenna Plaisted to adjourn the meeting at 10:38 a.m.

Reported by,

Kari Snyder  
Fiscal Support Coordinator