MEETING MINUTES

Attendees:
See Attached.

INFORMATION

I. Welcome and Introductions

Paul Landry welcomed the CAT Members and attendees introduced themselves.

II. Role of the CAT

The group reviewed the May CAT Meeting minutes to re-emphasize the role of the CAT, which is:

- To provide feedback and advice on the project to the BEST Core Team;
- For the BEST Core Project Team to communicate project progress and keep the CAT informed; and
- To identify any areas or project concerns the BEST Core Team should be aware from a district perspective.

III. BEST Project Overview – Kick-off Video

The CAT was shown the BEST Project Kick-off video, which can be found on the BEST Project website at:

http://www.lacoe.edu/Technology/BESTProject/BESTNews/tabid/796/articleType/ArticleView/articleId/390/BEST-Project-Kick-off-Video.aspx

Overall, feedback from the CAT about the Kick-off video was positive. A few potential improvements to the video were suggested.

IV. Pilots Level 1 Review and Update – Primary Outcomes/Value

The BEST Core Project Team members discussed lessons learned from the Level 1 workshops and how the team is modifying the approach for level 2. Specifically, the BEST Core Project Team learned during Level 1 with the 10 pilots that more “face-to-face” time at the districts during Level 2 will enhance the efficiency of the Level 2 process. As such, the BEST Core Project Team will be working closely with the pilots (at the pilot sites) during Level 2.
Pilot CAT members discussed some of the benefits of the Level 1 workshops for themselves and their staff. For example, the Level 1 workshops helped the pilots get a better understanding of their own organization(s) was one benefit cited during the meeting. CAT members also stated they felt included and heard during these workshops.

V. Pilots Level 2 Process and Video – Primary Outcomes/Value
The group reviewed the Level 2 video on the BEST Project website, which can be found at:

http://www.lacoe.edu/Technology/BESTProject/BESTNews/tabid/796/articleType/ArticleView/articleId/359/Level-2-Video.aspx

A sample (more detailed than the video) Level 2 Flowchart was shown to the CAT during the meeting. Level 2, which will occur from now through January 2015, will involve the BEST Core Project Team flowcharting the 10 pilots’ high-level business processes in all of the following areas:

- Accounts Payable and Payments;
- Accounts Receivable and Billing;
- Budget Development and Revisions;
- Human Resources;
- Inventory and Asset Management, including Construction-in-Progress;
- Payroll;
- Recruiting and Hiring; and
- Requisitions, Material Stock Requests (MSRs), Purchase Orders, and Contracts.

VI. Project Updates – August 2014 and September 2014
Mark Kithcart, Project Coordinator, reviewed the August and September 2014 Monthly BEST Project updates, which are being posted each month on the BEST Project website. These updates can be found at:

http://www.lacoe.edu/Technology/BESTProject/BESTNews.aspx

CAT Members also provide input to the BEST Core Project Team, suggesting monthly updates not sent to the district via Information Bulletins, as LACOE already provides a number of Information Bulletins. Rather, the CAT Member suggested that as long as they and the districts/agencies know approximately by what day each month the BEST Project Monthly Updates will be posted to the BEST Project website, they can just check the website to read these updates. As such, Paul Landry stated the Monthly
MEETING MINUTES

BEST Project Updates will be posted by the 7th of each month to the BEST Project website.

VII. Community College Advisory Team (CCAT) Formation

The CAT was informed the BEST Core Project Team is working to establish a CCAT to ensure community college representative can actively participate during the project. Additionally, the BEST Core Project Team desires to ensure system requirements for community colleges, which will likely differ from K-12 Districts, are captured and incorporated into the new integrated system. The first CCAT Meeting will occur in October 2014 and the date is to be determined.

INPUT

VIII. BEST Project Website – www.lacoe.edu/BEST

The CAT reviewed the new BEST project website. Overall feedback was positive. CAT members suggested a few improvements to the website. For example, a CAT Member desires to have the ability to logon to an area of the website that shows the pilot flowcharts (for the various levels) so she can share these processes with her staff.

IX. Pilot Liaison Role – Need Input On:
Engagement Strategies? Monthly Updates? Optimizing Web presence?

➢ CAT members agreed that we should have point people at each pilot district.
➢ CAT members liked the monthly updates. These updates will be posted on the BEST Project website by the 7th of each month.
➢ It was suggested by the CAT to communicate major BEST Project milestones via the Information Bulletin system, but to be selective in these communications.
➢ In person BEST Project updates at various regional and quarterly meetings are also preferable and desired by the CAT Team.

X. CAT Input

Break-out sessions were conducted to brainstorm and document improvement points and requirements (for the new system) in the areas of Human Resources, Payroll, and Budget Development. See attached document, which details the CAT input.

XI. Q & A

No questions were asked.
XII. Next Meeting – December 2014 – Date: TBD

Calls will be made by the BEST Core Project Team to CAT members during November to determine availability for the December 2014 CAT Meeting.
Human Resources

Question #1:
How does your district store/retain HR documents, such as personnel files, evaluations?

CAT Input:
- Boxed files/containers in warehouses;
- One district has a large scanning project (to scan boxed documents into LaserFiche)...this is time-consuming and duplicative in nature;
- An Enterprise Content Management (ECM) System is needed; an ECM would allow documents (e.g., job applications, employee evaluations) to be attached as PDFs, Word files, etc.
- Employee evaluations are mostly on prepared on paper; we need a system that provides for on-line employee evaluations.
- Predominant storage process is manual, ad hoc, and paper-based, with no meaningful disaster recovery plan in place. The situation has become so overwhelming and voluminous in some cases that conversion solutions (i.e., scanning) may not be feasible.

Question No. 2:
What functionality would you like to see in the new system?

CAT Input:
- One stored area for documents rather than in multiple disparate places;
- HR needs more access to on-line documents, such as employee evaluations;
- Suggestion: We could use the Cloud-->Backup/Disaster recovery;
- For employee records, we need: easy access, secure access, proper access and limited/restricted access;
- Employee self-service (e.g., for employees to see/inquire into, but not make any changes to their own personnel file) is functionality requested for the new system.

Question No. 3:
What functionality have you seen in other HR system that LACOE does not offer in HRS?

CAT Input:
- Position control reports that show current vacancies and can be run on demand
- Recruitment/Personnel Commission Process/Hiring Process functionality, which is not available in the current Human Resource System
- Phone/Email/Accts set-up - Real-time provisioning (i.e., one CAT Member mentioned "real-time provisioning" functionality has been created for their district).
Human Resources - Continued

- Alerts to create to various areas (e.g., Telephone Services, Information Technology) to establish new phone accounts and email accounts when a person is hired
- Integration with other applications (e.g., Telephone Services, Email)

**Question No. 4:**
What information do you wish your system m would provide that it does not?

**CAT Input:**
- Employee/performance evaluations
- Employee profile (school, grade, total years in education, etc.; need extra, configurable flex-fields in the new system) so this information can be recorded and captured in reports, which today is done manually and is very time-consuming

**Question No. 5:**
What information do you wish your system would provide that it does not?

**CAT Input:**
- Seniority lists, which can be populated from employee profile data; group agreed that manual intervention will likely continue to be required, as seniority lists are complicated to prepare to ensure their accuracy. Currently, the preparation of seniority lists are done in Excel and too much manual intervention is required and it’s very time-consuming.

**Financials**

**Question #1:**
Are there any improvements that you would like to see regarding the Budget Development process?

**CAT Input:**
- Assumptions/bulletins received late after Board approved District Budget
- Communication to include deadlines so Districts can prepare budget
- Budget and payroll (for projections) needs to be more efficient; how can it be done by not having to go to PC Products / PC Budgets expert; how can districts derive information from system?
- Ability to generate ad hoc reports / Business Intelligence (BI) tool

A-2
Financials - Continued

Question #2:
What type of information would be helpful in conducting your daily tasks or for external reporting purposes that is not already available?

CAT Input:
- Standard Report for Districts...what RAD report(s) to use is difficult to determine, as there is no table that provides a brief description on RAD for each report
- Crosswalk w/definitions of what available reports from RAD
- RAD report is "wrapped"...very hard to decipher with columns (time spent re-formatting)
- Drill down: some key detailed transaction information (i.e., warehouse stock request/MSR number) not shown in the General Ledger
- Need download of Current Chart of Account (COA) strings to be able to share at site in an Excel format that is easy to sort

Question #3:
Please share your "pain points" with the current financial systems.

CAT Input:
Need to understand how information flows between HRS and PSFS systems
Training Classes: August, September, and October are better months for new staff; May and June are not good due to year-end closing activities
Need "anytime" type training (i.e., webinars, so people can learn at their own convenience)

Payroll

Question #1:
What one new functionality would you like to see in a payroll system?

CAT Input:
- Track vacation, sick leave, paid time off
- Ability to enter timecard online and have Supervisor approval online
- Ad hoc / Business Intelligence (BI) reporting

Question #2:
What process that you currently utilize seems most redundant?
Payroll - Continued

CAT Input:
Tracking paid time off (PTO)

Question #3:
What types of payroll employee self-service can you envision in a new system?

CAT Input:
- Employee’s ability to view paystubs and leave balances (e.g., sick, vacation) online
- Benefits enrollment and life event change(s)
- CAT Members would like to have as many self-service features as possible; one CAT member expressed security concerns about employee self-service; requirements for employee self-service for inquiry and/or update capability in new system will need to be done district by district

Question #4:
What enhancements would make your work more efficient?

CAT Input:
Ability to generate on-demand reports
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<td>Mr. Daniel Banh</td>
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*Attendees: PSL 9-12-2014*