

CSTARS COMMITTEE MEETING MINUTES
February 19, 2014
Department of Revenue –Boards & Commissions Conference Room

CSTARS Committee Members Present: Chair – Sara Rosene (Grand County), Joyce Reno (Chaffee County) via telephone, Jack Arrowsmith (Douglas County) via telephone, Jean Alberico (Garfield County) via telephone, Bo Ortiz (Pueblo County) via Telephone, Garland Wahl (Washington County) via Telephone and Hillary Hall (Boulder County) via telephone.

CARS Committee Members Present: Pam Nielsen (Chaffee/Larimer) via telephone, PJ Taylor (Denver County), Robin McMillian (Garfield County) via Telephone, Diana Hall (Boulder County), Linda Bishop (Washington/Adams County) via Telephone, and Tony Frazzini (Denver County).

Department of Revenue (DOR) and others: Mike Dixon (DOR), Tony Anderson (T&R), Rich Medina (OIT), Len Meyer (OIT), Terri Krupke (OIT), Chuck Busch (OIT), Dylan Ikenouye (T&R), Rodney Johnson (T&R) via telephone, Chris Hochmuth (T&R) via internet, Jennifer Wayne (T&R) via Telephone, Cindi Wika (OIT), Libby diZerega (DOR-OIT).

Guests: Jeff Veres via internet.

Sara Rosene called the meeting to order at 9:34 a.m. Roll was taken; a quorum was present. It was moved by Garland that the minutes from the January 15, 2014 meeting be approved, 2nd by Joyce, motion carried.

Mike Dixon:

Tony will speak more to Colorado DRIVES, but Mike did want to say that it had passed the Joint Technology Committee unanimously, and also passed the Capitol Development Committee. It is now moving forward to the Joint Budget Committee where of 42 projects it is number 27 on the list. Tony Anderson and Tony Frazzini are both Co-Chairing a working group to make sure the Counties have a voice in the update and modernization of the DMV systems.

Sara asked what it meant to be 27th on the list. Mike clarified that the cut line, where there is no funding, is 32. Sara also asked how many people could be appointed to the committee working group. Tony Anderson answered that they had reached out to Norma Trickey, Victoria Krupke and Linda Bishop, to help drive it and sort of work as Project Managers as an umbrella approach to ensure all the processes get included. There will be a survey sent out to the counties, meetings hosted and one of the Conference Rooms converted to a war room to map out the process. The first meeting will be this coming Friday to scope out the RFP. Tony Frazzini added that there was a steering committee over the Tech Committee; they'll be at the conferences, webinars and video conferences etc. so there is lots of communications and transparency.

Mike added that once the money has been allocated, there will be an additional space appropriated for the development and war room set up where all of this work can take plus, much like it did for Tax, CITA and GenTax.

Mike wanted to thank everyone who had been working on fiscal notes as we had been inundated this year.

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Tony Anderson:

Tony discussed the Technical Committee (of Colorado DRIVES) more, indicating that the overall goal is to process map all functions so nothing gets left out.

For legislation, as of this morning, T&R/CSTARS has had 31 bills. Everyone's been busy at the Capitol and is working with Donnetta along with the Friday morning legislation call with Dylan, Pam and Norma. There is also a daily legislation meeting with the T&R staff that Pam and Norma have been involved with.

The Collector clean-up bill has gone through without any issues and it appears we are all on the same page.

Sara asked who would be representing Budget this morning. Tony responded that Janet wasn't available today (in training) and that they had just hired Royal Taylor yesterday to fill Bethany's position. As of this morning there was not a presentation available from Budget as they had just closed out the month.

Sara asked if this was going to be standard operating procedure that we (CSTARS) would not be getting presentations any longer. Tony indicated that this should be a one-time thing due to the budget shops short staffing, along with the flood of fiscal notes.

Then it was asked if this month's report would be provided before the end of the month? Mike promised an answer. Tony said that as soon as it was provided to Dylan and himself they would push it out to the committee.

Mike also asked Tony to use the County Clerks distribution list to send out a formal report from budgeting and all the information presented in this committee to help make sure that there is good awareness.

Rich Medina:

Rich introduced Len Meyer, the new Director of County Services statewide for OIT.

Len Meyer:

Len introduced himself noting he'd been with the state for 24 years. He's done a lot of work with the counties in working with Networks, Social Services, and most recently the director of Infrastructure Services for OIT. His first day was February 1 and is still doing some transitioning.

Sara asked what exactly does this mean. What does it mean for CSTARS, for the Counties, for the Department of Revenue, what is Len telling us?

Rich explained that Mike Ritchey, who has been the Chief Customer Officer for 6-7 months took a really close look at his organization and at his customers and how he could organize differently. One of the conclusions he came to was we had a Counties had a presence state wide, not just at Revenue but also Human Services, Secretary of State, etc. and this was an opportunity to have one person

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oversee all of those things and provide services that focused on County Support. Rich was always looking at what services he could provide Counties from the CSTARS/Title and Registration perspective. Len will be looking at a statewide perspective. This should help identify service gaps and get those fixed.

Sara complemented Rich on his dancing and then asked him to answer the question again, what that means to CSTARS, do we yell at Rich Medina or not? Rich said you still could but that Len would be taking on the roll more and more.

Tony F. asked Len how that was going to work. How will the Counties interact with Len? Len answered "All of the above," that people could interact with him here at CSTARS, through Chuck Busch, through Rich Medina and with him directly as needed, however they need to. Len will be here every month with Cindi and will be doing part of the reporting.

Sara asked if Rich would still be involved with CSTARS, Rich said that he would be moving to another department. Beginning March 1st Department of Revenue would have another IT Director, Doug Beck who is a good, smart guy. They are working on the transition. He wanted to be here today, but had a conflict.

Sara reminded everyone that several months ago, they were shown an organization chart that had a County It Director that was vacant, and she asked then would CSTARS be paying for that, and she was assured that CSTARS would not be paying for it. She asked again today, would CSTARS be paying for this position. Len did not know the answer, but said he'd find out.

Sara wanted to be sure she understood and reiterated: Doug Beck is the new Rich Medina and he will interface with CSTARS. Rich confirmed this but emphasized the Len is the first point of contact, and that Doug could address this more fully next month.

P.J. expressed concern that this new layer, possibly being funded out of CSTARS would deplete the fund and further insulate OIT from CSTARS in their reporting.

Sara mentioned that she was sorry to see Rich go and thanked him for all his work over the last several years.

P.J. lamented the fact that we had to start all over in training a new OIT person and that she was not looking forward to having to go through this again. Sara said that Len had big shoes to fill. Tony F. commented that this is a partnership and can't be dictated back to the counties about how things will happen. PJ hoped that Rich, in his transition, would relay to Mr. Beck what the County expectations will be.

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Chuck Busch:

Chuck mentioned that Rob Chiles is moving from his previous location to Denver and would be unavailable today, but did provide some slides and budget numbers and if the Committee has questions, Chuck would do his best to answer them.

**CSTARS APPROPRIATIONS FY14
as of Period 6 (12/31/13)**

Description	Appropriation	Encumbered	Expensed	Balance
Personal Services	\$442,688.00	\$12,408.00	\$98,855.86	\$331,424.14
Operating	\$2,617,535.00	\$1,288,883.16	\$1,012,891.54	\$315,760.30
County Asset Maintenance	\$568,230.00	\$26,068.00	\$0.00	\$542,162.00
County Improvements	\$40,000.00	\$1,869.02	\$17,814.65	\$20,316.33

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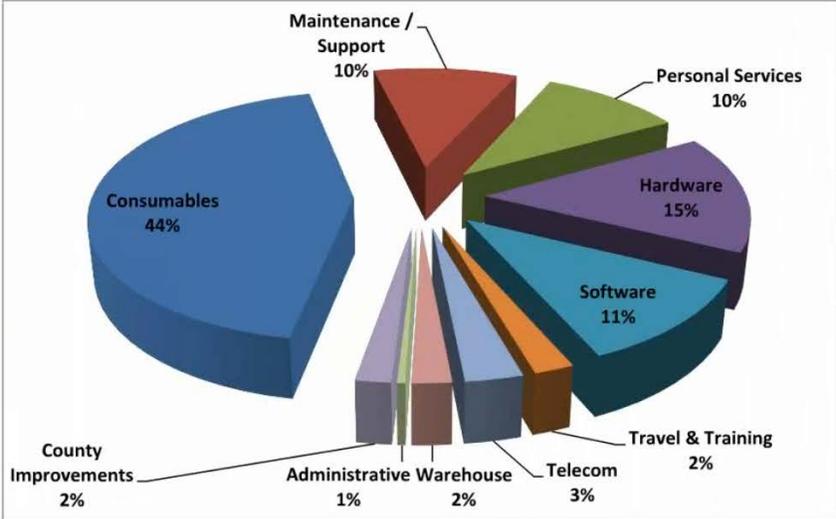
Expense Category	Preliminary Budget Allocation	YTD Expenses thru Period 06
Vendor Managed Services	\$725,000.00	\$160,718.00
Refresh Hardware	\$568,230.00	-
Consumables	\$794,545.00	\$421,833.62
Maintenance / Support	\$530,271.00	\$100,755.61
Personal Services	\$442,668.00	\$98,885.86
Hardware	\$327,892.00	\$148,090.83
Software	\$91,603.00	\$108,493.89
Travel & Training	\$38,072.00	\$20,160.58
Telecom	\$75,000.00	\$29,012.54
Warehouse	\$20,000.00	\$19,822.96
Administrative	\$15,172.00	\$4,003.51
County Improvements	\$40,000.00	\$17,814.65
TOTAL	\$3,668,453.00	\$1,129,592.05

Again, if there are questions here Chuck will take them back to Rob to get appropriate answers.

Cindi mentioned that the State will be moving from COFERS (the statewide accounting system) to CORE beginning July 1. Consequently year end spending and wrap up which normally takes place in June will, for Cindi be taking place in April. So we will be identifying spending items sooner with CARS so that everything can be wrapped up timely.

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CSTARS FY14 Expenditures Thru Period 6



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CSTARS Encumbrances FY14 YTD Period 6

Description	Vendor	Project Association	PO Number	Amount
(2220) Building Maintenance/Repair Svcs	Computer Sites Inc.	Labor to replace motor mount	OE-TAA-ITD140000020	\$ 407.50
(2220) Building Maintenance/Repair Svcs	Computer Sites Inc.	Labor to replace motor mount	OE-TAA-ITD140000020	\$ 82.50
(2230) Equipment Maintenance/Repair	Computer Sites Inc.	Air Conditioning Maintenance	OE-TAA-CSTR14000001	\$ 4,785.00
(2231) IT Hardware Maintenance/Repair	Dynamic Research Corporation	Task Order #1	PO-TAA-CSTR14000002	\$ 492,858.00
(2231) IT Hardware Maintenance/Repair	Dynamic Research Corporation	Task Order #2	PO-TAA-CSTR14000002	\$ 202,385.00
(2231) IT Hardware Maintenance/Repair	Hewlett Packard Corporation	Rolled PO	OE-TAA-CSTR13000007	\$ 888.63
(2231) IT Hardware Maintenance/Repair	JNL Communications	Cabling	OE-TAA-CSTR14000024	\$ 20,680.75
(2232) IT Software Maintenance/Upgrade	Insight Public Sector, Inc.	Maintenance Renewal	OE-TAA-CSTR13000043	\$ 482.45
(2232) IT Software Maintenance/Upgrade	Insight Public Sector, Inc.	VM Ware Maintenance Renewal	OE-TAA-CSTR14000004	\$ 684.08
(2232) IT Software Maintenance/Upgrade	John Priddy LLC	Maintenance Renewal	OE-TAA-CSTR14000021	\$ 3,800.00
(2232) IT Software Maintenance/Upgrade	AG Systems Ltd	Annual Maintenance Renewal -Server Studio	OE-TAA-CSTR14000036	\$ 900.00
(2680) Printing Reproduction Services	CCI	Intergagency (Specialty Paper)	PO-TAA-140000049	\$ 153,320.00
(2680) Printing Reproduction Services	International Security Product	Title Paper	OE-TAA-CSTR14000023	\$ 33,112.50
(2820) Other Purchased Services	Metech International Inc.	Hard Drive Destruction	OE-TAA-CSTR14000016	\$ 1,949.19
(3115) Data Processing Supplies	WM Corporation	Consumables	OE-TAA-CSTR14000002	\$ 329,005.80
(3116) Non Capitalized IT - Purchased PC	Insight Public Sector, Inc.	New Computer Software	OE-TAA-CSTR14000043	\$ 730.57
(3116) Non Capitalized IT - Purchased PC	Insight Public Sector, Inc.	Software Licenses	OE-TAA-CSTR14000047	\$ 3,031.69
(3116) Non Capitalized IT - Purchased PC	Insight Public Sector	Symantec Client	PO-TAA-ITD14000003	\$ 12,809.50
(3124) Printing/Copiy Supplies	Office Max	Copy Paper for Counties	OE-TAA-CSTR14000055	\$ 26,970.00
TOTAL				\$ 1,288,883.16

Here is a list of the encumbrances themselves.

Sara asked for a read out of the DRC Contract encumbrance Paper to verify the amount. Chuck said he could do that and be able to bring a year by year comparison.

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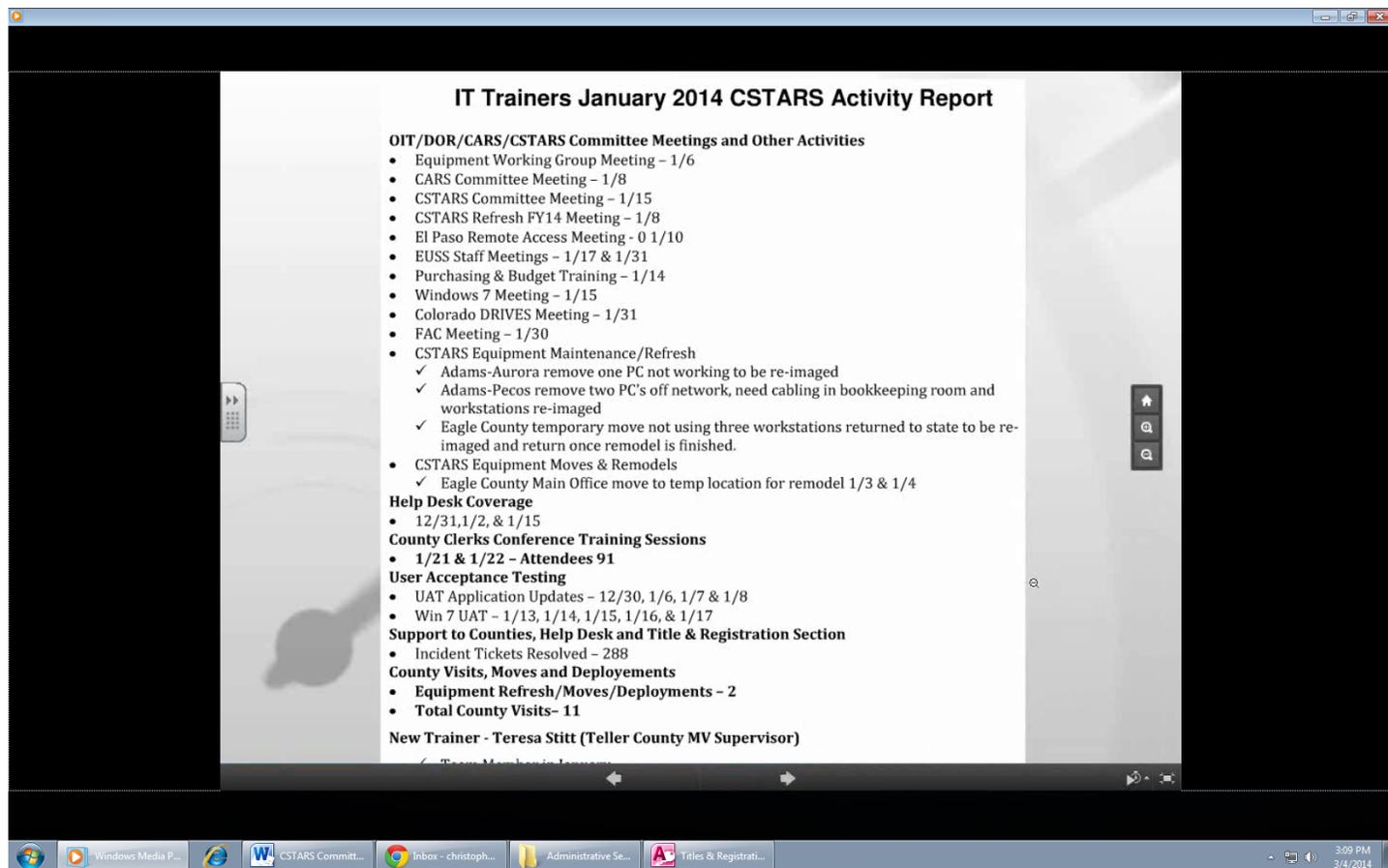
CSTARS FY14 Refresh Budget Estimate

CSTARS FY14 Refresh Budget Estimate		PM : Cindi Wika	
	Units	Unit Cost	Total
Software			
Mselect Office Pro Plus 2013	294	\$ 331.48	\$ 97,455.12
Mselect Windows Server Cal 2012	294	\$ 21.94	\$ 6,450.36
WinZip 17 standard	294	\$ 6.42	\$ 1,887.48
Altiris Client Management	0	\$ -	\$ -
Windows Server STD 2012	8	\$ 575.50	\$ 4,604.00
Smartnet	26	\$ 351.56	\$ 9,140.56
Windows 7 Training Manual	192	\$ 4.00	\$ 768.00
Hardware			
	Units	Unit Cost	Total
HP Compaq Pro 6300 SFF (Workstations)	294	\$ 614.01	\$ 180,518.94
Workstation	3	\$ 620.00	\$ 1,860.00
Laptops	6	\$ 1,114.65	\$ 6,687.90
USB Mouse/Keyboards	295	\$ 39.00	\$ 11,505.00
HP LA2306 23" Monitor	241	\$ 195.00	\$ 46,995.00
APC SMT1500 UPS	49	\$ 532.00	\$ 26,068.00
HP Proliant ML350 G8 (Servers)	8	\$ 3,061.62	\$ 24,492.96
Cisco Routers	26	\$ 2,192.95	\$ 57,016.70
BL460 Server (Servers)	1	\$ 8,862.93	\$ 8,862.93
Surge Protectors	44	\$ 7.45	\$ 327.80
Hardware Maintenance			
	Units	Unit Cost	Total
Desktop - HP 4yr NBD HW Support Warranty	294	\$ 63.20	\$ 18,580.80
Desktop Warranty	3	\$ 63.00	\$ 189.00
Laptop Support Warranty	6	\$ 79.20	\$ 475.20
Server - ML350 Warranty Hp Care Pack	8	\$ 906.40	\$ 7,251.20
Server - BL460 Warranty	1	\$ 811.00	\$ 811.00
Cabling	1	\$ 7,000.00	\$ 7,000.00
		TOTAL	\$ 518,947.95

Chuck asked if this was the sort of detail the Committee wanted to see on a project by project basis and it was agreed that they did and that this was helpful.

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Libby diZerega:



Libby decided to change up the information and format provided to see if this is more of what the Committee wanted to see.

Libby also mentioned that there is a position open and that as they had change OIT personal to the state classified positions she had just finished writing the job description and was hoping to have it posted soon.

PJ expressed extreme concern about how long this position might remain open and suggested that Sara write a letter to OHR to insist that they address this situation promptly, as PJ and communicated to William Chumley, over and over again.

Tony F. wanted to be sure that the ticket subject matter is being tracked to identify patterns and trends so they might be appropriately addressed.

PJ wanted to give a heads up that as of November of 2013(*sic*) there would be a huge upheaval of County Clerks due to elections; so new sets of people, management and staff. Consequently it is entirely possible that the Trainers may have to run a county while the new staff is trained and brought up to speed.

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Libby mentioned that she was aware and had antic dotes of this. Tony A. jumped in and said that they were planning on a new Clerk “On-Boarding” training session.

Chuck asked what the impact was to CSTARS because of this. Sara detailed that will be losing Hillary Hall, Jack Arrowsmith, Pam Anderson, Joyce Reno... due to either term limits, retirements etc.



Chuck Busch:

Chuck continued on with OIT projects:

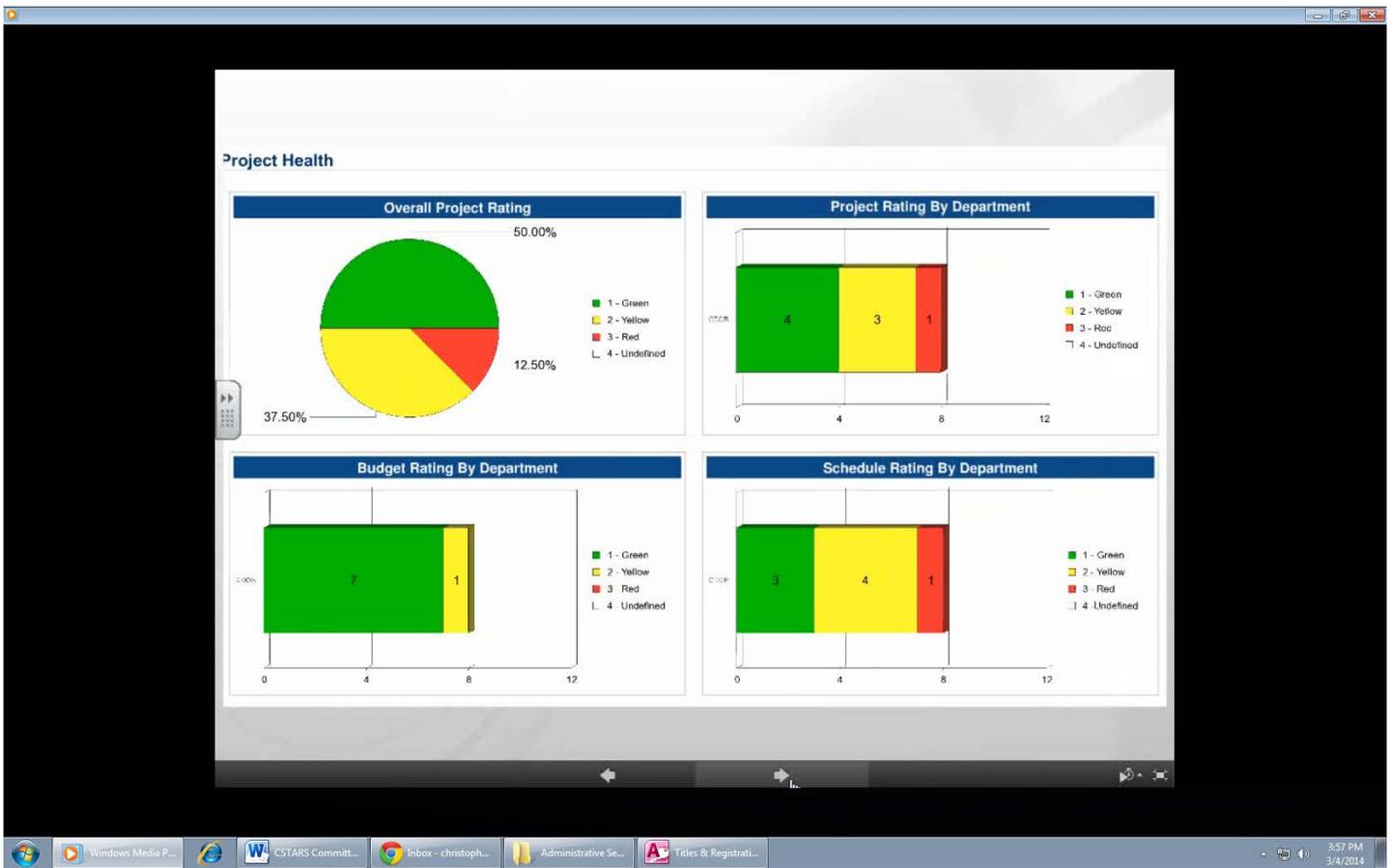
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Executive Project Dashboard

Project List

Project Name	Project ID	Overall Project	Status			Start Date	Finish Date	% Complete	Planned Budget	Actual To Date	Remaining Budget	
			Schedule	Scope	Budget							
Colorado Department of Revenue												
CSTARS-CARS-FY14 Improved Monthly Releases	PROJ006214	■	■	■	■	6/3/13	6/30/14	58%	\$0.00	\$0.00	\$0.00	
CSTARS - County Email Project	PROJ004148	■	▲	■	■	9/21/12	5/12/14	100%	\$62,346.00	\$34,196.00	\$28,150.00	
CSTARS - DEV - PR NONE - Modify CSTARS for Windows 7	PROJ003542	■	■	■	■	8/9/12	2/28/14	95%	\$0.00	\$0.00	\$0.00	
CSTARS - Eagle County Remodel	PROJ006705	■	■	■	■	9/19/13	3/21/14	12%	\$3,251.00	\$0.00	\$3,251.00	
CSTARS FY14 Refresh	PROJ006427	▲	▲	■	■	11/5/12	6/25/14	23%	\$798,888.00	\$31,963.00	\$766,925.00	
CSTARS Operations/ Maintenance and Annual Refresh RFP	PROJ005509	▲	▲	■	■	5/29/13	1/1/14	100%	\$13,613.00	\$7,159.00	\$6,454.00	
MVD - CSTARS - Print on Demand Phase I	PROJ004275	▲	▲	■	■	12/18/12	2/28/14	99%	\$25,834.00	\$15,073.00	\$10,761.00	
OIT - Viper Upgrade	PROJ001969	◆	◆	▲	▲	8/15/12	6/30/14	63%	\$334,214.40	\$211,982.80	\$122,231.60	
Summary												
		8						Grand Total:		\$1,238,146.40	\$300,373.80	\$937,772.60

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CSTARS-CARS-FY14 Approved Monthly Releases/PROJ006214

Sponsor	Mike Dixon	Title	
Project Manager	Chuck Busch		
Description	CARS Committee Approved PIF's, tickets and regulatory and legislative mandates to be implemented on an agreed upon monthly release process for the SFY2014.		
Overall Project Rating	<input checked="" type="checkbox"/>	% Complete	58%
Overall Project Status	Completed		
Schedule Status	<input checked="" type="checkbox"/>	Original Delivery Date	Anticipated Delivery Date
			6/30/14
	On schedule		
Scope Status	<input checked="" type="checkbox"/>	Revised scope of the releases for the remainder of the fiscal year due to the delay in the Viper Project. New scope has been set and agreed to.	
Budget Status	<input checked="" type="checkbox"/>	Planned	Actual to Date
		\$0.00	\$0.00
		Budget Remaining	% Spent
		\$0.00	0%
	on budget		
Key Accomplishments	Reprioritized program requests and tickets due to delay ion Viper Project.		
Issues and Concerns			

Sara asked if there as a way to present these updates in a “GoToMeeting” interactive style for the counties and have a place for them to ask questions. Chuck said he’d had the same requests internally (the help desk) and was looking into it and thought he’d have it ready in a month or so. Sara asked if it could be done sooner. Dylan and Tony were happy to offer up the Department and Chris to facilitate these meetings if need be.

Hillary suggested that UAT testing happen sooner so that the GoToMeetings/Webinars with demonstrations and firmed up information be available as soon as possible.

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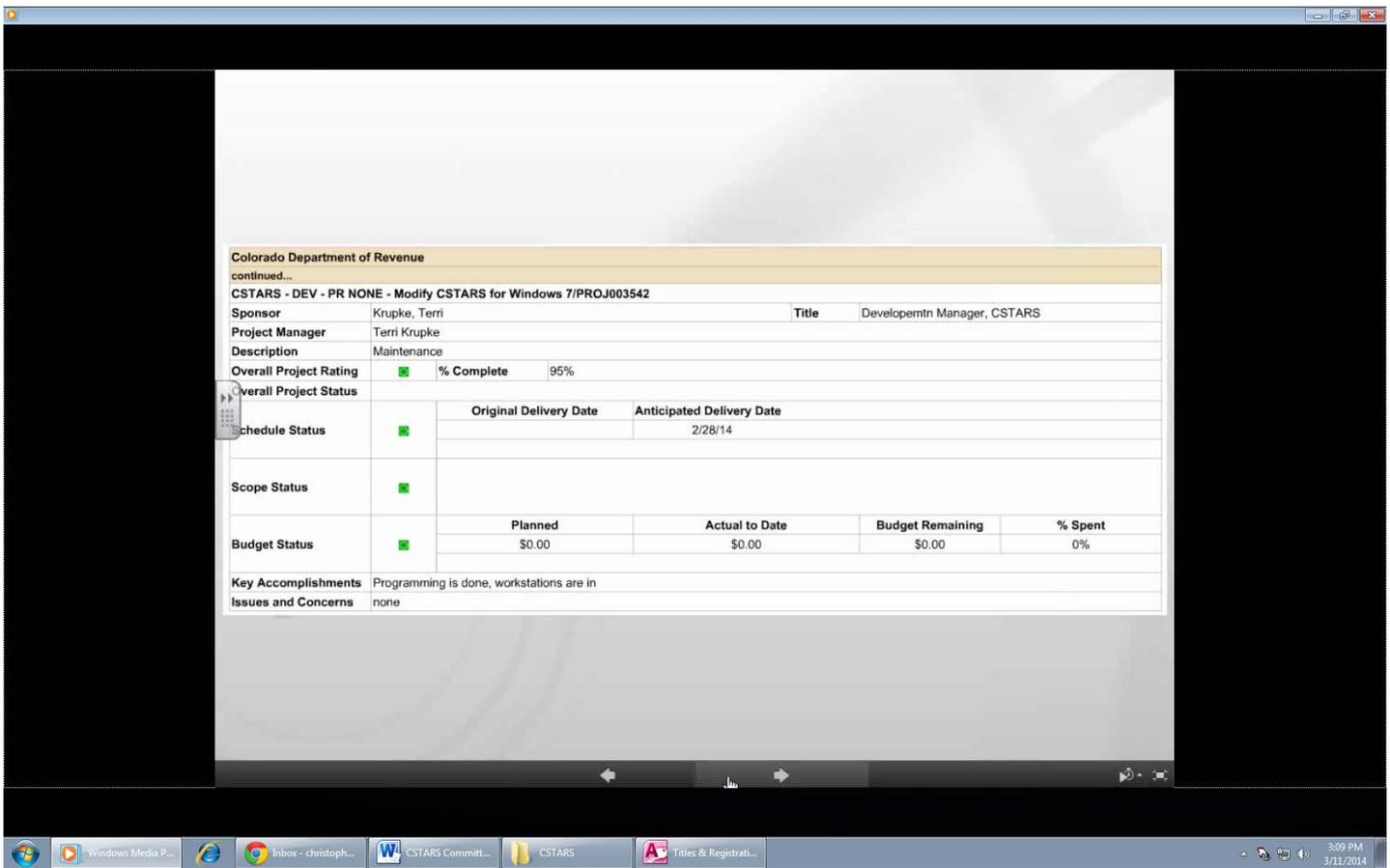
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CSTARS - County Email Project/PROJ004148

Sponsor	Rich Medina	Title	IT Director		
Project Manager	Cynthia Wika				
Description	As part of the Google migration that the State has recently undertaken the current Dorexch email server that is used to provide State email to the County Clerks will be decommissioned in the near future. The cost to DOR to provide a Google email account for every County Clerk and Motor Vehicle Supervisor is more than the Department can absorb. Most Counties have some form of County supported email system. This project would allow County Clerk's and MV supervisors to access their County provided email via State CSTARS workstations. Any County that does not have secure email system will be given a State Google account. The number of Counties that will require Google email accounts is thought to very minimal.				
Overall Project Rating	█	% Complete	100%		
Overall Project Status	All Counties have been moved to either County owned email systems accessed via CSTARS machines, State Google accounts, or will continue to access State email on County workstations. The Dorexch server will be shut down on 1/31/14				
Schedule Status	▲	Original Delivery Date	Anticipated Delivery Date		
		10/22/13	5/12/14		
Dorexch Decommissioning will not occur until 1/31/14					
Scope Status	█				
Budget Status	█	Planned	Actual to Date	Budget Remaining	% Spent
		\$62,346.00	\$34,196.00	\$28,150.00	55%
OIT FTE under budget.					
Key Accomplishments					
Issues and Concerns					

Done.

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Just waiting for the Hardened Server. There is no ETA for this just yet. The Driver's License taking credit cards project has pushed this out some. Sara asked how that was possible since CSTARS is funded separately. Chuck answered that it had to do with resources. The Server team is not dedicated to any one group, so until the Driver's License credit card project is finished the server team is not available to work on the Hardened Server for this.

PJ and Sara both asked how this was possible given the description of how CSTARS was billed in the "Shared Services Model". Chuck tried to explain that CSTARS was billed for work done on CSTARS projects. Sara, PJ, Tony and others all reminded Chuck that in the OIT/CSTARS Budget meeting they were expressly told that was not how CSTARS was billed – that it was "Complicated". Chuck and Rich indicated they'd go back to the OIT Budget shop for clarifications.

Sara promised that the committee would be discussing this again as they had now been told two different things about how CSTARS was billed. Tony A. Promised assistance with getting information out of the OIT Budget office about how CSTARS is billed for things like the server team.

Dylan asked who made the decision to move the resources from CSTARS to Driver's License without engaging CSTARS.

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CSTARS - Eagle County Remodel/PROJ006705

Sponsor Rich Medina **Title** IT Director

Project Manager Cynthia Wika

Description Remodel the Eagle - Eagle County Motor Vehicle office

Overall Project Rating ■ **% Complete** 12%

Overall Project Status Project approved by DOR. Gate 1 review scheduled for 2/10/14.

	Original Delivery Date	Anticipated Delivery Date
Schedule Status ■	3/21/14	3/21/14
Temporary move completed		

Scope Status ■

	Planned	Actual to Date	Budget Remaining	% Spent
Budget Status ■	\$3,251.00	\$0.00	\$3,251.00	0%

Key Accomplishments
 - Temporary Move completed
 - Approved by DOR

Issues and Concerns

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On Schedule

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CSTARS Operations/Maintenance and Annual Refresh RFP/PROJ005509

Sponsor	Tony Anderson	Title	T&R director		
Project Manager	Cynthia Wika				
Description	This is to generate the RFP for a replacement to the operations and support contract for the CSTARS system. The existing contract will expire 6/30/13 and we are executing a three month extension to 9/30/13. This new contract needs to be in place in order to continue supporting the system. OIT has generated the draft RFP which was sent to the business for review and comment on 5/3/13.				
Overall Project Rating	▲	% Complete	100%		
Overall Project Status	Master contract and Task Order 1 being finalized to send to DRC for execution. Task Order 2 going through final review by OIT and DOR and then will be sent to DRC for review and comment.				
Schedule Status	▲	Original Delivery Date	Anticipated Delivery Date		
		9/30/13	1/1/14		
	Master Contract and Task Order 1 and Task Order 2 need to be executed by 1/31/14				
Scope Status	■				
Budget Status	■	Planned	Actual to Date	Budget Remaining	% Spent
		\$13,613.00	\$7,159.00	\$6,454.00	53%
Key Accomplishments	- Master contract and Task Order 1 being finalized - Task Order 2 going through final OIT and DOR review				
Issues and Concerns	Current DRC SOW will ending 1/31/14. Without Task Order 2 being executed, DRC's involvement in the CSTARS FY14 refresh will be on hold cause delays in the deployment.				

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CSTARS FY14 Refresh/PROJ006427

Sponsor	Rich Medina	Title	IT Director	
Project Manager	Cynthia Wika			
Description	The FY14 Refresh Project is Year 4 of the 4-year refresh cycle. The State plans to deploy Windows Server 2008 R2, Windows 7, and Office 2010 to the 29 offices being refreshed for Year 4. This plan is dependent upon compatible operations between these new environments and the affected infrastructure environments and DOR line of business applications.			
Overall Project Rating	% Complete 23%			
Overall Project Status	MV Application is running on Hardened Windows 7 machines, however the hardening Allins is unable to create the scheduled task for pervasive, we are in the process of trying to get the scheduled task to run as the local system from a GPO. We are also actively searching for which group policy is blocking the scheduled task. At this time we do not have a server with the new 2008 hardened image available for testing.			
Schedule Status	Original Delivery Date		Anticipated Delivery Date	
	5/9/14		6/25/14	
Until the Windows 7 and server hardening issues are resolved the schedule cannot be finalized with any certainty.				
Scope Status				
Budget Status	Planned	Actual to Date	Budget Remaining	% Spent
	\$798,888.00	\$31,963.00	\$766,925.00	4%
Key Accomplishments	- Hardened workstation provided by DSS for testing - PO for UPS's issued			
Issues and Concerns	- Server 2008 hardened image not created. - Unable to test the Beyond FTP license registration for Version 3.1 due to an issue with the Vendor website			

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CSTARS Operations/Maintenance and Annual Refresh RFP/PROJ005509

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Description	This is to generate the RFP for a replacement to the operations and support contract for the CSTARS system. The existing contract will expire 6/30/13 and we are executing a three month extension to 9/30/13. This new contract needs to be in place in order to continue supporting the system. OIT has generated the draft RFP which was sent to the business for review and comment on 5/3/13.				
Overall Project Rating	▲ % Complete	100%			
Overall Project Status	Master contract and Task Order 1 being finalized to send to DRC for execution. Task Order 2 going through final review by OIT and DOR and then will be sent to DRC for review and comment.				
Schedule Status	▲	Original Delivery Date	Anticipated Delivery Date		
		9/30/13	1/1/14		
	Master Contract and Task Order 1 and Task Order 2 need to be executed by 1/31/14				
Scope Status	■				
Budget Status	■	Planned	Actual to Date	Budget Remaining	% Spent
		\$13,613.00	\$7,159.00	\$6,454.00	53%
Key Accomplishments	<ul style="list-style-type: none"> - Master contract and Task Order 1 being finalized - Task Order 2 going through final OIT and DOR review 				
Issues and Concerns	Current DRC SOW will ending 1/31/14. Without Task Order 2 being executed, DRC's involvement in the CSTARS FY14 refresh will be on hold cause delays in the deployment.				

DRC Contract is now in place for 3 years and 2 optional, this is now complete.

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MVD - CSTARS - Print on Demand Phase I/PROJ004275

Sponsor	Tony Anderson	Title	T&R Director								
Project Manager	Cynthia Wika										
Description	Establish Colorado Correctional Industries (CCI) as County 99. An equipment request will be submitted for required equipment to allow for CCI to have access to CSTARS and CSTARS printers. CCI will purchase all equipment and donate it to CSTARS. Upon performing a registration transaction any license plate that is not in the available inventory will should be flagged for the print on demand. County 99 will require two workstations, two printers, one server, one router and one switch. A new data circuit will need to be ordered and installed and data cabling installed at the site.										
Overall Project Rating	▲	% Complete	99%								
Overall Project Status	EHWIC Card for router was received. The list of parts were sent to DOC to verify prior to scheduling the installation. DOC has identified yet another part needed for the installation. A compass request will be submitted and expedite will be requested to get this installation complete										
Schedule Status	▲	<table border="1"> <thead> <tr> <th>Original Delivery Date</th> <th>Anticipated Delivery Date</th> </tr> </thead> <tbody> <tr> <td>9/17/13</td> <td>2/28/14</td> </tr> </tbody> </table>	Original Delivery Date	Anticipated Delivery Date	9/17/13	2/28/14	DOC has identified an additional part required which will again delay installation				
Original Delivery Date	Anticipated Delivery Date										
9/17/13	2/28/14										
Scope Status	■										
Budget Status	■	<table border="1"> <thead> <tr> <th>Planned</th> <th>Actual to Date</th> <th>Budget Remaining</th> <th>% Spent</th> </tr> </thead> <tbody> <tr> <td>\$25,834.00</td> <td>\$15,073.00</td> <td>\$10,761.00</td> <td>58%</td> </tr> </tbody> </table>	Planned	Actual to Date	Budget Remaining	% Spent	\$25,834.00	\$15,073.00	\$10,761.00	58%	Since the Development work is going to be covered on PROJ004111 the OIT FTE costs for This phase of the project has been reduced to only include the hours required for the office setup.
Planned	Actual to Date	Budget Remaining	% Spent								
\$25,834.00	\$15,073.00	\$10,761.00	58%								
Key Accomplishments	- Received EHWIC card										
Issues and Concerns											

Programming is complete, working on the hardware with CCI. Testing to begin the end of March.

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The screenshot shows a presentation slide with the following content:

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OIT - Viper Upgrade/PROJ001969

Sponsor	Rich Medina	Title	DOR IT Director				
Project Manager	Bertha Trujillo						
Description	Resumed. New hardware. Upgrade Viper database to Informix 11.7 and Redhat 5.5 in virtual environment. There are no plans to move Viper servers.						
Overall Project Rating	♦ % Complete 63% Resources for development and test are still unavailable due to other priorities. Moving 350Gb of data from old Viper architecture to new virtualized environment is an obstacle that has not yet been overcome. The DBA has loaded data into both DORVIPERTST0 and DOR-VIPERDB-T1 (virtual viper instances) pulled from physical viperbak in order to begin testing of the counties to the virtual viper instances. Very limited testing can occur with this data but it is necessary to begin testing of county connectivity. FCRs pending to provide open routes for development team to copy data to continue code conversion and begin test. Connectivity between DOR & ECE established 7/19/13; almost 1 year following project launch via a 1GB pseudowire. Get Well Plan VIPER: Overall Project Status 1. ECE, Network Security, Networking, DBA and Server teams have spent 16 months attempting to resolve connectivity issues between the vblock in Kipling to DOR in Pierce and the Annex. 2. Once the data is moved to Viper.eca, testing can begin – testing will require multiple refreshes of the data. 3. Virtualizing the Pass Servers, which is how the counties all connect to Viper has been completed. 4. Once testing is complete and successful, Viper.eca will become the production server and will be cloned for dev & test. Risk Mitigation actions taken: 1. Added external disk arrays to existing Viper servers to extend db capacity. 2. DOR Firewall Change approved to allow access for Pierce & Annex team members to Viper in ECE space in the Lakewood data center thereby allowing development and test to continue. Work is pending resource availability.						
Schedule Status	♦ <table border="1" style="width: 100%;"> <thead> <tr> <th>Original Delivery Date</th> <th>Anticipated Delivery Date</th> </tr> </thead> <tbody> <tr> <td>6/28/13</td> <td>6/30/14</td> </tr> </tbody> </table>			Original Delivery Date	Anticipated Delivery Date	6/28/13	6/30/14
Original Delivery Date	Anticipated Delivery Date						
6/28/13	6/30/14						
Scope Status	▲ <p>New target completion date is Dec 31 2013. All counties on CSN by end of Oct 2013, however Pierce cutover to CSN is currently scheduled for June 2014 and this is a critical dependency for Viper. Scope has now increased to include the ESX environment at Kipling as an alternative to resolve the DOR network connectivity issues.</p>						

We are working making the testing happen faster. Terri has already started testing connectivity. PJ continued to express concerns about Viper's ability to continue to function given its age.

Terri Krupke:

Everyone in Pueblo seemed to appreciate the state-wide transaction counts and the accompanying presentation. He'll be splitting it out for all the counties to have in his spare time.

Cindi Wicka:

Cindi discussed the two major network projects going on here at Revenue. The bulk of the impact will take place at the Annex where Taxpayer Services, etc. are located. There will be some impact here at Pierce. There will be some testing that needs to be done and she's asking for any counties who will want to test, alongside Libby and the Trainers to be sure that the network still functions properly and accesses still work, etc. The first change will take place in March and are hoping to be done in August.

Denver County volunteered.

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Rich Medina:

Rich thanked everyone for their support and said what an honor it had been to serve all the counties. Equally, everyone thanked Rich for his service as well.

Pam Nielson:

The CARS Committee met February 12th.

Pam wanted to go through the equipment requests, first for 2014:

- ✚ Elbert County was asking for 3 PC's and 3 printers. The CARS committee thought 3 printers was over kill. Elbert reviewed their floor plan and processes and has decided to only ask for the PC.'s. Cindi says there is stock in the warehouse. However there will be \$5,000 in cabling.
- ✚ Larimer County is creating a Trainer position and is asking for 3 PC's. Cindi indicates there are enough in the warehouse but they will need to be a new switch for \$2,314.00.

For FY'2015:

- ✚ Pitkin County would like a new PC for the 1st or 2nd quarter of FY15.
- ✚ El Paso Count's move will be in the 3rd or 4th quarter of FY'14 but will fall in the FY'15 cycle. They will be buying their own equipment and donating it back to CSTARS, as they did previously. They will also pay the state vendor fee for the cabling. They just needed it approved so Cindi can plan for the equipment, data drops and cabling.

Bo moved and Garland 2nd the motion for the cabling in Elbert County (as the PC's had been previously approved) – Motion passed.

Joyce moved and Bo 2nd for Larimer County's switch (but oddly left out the part about the 3 PC's) – Motion passed.

Sara decided to hold off on Pitkin County's request until next fiscal year.

Other highlights from the CARS meeting included:

- ❖ Cindi addressed how CSTARS might close out the fiscal year (FY14) and will continue to work with her to get an equipment list created.
- ❖ Jon Zook gave an update on the service desk. They are still working on a replacement for Michelle. He also complimented Libby and her staff for covering this vacancy.
- ❖ Terri talked about the new web page and how those issues are being addressed.
 - Terri also invited the counties to use the blog that was there as a means of providing feedback, questions and answers.
 - There has been some discussion about moving the forms to point to the DOR website so that it isn't redundant.
 - There are still some firewall issues being addressed with some of the blue book links and such.

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- ❖ Print on Demand is still being discussed. They're working on the letter that will be handed the customer in lieu of a plate.
- ❖ There was discussion about what plates may or may not be available for print on demand (specifically SMM). Dylan was going to look into some changes with PIMS to make sure those customers are addressed.
 - PJ expressed concerns about not having certain kinds of plates on hand and making them Print on Demand.
 - Dylan reminded everyone, once again, that he would do whatever the Committee/Counties wanted, but they needed to come up with a standard as it will be applied state wide. Print on Demand could not be tailor made to each county.
 - PJ also raised the concerns the counties had about the Clerk Hire Fee for doing the Temp Permit and was it really two different transactions. Terri and Dylan assured everyone, again, that the programming was written specifically so that the issuance of any needed permits would be a separate transaction.
 - Marsha from Douglas asked if the customer would be charged for the Temp Permit. Pam reminded everyone, as we're the ones inconveniencing the customer there would not be a charge for the permit.
- ❖ PWD data mailers are still being worked on. The self-certification will be on the 3rd and 5th year and should go out on the next update.
- ❖ There was some discussion on the Dealer Data Push. Just preliminary discussions at this point.
- ❖ The renewal cards and move cards being sent out by DPA – still looking at sending the move cards out 3 months in advance and is ongoing.

Sara asked for any other business:

Pam asked that since El Paso was buying everything, was it OK for Cindi to get the project started so Cindi can start the work. Sara said go ahead.

There being no further business, the meeting was adjourned at 11:21 a.m.

Next meeting will be March 19, 2014 at 9:30.

Meeting adjourned.