



BUSINESS SERVICE CONSORTIUM (BSC)

February 7, 2018

BOARD REPORT

Software training continues for our office. We are working on processes and ensuring that they are running as they should. There will not be financials this month as we are waiting for access and training on our report writing system. All in all, the conversion has gone better than we anticipated.

I am continuing discussions with our auditor and the LEA Business Managers with regards to the 3% reimbursement of funds. We are very close to coming to a decision as to how the funds will be paid out to current and previous staff. We are grateful that our staff have been patient with us while we determine the best avenue to refund the monies owed.

The due date for health coverage information forms due to employees has been extended to 3/2/2018. These forms are also due to the IRS 4/2/2018.

There are three revised job descriptions included in the board packet for the board to approve. Wendy and I met with the Personnel Committee to discuss moving the Data Management position from PESG to the ISD payroll and also changing the AP/AR and Payroll/Benefits positions to supervisory due to the change in structure and prior approval from the BSC Advisory Committee.

We continue to be extremely busy in the Business Office and I am grateful to all who have been understanding and patient with us during our conversion. It is greatly appreciated. I am also lucky to have the staff that I have in my office. They have put in the time and energy to make the conversion a success including everything else that has come up along with it.

I have met with each of the directors to review budgets and will have budget adjustments ready for the next board meeting. Casey and I will be meeting next week to start working on the HS/EHS grant for next year.