

**MIAMI VALLEY EDUCATIONAL COMPUTER ASSOCIATION**  
**Regional Council of Governments**  
**Board of Directors Meeting Minutes**  
**September 20, 2007 - 8:30 A. M.**

The Board of Directors Meeting was called to order at 8:45 a.m. by Chairperson, Keith Brown

The following members were present: Dave Baits, Dave Bollheimer, Rick Broderick, Keith Brown (arrived at 8:45 a.m.), Judy Geers, and Phil Warner

Absent: Ben Teeters

Additions, Deletions, or Corrections to Agenda: None

**0809-01: ROUTINE BUSINESS**

0809-01.1 The Chairperson requested the approval of the Special Board Meeting Minutes of July 10, 2007. Dave Baits moved to approve, Judy Geers seconded, all members voted "yea", motion carried.

0809-01.2 The Chairperson requested the approval of the Special Board Meeting Minutes of July 13, 2007. Dave Bollheimer moved to approve, Dave Baits seconded, four members voted "yea", two members abstained, motion carried.

**0809-02: DISCUSSIONS, COMMUNICATION & ACTION ITEMS**

**Discussion**

1. Financial Report

The treasurer presented the board with the monthly financial report which included the close of FY2007. In the April meeting a motion was approved to allow the Treasurer to make any necessary appropriations for FY07 to the close the Fiscal Year in the black. The treasurer handed out a document that detailed all necessary changes that were made highlighting that in previous years MVECA paid everything out of one fund then moved things around. This year we opted to pay for expenses out of the appropriate funds.

The following changes to the appropriations were highlighted.

- 1) Added additional appropriations to 025 2900 100 & 200 9001 for director's salary and benefits.
- 2) Added appropriation line 025 2900 100 9005 and 025 2900 200 9005 for technology salaries and benefits
- 3) Added new funds 025 9008 and appropriations for 025 2900 100, 200, 400, 500, 600 for that fund to properly account for contracted services MVECA is providing
- 4) Added new funds 025 9801 and 9802 to account for the OC-3 Grant and Caching Grant that we received in June

The treasurer then proceeded to inform the board on how MVECA ended fiscal year 2007. It was reported that because of the additional services we provided and the grants that were received the actual revenues receipted were \$130,495.59 higher than projected. The treasurer further reported that actual expenditures were \$311,380.51 less than estimated. The lower expenditures and higher revenues allowed MVECA to end \$441,876.10 higher with a carryover of \$703,089.89.

The board was then given the monthly financials for July and August. These included

an updated budget due to necessary modifications brought on by staffing changes made after the Assembly met in April. It was also noted that MVECA received a reduction in health insurance premiums for FY08. It was shared that MVECA has received \$651,195.76 FYTD, expended \$464,925.07 FYTD and we have approximately \$330,000.00 in outstanding invoices. Dr. Bates asked if we still have a problem with districts paying within 30 days. Most districts pay within 30 days but we will probably have about 100,000 still outstanding in December. The board would like the treasurer to look into a penalty for those districts that don't pay on time. At this time the treasurer brought up another area that needs to be addressed. It was the area of purchase services for districts. The treasurer informed the board that a number of districts utilize MVECA to purchase equipment. This is fine however MVECA pays the invoice and then re-invoices the district for the items. On average it's about 90 days that the money is out of MVECA's account. The board would also like the treasurer to continue purchasing equipment for districts but arrange it in a way that the company bills the district directly.

0809-02.1 The Chairperson suggested that the Board of Directors approve the monthly Financial Report as presented. Dave Baits moved to approve, Rick Broderick seconded, all members voted "yea", motion carried.

2. Phone Stipend for Executive Director

0809-02.2 The Chairperson suggested that the Board of Directors approve a phone stipend for Dean Reineke, Executive Director, in the amount of \$20.00 per month, effective September 1, 2007. Dave Bollheimer moved to approve, Dave Baits seconded, all members voted "yea", motion carried.

3. CIP for FY 2008

**Discussion**

1. It was noted the Ohio Department of Education supplied a template to use for the FY08 CIP that includes only five "core" services areas (Fiscal, Student, EMIS, INFOhio, and Network) along with a self-reporting checklist. This format is what needs to be approved and submitted to ODE.
2. Executive Director to provide a supplemental CIP document to cover the other non-core areas included in the FY07 CIP.

0809-02.3 The Chairperson suggested that the Board of Directors approve the MVECA CIP for FY 2008 as presented. Dave Baits moved to approve, Phil Warner seconded, all members voted "yea", motion carried.

4. Payment to MCOECN for HR invoice – purchase order date after invoice date

0809-02.4 The Chairperson suggested that the Board of Directors approve the payment to the MCOECN for the HR Software Package in the amount of \$8,500.00 for FY 2008 due to the purchase order date after the invoice date. Rick Broderick moved to approve, Judy Geers seconded, all members voted "yea", motion carried.

**0809-03: EXECUTIVE SESSION**

0809-03.1 The Chairperson requested the Board of Directors adjourn to Executive Session to discuss personnel matters. Dave Baits moved to approve, Phil Warner seconded, all members voted "yea", motion carried. The Board of Directors entered into Executive Session at 9:52 a.m. and returned to regular session at 9:59 a.m.

**0809-04: OTHER**

There were no other discussions or voting this month.

## **0809-05: COMMUNICATION**

### **MVECA Executive Report**

1. MCOECN Membership Meeting – September 21st
  - If chairperson/vice-chairperson unable to attend - Board can elect to send a representative in their place
  - Need 2 of 3 members present to vote.
2. Revise Fee Schedule for FY2009 – Tech Services for ESC's and JVS'
  - Technology services 1000 ESC, 1500 JVS minimums inadvertently removed, will back into Fy09 fees
  - Discuss the need to fee increases likely to occur beginning in Fy10
3. DASL Update
  - DASL training during beginning of August
  - Discussed the start of the school year
4. D3A2
  - New D3A2 Grant available to ITC for implementation
  - Discussed requirement for eligibility for these grants
  - Will be contacting those districts who have expressed interest
5. Charter School Specialists
  - Updated board on conversations with Charter School Specialists regarding the possibility of bringing on more Community Schools for Fy09
6. EMIS – EMIS Redesign
  - Discussed EMIS plans for the future
  - Fy09 begin building level reporting along with use of effective dates
  - Discussed SIF Schools Interoperability Framework and ODE plan for implementation for Fy10.
7. Director Visits
  - Executive Director to begin visits to MVECA districts to become acquainted and discover district needs.
8. SAS-70
  - Discussed items noted of the Auditor of State's SAS-70 report including making the disaster recovery item a priority for this year.
9. Investment Policy
  - Discussed steps necessary to develop an Investment Policy for MVECA. Tom will collect samples and work with Finance Committee on this item.
10. Technical
  - Noted used of K-12 Grant funds for upgrades to firewall, network equipment and web caches
  - Discussed recent fiber connect with Antioch University McGregor for possible video conferencing and availability of large meeting place/lecture hall.
  - Provided a brief update on the Time Clock Advisory work.
  - Updated board on On-Base support now through Hyland Software.

## **0809-06: ADJORNMENT**

0809-06.1 The Chairperson requested that the September 20, 2007 meeting of the MVECA Board of Directors be adjourned. Phil Warner moved to adjourn, Dave Baits seconded, all members voted “yea”, motion carried. Meeting adjourned at 10:24 a.m.