



Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 16, 2020, convening at 9:08 a.m.

The following members answered present to the roll call: Ben Streby, Lottie Fisher, Brittany Treolo, Kimberly Pulley, Julio Valladares, Glenna Plaisted, Todd Griffith, Gary Hankins, Britt Lewis, Mindy Sturm for Rick Jones, Kim Downs, Julie Taylor, and Chad Carson.

Rob Ogg, Karl Zarins, Jo Lynn Torbert, Lew Sidwell, Ryan Smith, and Kellie Breehl could not attend.

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

20-008 It was moved by Glenna Plaisted and seconded by Lottie Fisher to approve the minutes of the December 5, 2019 meeting.

LACA Housekeeping

Kari informed attendees that there is a job opening posted on LACA's website for Fiscal Support Coordinator. This opening is to replace Pat Zelei, whose last day with LACA will be May 1st.

Hot Topics

Redesign Tips from Treasurers

Kari asked districts that are now live on the Redesign to share some tips with attendees about migrating to Redesign. Lottie Fisher, Julio Valladares, and Mindy Sturm commented about the process. Tips that were shared included, "Don't stress," "One month parallel is enough," "Just go for it," "I don't remember Reflection," and "Redesign is so easy." There was also a discussion about how Edge and SCView interact with Redesign.

H.B. 197

Kari reviewed several aspects of H.B. 197 and the impact of those changes on districts. Further information can be found on the Ohio Attorney General's website and the ODE website. Kari also shared links to an OASBO/OSBA/BASA webinar

(https://osba.adobeconnect.com/_a827007977/pnhzcefn88if/) and a document from Squire Patton Boggs (<https://www.squirepattonboggs.com/-/media/files/insights/publications/2020/03/the-state-of-ohios-emergency-response-to-the-covid-19-pandemic-impact-on-ohio-k-12-schools/pifhb197ohiosemergencyresponsetocovid19thoughtleadership.pdf>).



Office of Management & Budget M-20-17

Kari discussed some changes resulting from the Office of Management and Budget M-20-17, including some flexibility with federal funds if approved by the awarding agency and an automatic 6 month extension of FY20 audit deadlines. The following link was shared:

<http://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf>.

Families First Coronavirus Response Act

Kari explained some aspects of the Families First Coronavirus Response Act (FFCRA) impacting schools. From April 1, 2020 through December 31, 2020, schools must offer Paid Sick Leave (EPSLA) and Expanded Family and Medical Leave (EFMLEA) to employees under certain situations as a result of the COVID-19 pandemic. Schools must also post a notice of FFCRA requirements on premises and make the notice available to employees working remotely. A free downloadable poster is available at

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf.

Potential Revenue & Expense Impact of Coronavirus

Kari, having participated in the Forecast5 Analytics Webinar on March 27th, explained some potential impacts of the Coronavirus pandemic on school district revenue and expense. Kari shared links to the Forecast5 webinar

(<https://register.gotowebinar.com/recording/4077294086354735885>) and a checklist for revenue and expenditure considerations (<https://cdn2.hubspot.net/hubfs/2646191/2020%20Covid-19%20F5%20Solutions/OH%20Budget%20Impacts%20COVID-19%20FINAL.pdf>).

Kari mentioned that districts can obtain District Specific Economic Impact Reports from Forecast5 by emailing Josh Rader at jrader@forecast5analytics.com. Attendees discussed their district positions on paying subs, unemployment, spring supplementals, and attendance incentives.

Extended Deadlines

Kari reviewed a few deadlines that have been extended as a result of the Coronavirus pandemic, including income tax filing and payment, worker's comp insurance premium payments, E-Rate filing, and SERS reporting.

New I-9 Employment Eligibility Form

Kari informed Treasurers that a new I-9 Employment Eligibility Form is available at <https://www.uscis.gov/i-9>. This new form is dated 10/21/19. Your district may already be using the new form, but if not, you must start using it on or before 5/1/20.



EMIS & Reporting Update

Reporting Changes

Mary presented that the Auditor of State determined that the Capital Assets data is no longer necessary to report as part of Yearend Financial Data reporting to EMIS. Because of that change, that data will no longer be collected. Since that was the primary reason for the Supplemental Yearend Reporting collection during the month of September, that Supplemental collection will no longer be offered. The other items that could be submitted during that supplemental collection, Civil Proceedings, Cash Reconciliation, and Summary and Detail schedule of Federal Assistance, need to be submitted prior to the end of August along with the other Yearend Financial data.

Five Year Forecast

The mandatory resubmission of the Five Year Forecast is open through May 31. The instructions were sent out with the PowerPoint and agenda of this meeting. Contact LACA if you need assistance in submitting this data collection.

Catastrophic Cost

Mary mentioned that the Catastrophic Cost submission is open through April 30. The submission is through the OH|ID account application. The collection is based on 2018-2019 data.

ODE Survey

Mary informed districts that ODE sent out a survey in an Excel Spreadsheet that they want all districts to complete and submit back to ODE. The survey was sent to districts in the Data Collector under Reports, the Received Files tab. The survey is to be completed by the Superintendent or their designee, then submitted to ODE via a collection request in the Data Collector that will only allow for the uploading of a file similar to submitting the notes to the Five Year Forecast. ODE would like all surveys submitted by April 24.

State Software

Redesign Custom Fields

Kari explained the customization available in Redesign software through Custom Fields. Many field types are available, and examples were provided of Boolean and Code fields. Redesign districts can go to System/Custom Field Definition to create, modify, inactivate, or delete custom fields as desired.



Fiscal Year End Things You Can Do Now – Classic & Redesign

Mary went over the items for Fiscal Yearend that districts can do now for both Classic and Redesign. The items include the district and building information for EMIS reporting, next year proposed budget information, account validations and verifying the EMIS Fund Category. She also talked about entering requisitions for July purchase orders and reminded districts that RAM will indicate future year requisitions in red on the daily email.

Current Fiscal Projects

Requisition Approval Manager (RAM)

Kari mentioned that there have been no recent changes to RAM and asked attendees if there were any questions or concerns with the product. No comments were shared.

Kiosk

Kari reminded Treasurers of the decision that was made at the December Fiscal Advisory meeting 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. Over the next few weeks, LACA will work to update each district's files accordingly.

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

Kari also asked Treasurers, as Kiosk Administrators, to review their district's list of active employees in Kiosk and disable any employees who should no longer have access. The Management Council is billing for FY21 based on the active employee count as of the end of the day on April 27, 2020. In addition to saving money, disabling accounts protects users by preventing unauthorized access to their accounts. If an account has been disabled and is later needed, it can easily be re-enabled without any loss of data.

PowerSchool eFinancePLUS

Kari mentioned that Granville and Heath are currently working with TCCSA to implement PowerSchool eFinancePLUS. They are busy training and preparing their databases to go live on July 1, 2020. Once live, they (and Licking Heights) will continue to be supported by TCCSA.

State Software Redesign

Pat provided an update on the number of districts statewide that are live on the Redesign, which has grown to 129 sites over the last year. LACA's three Wave 5 districts successfully went live March 1st. The Wave 6 sign up deadline is June 5th, for districts migrating July through December. LACA will contact those districts participating in Wave 6 to schedule a Kick Off Meeting and to complete a required MCOECN questionnaire.



Pat also provided highlights of future enhancements that SSDT has scheduled for Redesign. Pat is on the Redesign Prioritization Working Group that provides input to assist SSDT in developing these plans.

LACA Director Update

Chad reminded Treasurers to have their boards approve a resolution to establish LACA as a COG and become a member of the COG before the May 21st Governing Board Meeting if not done already. As of today's meeting, signed resolutions are still needed from Heath, Lancaster, Licking County ESC, Licking Heights, Mount Vernon, Southwest Licking, and Northridge. Please send signed resolutions to Chad.

Chad asked attendees to share the Fiscal Support Coordinator job posting with any peers or colleagues that may be interested. As of today's meeting, no resumes have been received in response to its posting on the statewide list serve. The posting is also on the LACA website.

Chad informed members that the current deadline to file the E-Rate form 471 is April 29th. This deadline has already been extended due to the Coronavirus.

Chad requested feedback on the service being provided by LACA staff while working from home. If you have any questions or concerns, please contact Chad.

Unfinished Business

Treasurer's Retreat

Julie Taylor will start planning the FY21 Treasurer's Retreat, to be held in Lancaster or Hocking Hills during October 2020. Please send agenda topics to Julie.

New Business

Future Format of Fiscal Advisory Meetings

Kari led a discussion on the future format of Fiscal Advisory Meetings once LACA becomes a COG.

The Fiscal Advisory Committee will be created as a Standing Committee by motion of the COG's Governing Board. However, contrary to the current LACA constitution, the bylaws for the COG do not require the Fiscal Advisory Committee to elect a chair and vice-chair or follow Robert's Rules of Order. Thus, Kari requested input from members regarding the election of officers and the format of meetings. All were in favor of more relaxed meetings similar to LACA Roundtables, without requiring a member to be chair or vice-chair. A governing board rep will no longer need to be elected either, since Ben, as the Treasurer of the COG, and Chad, as the Director, will plan to attend Governing Board and Fiscal Advisory Meetings. Chad mentioned that meeting minutes/notes should still be taken for record keeping purposes.



Attendees also discussed the timing of future meetings. Kari suggested combining the February and April meetings into a March meeting. All were in agreement. At prior meetings, suggestions have been made that the October meeting be held in conjunction with the Treasurer's Retreat. All were still in agreement. Thus, the future schedule of Fiscal Advisory Meetings once LACA becomes a COG will be: September (Combined with Governing Board), October (at the Treasurer's Retreat), December, March, June.

District Discussion

Kari asked if attendees had any other topics to discuss. No comments were made.

Upcoming Meetings

There is a Redesign Budgeting training immediately following today's meeting. The next Payroll Roundtable is scheduled for April 30th. LACA will schedule a New Contract & Salary Notice Training and share details soon. The next Fiscal Advisory Meeting, which will include FYE Closing steps, will be on June 4th. The FYE Payroll Roundtable will be held on June 11th, followed by an Open Lab for anyone needing help with USAS or USPS Fiscal Year End Closing. On June 16th, there is a Redesign Advanced Report Training for any districts live on Redesign.

Fiscal Advisory Meeting Dates

The final Fiscal Advisory meeting for the current fiscal year is scheduled for June 4th.

The following dates were proposed for FY21 Fiscal Advisory Meetings:

- September 10 (Combined with Governing Board)
- October (at the Treasurer's Retreat)
- December 3 (CYE)
- March 18
- June 3 (FYE)

20-009 It was moved by Lottie Fisher and seconded by Julio Valladares to adjourn the meeting at 10:45 a.m.

Reported by,

Kari Snyder
Fiscal Support Coordinator