



Treasurers Operating Committee Meeting

November 19, 2008

Attendance

Carolyn Weglewski	Buckeye Local Schools	Matt Gdovin	NEOnet
John Wheadon	Copley-Fairlawn City Schools	Deb Carroll	NEOnet
Kathryn Sines	Cuyahoga Falls City Schools	Paulette Gansel	NEOnet
Roy Swartz	Green Local Schools	Denise Marrali	NEOnet
Debbie Krutz	Kent City Schools	Connie Enders	NEOnet
Michelle Seckman	Maplewood Career Center		
Michelle McNeely	Medina County ESC		
Chris Wright	Nordonia Hills City Schools		
Donna Snider	Nordonia Hills City Schools		
Stephanie Hagenbush	Norton City Schools		
Eydie Snowberger	Portage Lakes Career Center		
Dave Forrest	Revere Local Schools		
Brenda Brack	Richmond Heights Local Schools		
Sondi Clevenger	Summit County ESC		
Jeff Hostetler	Tallmadge City Schools		
Marty Aho	Twinsburg City Schools		
Deanna Levenger	Woodridge Local Schools		

Issues Discussed

Welcome

Dave Forrest, Treasurer at Revere Local Schools opened the meeting with an update of the NEOnet Board of Directors and talked about a way to share procedures and spreadsheets.

NEOnet Update

- **Board of Directors Update**

- **Generator** – Appropriations were increased to cover the purchase of a backup generator. The installation of the generator should be completed in January 2009. A recovery site has also been setup at Tallmadge and testing will begin this evening,
- **Email Archival Service** – A change in the NEOnet Fee Schedule will reflect the new Email Archiving Service available to the districts. This service will provide two years of email backup for a fee of \$2800 per district. If the two years does not meet the records retention required by your district other arrangements can be made.

- **MRSC Bylaws & Policies** – The MRSC has hired NEOLA to draft the bylaws and policies. This draft should be completed by May 2008.
- **Heath & Dental Insurance** – Quotes are back from the all the insurance companies and are under review by the administrative team.
- **Fiscal Officer** – A job posting for the MRSC Fiscal Officer is being drafted to include job description, hours, and salary.
- **Fee Increases** – The estimated costs for Fiscal Year 2010 was handed out and includes an increase to Software Services as well as Email Archiving. This projected increase will cover the 4.7% budget cuts from the state.
- **Continuous Improvement Plan** – The current version of the NEOnet CIP is posted to the web under About Us under Policies. Some of the Fiscal Services Plan include implementing the Employee Kiosk and Eliminating Line Printers
- **Tech Planning Meeting** – The top three concerns from the Technology Advisory Committee Planning Sessions are as follows:
 - Email Archiving
 - LDAP Password Synchronization (single password)
 - ProgressBook Stability

Calendar Year End Reminders

- **NC1 & NC3 – Non Cash Payments** – should be processed before the last payroll of the year.
 - **NC1** – Insurance premiums over \$50,000.
 - **NC3** - Other non-cash fringe benefits such as cell phones and home connectivity
- **Third Party Sick Pay** – Districts do not always receive timely notification of employees who are receiving third party sick pay/ wages from the insurance entities . Often these notices are received after the W2s are completed. The district must pay the employer share of Medicare. Districts are advised to run a deduction report of employees with long term absences and verify if the employee had supplemental insurance deducted. Districts MAY be responsible for the Employer's share of Medicare IF Third Party Taxable Wages were dispersed. The 4th/final Quarter 941 should reflect the employer share of Medicare. Employee records will need to be updated to reflect any taxable payments received.
- **1099s** – Districts are advised to preview the 1099 report now and begin making any necessary corrections.

Discussion Topics

- **Common Remitter** – Kimberly Hoff from ING Financial Advisors explained the IRS changes for the 403B and 457 plans effective January 1, 2009. Districts / Employers must now have a written plan for how these annuities are handled. Employers must become involved because not all employees are being taxed appropriately. There is now a dollar limit for how much an employee can contribute to these funds, limits on loans against these funds and they can no longer transfer between funds. District must remit these deductions per pay. ING is one of many Common Remitter agencies available.
- **Employee IDs** – There are seven districts who have not implemented the employee IDs yet. The release of the new software will force this implementation since SSN will no longer be Valid Employee IDs. Please contact Fiscal Services if your district needs assistance with this.
- **Safari / ODBC** – The download for this software is on the NEOnet website. The software defaults to LIVE data, but prior years can be queried by entering space CY or FY followed with a 2 digit year code in the Command File Name Prompt. The USAS User Guide lists all the field explanations. NEOnet Fiscal Services is available to assist you in this area.

Scheduled Meetings

- **Treasurer Operating Committee Meeting dates**

- January 14, 2009
- March 18, 2009
- May 20, 2009

Next Treasurers' Meeting

The next Treasurers Operating Committee meeting is scheduled for January 14, 2009 at noon. Please email the fiscal services department at fiscal_services@neonet.org if you plan on attending or have topics you would like to discuss.