



Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 4, 2020, convening at 9:06 a.m.

The following members answered present to the roll call: Ben Streby, Lottie Fisher, Karl Zarins, Kimberly Pulley, Julio Valladares, Glenna Plaisted, Todd Griffith, Lew Sidwell, Gary Hankins, Ryan Smith, Kim Downs, Julie Taylor, Kellie Breehl, and Chad Carson.

Rob Ogg, Brittany Treolo, Britt Lewis, and Rick Jones could not attend.

Sheryl Johnson, Gayl Dillon, Jolene Miller, Dean Reineke, Mary Myers, and Kari Snyder were also in attendance.

Tonya Boyd and Lynette Telek joined the meeting after roll call.

20-010 It was moved by Ben Streby and seconded by Julie Taylor to approve the minutes of the April 16, 2020 meeting.

LACA Housekeeping

Kari mentioned that LACA will be emailing districts the FY21 forms that need signed. All districts will receive the Fiscal Authority to Change form, districts with user FTP accounts will receive the FTP Directory form, and any districts on Classic will receive the ODJFS Transmission form. Once completed, all forms can be returned by scan/email.

Hot Topics

Ohio BWC & Families First Coronavirus Response Act

Kari reminded attendees that she explained some aspects of the Families First Coronavirus Response Act (FFCRA) at the April Fiscal Advisory meeting. Effective 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. Since the April meeting, we have also learned that these payments are not reportable to BWC for premium purposes when submitting true-up payroll. For more information, please see the FAQs on the Ohio BWC website.

CARES Act

Kari explained some aspects of the Coronavirus Aid, Relief, and Economic Security Act impacting schools. The CARES Act created some additional emergency relief funds, the Elementary & Secondary School Emergency Relief Fund (ESSER) and the Governor's Emergency Education Relief Fund (GEER). Changes have been made to Classic, Redesign, and eFinancePLUS to accommodate these new funds 507 and 508. The Act allows some changes to



be made to your 403b plans, which you can contact your plan sponsor about. It permits over-the-counter medications to be purchased using Health Savings Account funds. The act halted federal student loan garnishments from March 13 through September 30, 2020. It also modified unemployment benefits and eligibility.

Student Wellness and Success Reporting

Kari informed Treasurers that they must complete an ODE survey in the OH|ID Portal to report how they used Student Wellness and Success funds this year. The survey must be completed by the district Treasurer or Superintendent by July 31, 2020. For detailed instructions, the following link was shared: <http://education.ohio.gov/getattachment/Topics/Student-Supports/Student-Wellness-and-Success/SWSF-Reporting-Survey-Guidance.pdf.aspx> . For further questions, you may email WellnessandSuccess@education.ohio.gov.

EMIS & Reporting Update

Mary stated that districts can now submit their Yearend Financial collection to EMIS in hopes of getting feedback on their Maintenance of Effort (MOE) status prior to the end of the fiscal year. She also stated ODE will pull final FY20 enrollment data the end of May to start FY21 funding, then update and adjust as changes are made. Because there is no Local Report Card, most FY20 collections close August 7, 2020.

State Software

USAS Fiscal Year End Closing – Classic & Redesign

Mary and Kari discussed the fiscal year end closing procedures for USAS (Classic and Redesign). Please reference the fiscal year end closing checklist/handbook to complete all necessary steps.

Equipment Inventory Closing

Mary discussed the fiscal year end closing steps for Equipment Inventory. EIS districts should follow the checklist available on the LACA website.

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.

Kiosk

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

Kari thanked Treasurers for their assistance after the April meeting to inactivate Kiosk users. This was requested in anticipation of the Management Council billing LACA at the end of April for the next fiscal year.

Kari provided an update regarding the retention of employee copies of pay slips and W2s in the Kiosk. For districts on Classic, old files will be cleaned up on July 1, 2020. Going forward, a script will run monthly to clean up files automatically based on the retention schedule approved at prior meetings (four years of W2s will be retained, and pay slips will be available for the prior calendar year and the current calendar year). Thus, employees logging into Kiosk on July 1, 2020 will only see W2s for 2016, 2017, 2018, and 2019 and pay slips for 2019 and 2020. Please notify your employees of the change in case they would like to download or print any old files prior to the clean up.

The initial clean up on July 1 will only affect Classic districts. LACA imports historical pay slips and W2 PDFs from the Classic software into the Redesign software per these guidelines.

PowerSchool eFinancePLUS

Kari mentioned that Granville and Heath are currently working with TCCSA to implement PowerSchool eFinancePLUS. They have been processing parallel payrolls and are preparing their databases to go live on July 1, 2020.

Round 9 is this fall to go live January 1, 2021, but no LACA districts have expressed an interest in participating in this round.

Karl Zarins of Heath shared a few comments about the implementation process.

Tonya Boyd, the new Treasurer of Licking Valley, shared her district's interest in converting to eFinancePLUS in the future.

Karl Zarins and Todd Griffith offered assistance with any future eFinancePLUS implementations.

Kari shared a map of districts currently live and implementing eFinancePLUS.



State Software Redesign

Kari provided an update on the number of districts statewide that are live on the Redesign. A map of districts currently live and implementing Redesign was displayed. As of May, over 200 districts were live.

The Wave 6 preparations have already started with LACA's Pre-Kick Off meeting already complete. Three LACA districts are participating in Wave 6: Mount Vernon, North Fork, and Northridge. LACA will complete the MCOECN questionnaire by June 5th, schedule a Kick Off Meeting, and will work with districts to clean up Classic data and ensure preparations are in place for all 3rd party vendors. Districts will parallel for one month and two payrolls, with training immediately preceding parallel processing. Per SSDT/MCOECN requirements, all Wave 6 districts need to be live before December 9, 2020.

A list of all LACA districts and their assigned waves were displayed for reference.

Kari also provided an update on the Redesign Accounts Receivable and Equipment Inventory Modules. Beta testing for Account Receivable will start June 15, 2020 and Production is scheduled for August 3, 2020. Equipment Inventory is scheduled to be available August 2021. Until then, there is a workaround for live Redesign districts to continue using Classic EIS.

LACA Director Update

Chad mentioned to Treasurers that the governing board voted to dissolve LACA as a Consortium and establish LACA as a COG effective July 1, 2020. Ben Streby was approved to be the COG Treasurer. Ben and Chad are currently making the necessary preparations, but day-to-day services will remain unchanged.

Chad provided an update regarding the Fiscal Support Coordinator job opening. Chad is excited about the candidates interviewed so far and hopes to fill the position very soon.

Unfinished Business

Treasurer's Retreat

Kari reminded attendees that Julie Taylor is planning the FY21 Treasurer's Retreat in Lancaster or Hocking Hills during October 2020. Kari reminded Treasurers of the previous request to send topics to Julie. Julie mentioned that she has requested information from the Inn and Spa at Cedar Falls in Logan. She will provide more information when received.

Future Format of Fiscal Advisory Meetings

Kari reminded Treasurers of the discussion at the April meeting regarding 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, future meetings will be more relaxed similar to LACA Roundtables. No questions were asked.

New Business

District Discussion

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

Upcoming Meetings

The FYE Payroll Roundtable will be held on June 11th, followed by an Open Lab via Zoom for anyone needing help with USAS or USPS Fiscal Year End Closing.

On June 16th, LACA will offer the Redesign New Contract Training.

On June 19th, there will be a Redesign Advanced Report Training for any districts live on Redesign.

LACA also has a Status Call scheduled for Redesign Live Districts on July 16th.

All of these meetings will be offered by Zoom.

Fiscal Advisory Meeting Dates

The following dates were shared 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)

20-011 It was moved by Julie Taylor and seconded by Lottie Fisher to adjourn the meeting at 11:00 a.m.

Reported by,

Kari Snyder
Fiscal Support Coordinator