

Lakeshore School Business Officials
Regional Affiliate of Michigan School Business Officials

Friday, September 8, 2017, 8:30 a.m.
MAISD South, Oakview Room

Meeting Minutes

- Welcome!
 - In Attendance:
 - Members:

Steve Aardema, Whitehall	Catherine Kloska, MPS
Carol Anderson, MAISD	Mark Mesbergen, Fruitport
Kim Bidwell, Orchard View	Jenny Mutchler, Holton
Donna Bylenga, Montague	Violet Parmeter, MAISD
Tracey French, MAISD/MHPAS	Sharon Rushcamp, MAISD/NM
Jason Helsen, Reeths-Puffer	Mike Schluentz, MAISD
Todd Hronek, Oakridge	Janet Stewart, MAISD
Rob Jonker, Mona Shores	Tina Wright, MPS
 - Non-Members:
 - Katie Flynn, MAISD Special Education
 - Monica Jenkins, MAISD Special Education
 - Latesha Johnson, MAISD Special Education
- Approve [Minutes from June 22, 2017](#) meeting
- Medicaid Updates
 - Updated Medicaid MAER procedure and timeline (Latesha Johnson and Monica Jenkins) - the process has changed and all work will be completed/compiled in CHAMPS. District employees that enter Medicaid data (provider or financial) must obtain a CHAMPS login.
 - [CHAMPS ID Info](#)
 - [MAER Contact Form \(9/18\)](#)
 - Quarterly Financial/MAER Reporting Process Review - MAER deadline has been pushed back and we will be notified of new due date (likely January/February). With this delay will also come a late reconciliation for 2016/17. Last year reconciled is 2014/15.
 - Payment Update - Just received notification January-March 2017 AOP payment is being processed and should be received soon. Disbursements will be sent shortly thereafter.
 - Sixteen (16) Medicaid trainings have been held for those new to reporting. Special Education plans to begin hosting refresher courses.
- Special Ed Funding Plan PA18 (Katie Flynn) - Special Education Leadership reviewed, revised and submitted a new ISD Plan. All non-compliance was removed and the plan “simplified”. This will be reviewed on a yearly basis to reduce the need for a major overhaul. The next step is to review the funding plan. Shared with Business Officials are [monthly topics](#) to review, discuss, pick apart and provide recommendations.

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- Lakeshore Business Officials
 - Election of Officers, with a unanimous vote, the following members have been elected:
 - President - Sharon Rushcamp
 - Secretary - Mark Mesbergen
 - [Proposed Constitution](#) - has been submitted to MSBO
 - [Proposed Bylaws](#) - has been submitted to MSBO
 - [2017-18 Meeting Schedule](#)
 - Dues - at this time, we will not be collecting dues
 - Website [MSBO-LSBO](#)
- Special Education Transportation Consortium Calculations - currently three districts participate in the Consortium.
- MUNIS Update - All districts are on track to move over to SaaS connection. Due to unexpected saving with the implementation, districts should see a per pupil saving in 2017/18.
- Career Cruising Update - for 2017/18, Career Cruising will be available to LEA's at no cost. This year's funding of Career Cruising is provided by MCAN dollars, Muskegon Opportunity, a Rotary grant and Muskegon Area Career Tech Center.
- [Critical Shortage](#) (sub teachers and bus drivers) - note bus drivers and substitutes are now included.
 - [Retirees returning to work](#) - If hiring a retiree, make sure you follow this link to determine your reporting requirements.
- PESG - discussion regarding current challenges. Mid-year change?
- MRIC overview and benefits of participation
 - New plan document revisions per IRS. Due 2020
 - [EPARS talking points](#)
- Best Practice Committee and focus for the year (Sharon, Violet, Mark, Jason, Janet, and Mike)
 - Action Entry and workflow - Payroll/Human Resources
 - County survey/Mark's Pivot Table
 - Board Reporting Standards - Using MUNIS Cubes
 - Budget Forecasting using cubes
 - Cash flow forecasting using cubes
- [Data warehouse billing](#) - see attached for 2017/18
- EPARS accounts - no need to have Chase account.
 - TSA Consultants works with Wells Fargo; LEAs can send funds directly there
 - LEAs will need to switch by December 31, 2017 - more to come
- Roundtable

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Meeting Schedule for 2017-18

9/8/2017	MAISD
10/13/2017	Mona Shores
11/3/2017	Muskegon Heights
1/5/2018	Reeths-Puffer
2/2/2018	Muskegon Public
3/2/2018	Fruitport
5/4/2018	Orchard View
6/1/2018	North Muskegon

LSBO Officers for 2017-18

President - Sharon Rushcamp
Secretary - Mark Mesbergen