

MIAMI VALLEY EDUCATIONAL COMPUTER ASSOCIATION
Regional Council of Governments
Board of Directors Meeting Minutes
February 21, 2008 - 8:30 A. M.

The Board of Directors Meeting was called to order at 8:30 a.m. by Chairperson, Keith Brown

The following members were present: Dave Baits, Dave Bollheimer, Rick Broderick, Keith Brown, and Ben Teeters

Absent: Judy Geers, and Phil Warner

Guest: Bruce Saunders, Wilmington

Additions, Deletions, or Corrections to Agenda: None

0802-01: ROUTINE BUSINESS

0802-01.1 The Chairperson requested the approval of the Regular Board Meeting Minutes of November 15, 2007. Dave Bollheimer moved to approve, Rick Broderick seconded, four members voted “yea”, one member abstained, motion carried.

0802-02: DISCUSSIONS, COMMUNICATION & ACTION ITEMS

1. Financial Report

Starting in February 2008 MVECA invested \$350,000 in Star Ohio. The overnight return is 3.59% currently the effective annual return is 3.65%. US Bank is currently earning interest at a rate of 2.74%. The cash balance between the two accounts for January was \$940,149.22 and we earned \$2,941 in interest for the month of January. We plan on shifting more over to the Star Ohio to gain the most return on our investment.

MVECA had on January 31st \$92,867 in outstanding invoices for FY08 of which \$49,576 was greater than 31 days outstanding. As of today there is \$50,565.00 in outstanding invoices with 1 district, Greater Heights Academy, greater than 90 days outstanding. We have been promised payment this month.

MVECA is currently looking to purchase \$240,000 in equipment for disaster recovery purposes. We are planning to lease the equipment for 4.90% interest with a payment of \$47,133.08 a half. We are leasing for the following reasons.

- 1) Holds cash balance at a stable level therefore allowing other endeavors
 - a) Unitime Consortium purchase
 - b) Possible Dark Fiber construction for Fayette County
- 2) Purchasing equipment outright would cause MVECA to raise fees for FY09 because it would lower our available cash balance to an uncomfortable level. At this point the Director and Treasurer don't want to raise fees for FY09.

The board agreed that leasing would hold MVECA's available cash balance at an acceptable level and keep MVECA from having unnecessary strain on our cash position. However they would like us to put something down to minimize the interest that we will pay over the 36 month term. The Treasurer agreed that we could probably put something down and it would put minimal strain on us.

The Treasurer presented to the Board the financial audit conducted on us in December 2008 for FY06 and FY07. The audit went very well. We had nothing of significance sited. There were 2 comments on the management letter. The first is that we be more specific in adjusting our appropriations. The Auditors stated that the board delegated too much authority when they gave the treasurer the authorization to modify appropriations as needed to close the fiscal year. The last comment was that we need to receipt our revenue from our local sources differently. We currently receipt our money into the 1832 and 1833 receipt codes which is for services performed but is under the miscellaneous receipts designation. The Auditor suggested we receipt our income from local fees into other receipt codes but after discussion with the AOS it was decided that there were no other suitable receipt codes and we should adjust our financial Statement at year end to show that these receipts were not miscellaneous.

0802-02.1 The Chairperson suggested that the Board of Directors approve the monthly Financial Report as presented. Rick Broderick moved to approve, Dave Bollheimer seconded, all members voted “yea”, motion carried.

2. Adjustments to the MVECA R-COG Policies & Procedures Manual

Adjustments to MVECA R-COG Policies and Procedures manual

1. Modification to Public Records Policy section – **advised by auditor to add to our policies**

- Section II-R “Record Retention and Disposal “ title changed to “Public Records Policy and Record Retention Schedule”
- Remove some description and added note “See Appendix A for MVECA’s Public Records Policy and the Records Retention Schedule.”

2. Modification regarding meal reimbursement – **due to IRS ruling**

- II-I. “Job related expenses” – added - MVECA employees do not qualify for personal meal reimbursements during one (1) day travel. IRS regulations require that an employee be away from home, need sleep or rest (referred to as the "overnight rule") in order for an employee to receive non-taxable meal reimbursements. – REMOVED breakout by breakfast, lunch, dinner

3. Addition of policy regarding frequent flyer and other related items – **advised by auditor**

- Section II-V “Staff Ethics” – added section I
- Per Ohio Ethics Commission Opinions No 91-010 and IRS regulations, accrual of personal frequent-flyer miles, hotel "bonus points", credit card "rewards," or any other reward under similar affinity programs (including credit points or rewards directed to non-profit organizations) are strictly prohibited.

4. Modification to reflect 24 pay cycles instead of 26 – **due to previous change**

- Section II-M “Payroll” adjusted to Salaries shall be paid in twenty-four (24) installments

5. Modification to Criminal Records Check section – **per HB 190**

- Section II-AA “Criminal History Record” title changed to “Criminal Records Checks”
 - The Executive Director shall establish administrative guidelines which will facilitate a criminal records check that complies with the law and ensures that, at the time of the initial application, the applicant is properly informed of the requirement to obtain criminal history records checks prior to employment from the Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI).
6. Addition of Christmas Eve on the Holiday schedule – **due to extra non-paid days**
- Section III-J “Holidays” added Christmas Eve Day as a Holiday with note below
 - ¹Christmas Eve Day will be a paid holiday in those contract years where there are 260 or less paid days in the calendar. On contract years with 261 days or more, Christmas Eve Day would be a non-paid holiday.
7. Modification to allow Vacation, Personal, and Sick leave to be used in one hour increments
- Section III-I “Vacation”, IV-B “Personal Leave”, IV-C “Sick Leave”
 - Vacation shall be used in no less than one-eighth day (one-hour) increments.
 - Personal leave shall be used in no less than one-eighth day (one-hour) increments.
 - Sick leave shall be used in no less than one-eighth day (one-hour) increments.
8. Removal of 20 day limit on use of unused accrued vacation time – **from Judy ORC 3319.084**
- Section III-I “Vacation”, Note 7
 - Upon separation from employment an employee shall be entitled to compensation at his current rate of pay for all lawfully accrued and unused vacation leave to his credit at the time of separation.
- 0802-02.2 The Chairperson suggested that the Board of Directors approve all of the adjustments to the MVECA R-COG Policies & Procedures manual as presented. Dave Bollheimer moved to approve, Dave Bollheimer seconded, all members voted “yea”, motion carried.

3. MVECA Equipment Lease Purchase

- **To acquire the following equipment:**
 - Server - Blade server
 - Storage - STORserver
 - Virtualization software - VMware
- **Equipment required for:**
 - Cycle for equipment upgrade
 - Business Continuity and Disaster Recovery
 - Provide additional functionality to MVECA system
 - Allow for future system expansion
- **Not to exceed \$240,000**

- **Lease Purchase Information**
 - Varilease Technology Finance Group Inc.
 - Utilized by several other ITCs
 - Lease Language has been reviewed and approved by legal
 - 3 year lease
 - Semi-Annual payments
 - \$1 buyout at end of lease
- **Benefits of Lease Purchase**
 - Insures adequate cash flow for Fy2009
 - Allows for other possible initiatives
 - Unitime
 - Fiber
 - SIFA
 - Allow for better adjustments due to budget cuts
 - Allows for Fy2010 Fee adjustments
- **Benefits of Purchase**
 - Savings from lose of interest paid
 - Board recommended that we pay for a portion of the total to reduce the amount of the lease and provide some saving of interest paid.

0802-02.3 The Chairperson suggested that the Board of Directors approve lease purchase of equipment not to exceed \$240,000.00 as presented. Dave Baits moved to approve, Rick Broderick seconded, all members voted “yea”, motion carried.

4. Adjustment to the FY09 MVECA Fee Schedule

1. Addition of EMIS maximum for members to match EMIS max for non-members
2. Adjust technology pricing and description

0802-02.4 The Chairperson suggested that the Board of Directors approve the adjustment to the FY09 MVECA Fee Schedule as presented. Dave Baits moved to approve, Rick Broderick seconded, all members voted “yea”, motion carried.

5. Acceptance of D3A3 Grant from ODE to offset implementation cost of D3A2

0802-02.5 The Chairperson suggested that the Board of Directors approve to accept the D3A2 Grant from ODE to offset the implementation cost of D3A2 as presented. Rick Broderick moved to approve, Dave Baits seconded, all members voted “yea”, motion carried.

6. Extend Interim Student Software Support of Annette Puckett for MVECA

1. Previously the Board approved the Interim DASL Support of Annette Puckett on a per diem basis at a daily rate of \$159.45, or \$19.93 hourly for actual days/hours worked for a maximum of six (6) months not to exceed \$20,728.50.

0802-02.6 The Chairperson suggested that the Board of Directors approve the extension of the interim Student Software Support of Annette Puckett for MVECA on a per diem basis at a daily rate of \$159.45, or \$19.93 hourly for actual days/hours worked for the balance of Fiscal Year 2008, ending June 30, 2008. Dave Baits moved to approve, Rick Broderick seconded, all members voted “yea”, motion carried.

0802-03: EXECUTIVE SESSION

There was no Executive Session this month.

0802-04: OTHER ACTION ITEMS

1. Accept resignation of Phil Warner from the MVECA Board of Directors
- 0802-04.1 The Chairperson suggested that the Board of Directors accept the resignation of Phil Warner from the MVECA Board of Directors. Dave Baits moved to approve, Dave Bollheimer seconded, all members voted “yea”, motion carried.
2. Appoint new Vice-Chairperson to replace Phil Warner on the MVECA Board of Directors
- 0802-04.2 The Chairperson suggested that the Board of Directors appoint Board Member Rick Broderick as Vice-Chairperson to replace Phil Warner due to his resignation from the MVECA Board of Directors. Dave Baits moved to approve, Dave Bollheimer seconded, four members voted “yea”, one member abstained, motion carried.
3. Appoint new member to the MVECA Board of Directors due to resignation of Board Member Phil Warner
- 0802-04.3 The Chairperson suggested that the Board of Directors appoint Gary West, Superintendent of East Clinton Local Schools, to the Board to fill the position held by Phil Warner due to his resignation from the MVECA Board of Directors until the next scheduled Assembly Meeting. Keith Brown moved to approve, Dave Baits seconded, all members voted “yea”, motion carried.

Note: Dave Bollheimer left the meeting at 9:58 a.m.

0802-05: COMMUNICATION

MVECA Executive Report

- Fiscal Audit - Tom Faulkner reviewed the findings of the Fiscal Audit completed at MVECA.
- Unitime – The Time and Attendance software selected by the MVECA fiscal committee was reviewed along with the plan to make this available to districts that were interested. MVECA’s proposal to acquire enough commitments for the products was discussed.
- Fayette County Fiber – Recent issues regarding the cost of high speed connections to Washington Court House and Miami Trace were discussed. It was determined that MVECA should continue to review options that could lead to reduced costs for connections in Fayette County that could possibly include MVECA building the network necessary.
- SIFA – There was a brief review of SIF Schools Interoperability Framework and SIFA, the association leading SIF. Recent ODE web conferences with ITCs and Districts signal the start SIF to be incorporated in EMIS reporting beginning in FY10.
- District Visits – A review of visits with districts have revealed and very good level of satisfaction with the MVECA services. New items like D3A2, HR Kiosk, Webwasher, and Exchange mail are be discussed with districts.
- Springfield City – A review of discussions between Springfield City Schools and MVECA was held. Springfield is interested in using

ProgressBook and had some questions regarding DASL and EMIS services as well.

- MVECA Staff and BCII/FBI checks. At this time, it is believed that all MVECA staff will need to have update checks done prior to September 30th. The board indicated that at this time, they would recommend that these be at each staff member's expense.
- Community School Update – The board was updated on the status of MVECA's two Community Schools and an upcoming meeting with Charter School Specialists.

0802-06: OTHER

The next MVECA Board of Directors meeting is scheduled for March 20, 2008

0802-07: ADJORNMENT

0802-07.1 The Chairperson requested that the February 21, 2008 meeting of the MVECA Board of Directors be adjourned. Dave Baits moved to adjourn, Ben Teeters seconded, all members voted "yea", motion carried. Meeting adjourned at 10:32 a.m.