

CSTARS COMMITTEE MEETING MINUTES
March 18, 2015, 2015
1881 Pierce St. – Boards and Commissions Conf. Rm.
Lakewood, CO 80214

CSTARS Committee Members Present: Chair – Sara Rosene (Grand County) via telephone, Jean Alberico (Garfield County) via telephone, Garland Wahl (Washington County) via telephone, Matt Crane (Arapahoe County), Shelia Reiner (Mesa County) via telephone, Krystal Brown (Teller County) Via Telephone.

CARS Committee Members Present: P.J. Taylor (Grand County), Keith Poor (Pueblo County) via telephone, Linda Bishop (Washington County) via telephone, Victoria Krupke (Arapahoe County), Jackie Campbell (Mesa County) via telephone.

County DRIVES Committee Members Present: Tony Frazzini (Denver County), Norma Trickey (Boulder County) via Telephone.

Department of Revenue (DOR) and others: Mike Dixon (DOR), Danette Matthis (DOR-OIT), Terri Krupke (DOR-OIT), Dylan Ikenouye (T&R), Chris Hochmuth (T&R), Patrick Flanagan (T&R) via Telephone, Noelle Peterson (T&R) via telephone, Royal Taylor (DOR-Budget), Robb Chiles (DOR-OIT Budget), Cindi Wika (DOR-OIT), Libby diZerega (DOR-OIT), Ken Gurule (DOR-OIT).

Guests: Heather Joyce (Jackson Kelly), Jennifer Savo (Insurance Auto Auction), Rhonda Johnson (La Plata County) via Telephone.

Sara convened the meeting at 9:30 a.m. The minutes from the previous meeting were held over until next month.

Colorado Interactive Update: No one from CI was present to give any updates.

Mike Dixon:

- Department is still heavily involved with Legislation and Budget.
 - Joint Budget Committee approved 2nd have of DRIVES funding
- CO DRIVES procurement continues
 - Awarding of contract on 4/3
 - Contract negotiations and execution from 4/4 to 5/28.
 - Project moves forward upon execution of contract
 - Facility work is on going
- Motor Voter solution is ongoing and will be added to DRIVES and electronic
- Tony is at AMVA Conference

Dylan Ikenouye:

- ✓ ELT is ongoing, working through the contract with the 5 service providers. Programming in March, UAT in April.
- ✓ Communication plan for ELT is going out April 1 which details the Webinars for the Dealers and the Counties.
- ✓ March programing is going out 3/21

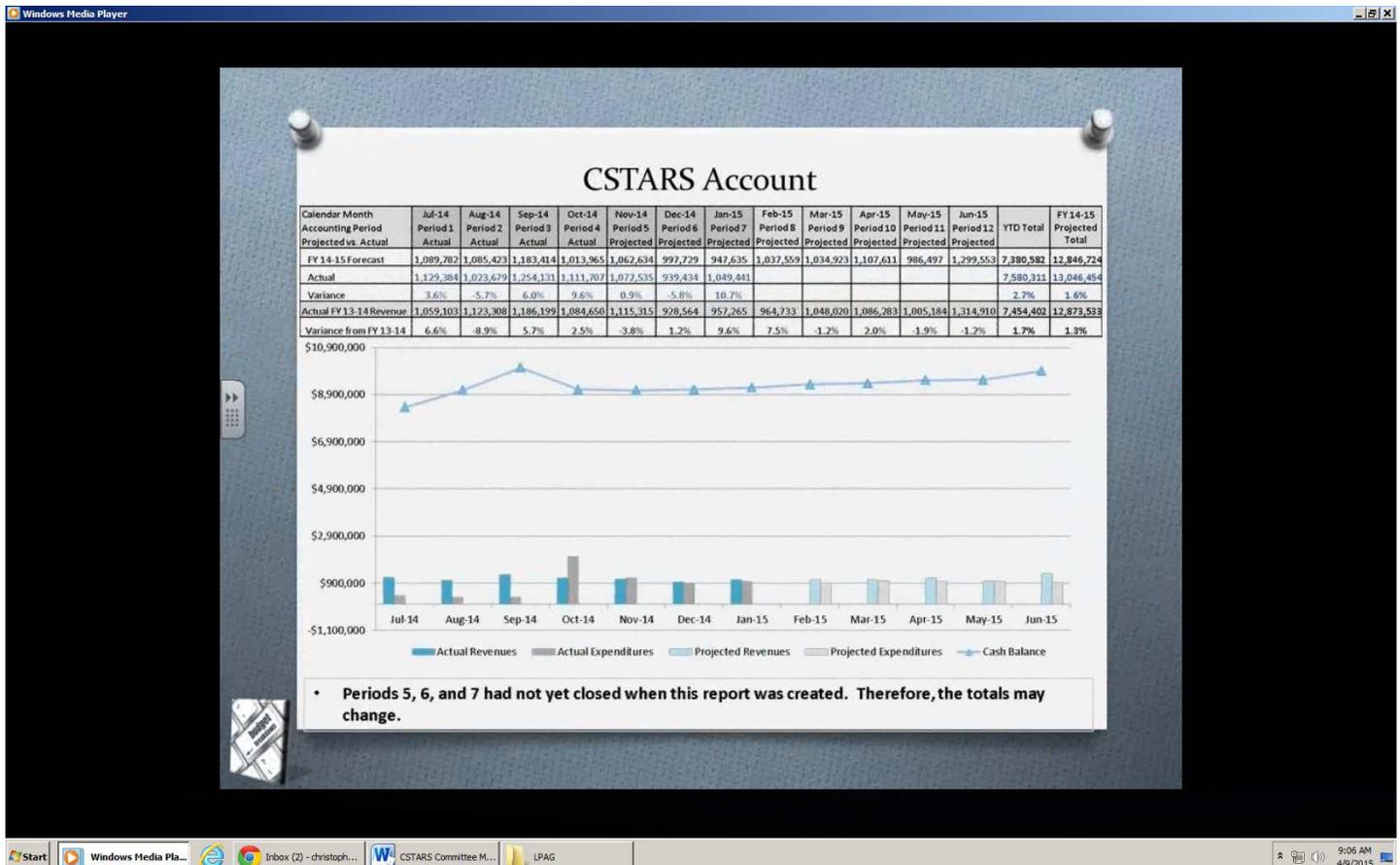
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- ✓ 3/11/2015 the new Clerks Training took place here at Revenue – Very successful
- ✓ Gearing up for the Summer Conference
- ✓ 8 Bills in progress that impact CSTARS
- ✓ 7 other Administrative Bills that may have some impact on Rules and processes.
- ✓ SB15-13 was signed allowing OHV to cross roads.
- ✓ LPCF update – Passenger plates are low and it's going to be very close with fiscal year end. Dylan and Budget are working on some additional funding to supplement the 4th quarter order. The plan is currently sitting with the Controller for approval.

T&R completed 399,113 applications, 93.16% in goal with a 3.73 % rejection rate. Cash tendering is still part of the learning curve, but is improving. For all License Plates there is a 2.37 month supply. For Passenger plates there is 2.09 month supply in the Counties and a 1.73 month supply in Recall totaling a 3.82 month supply overall. Dylan is not in panic mode yet, as Corrections is geared up and ready to go once funding has been made available.

PJ asked about the availability of Temporary Permits. Dylan said there was plenty available. Mike went on to discuss the LPCF and how they are hoping to restructure it for better stability. PJ asked if it was necessary for the Counties to provide inventory levels of Temp. Permits to Dylan. Dylan noted that his inventory figures from PIMS and RPIP was only as good as each County's last title batch.

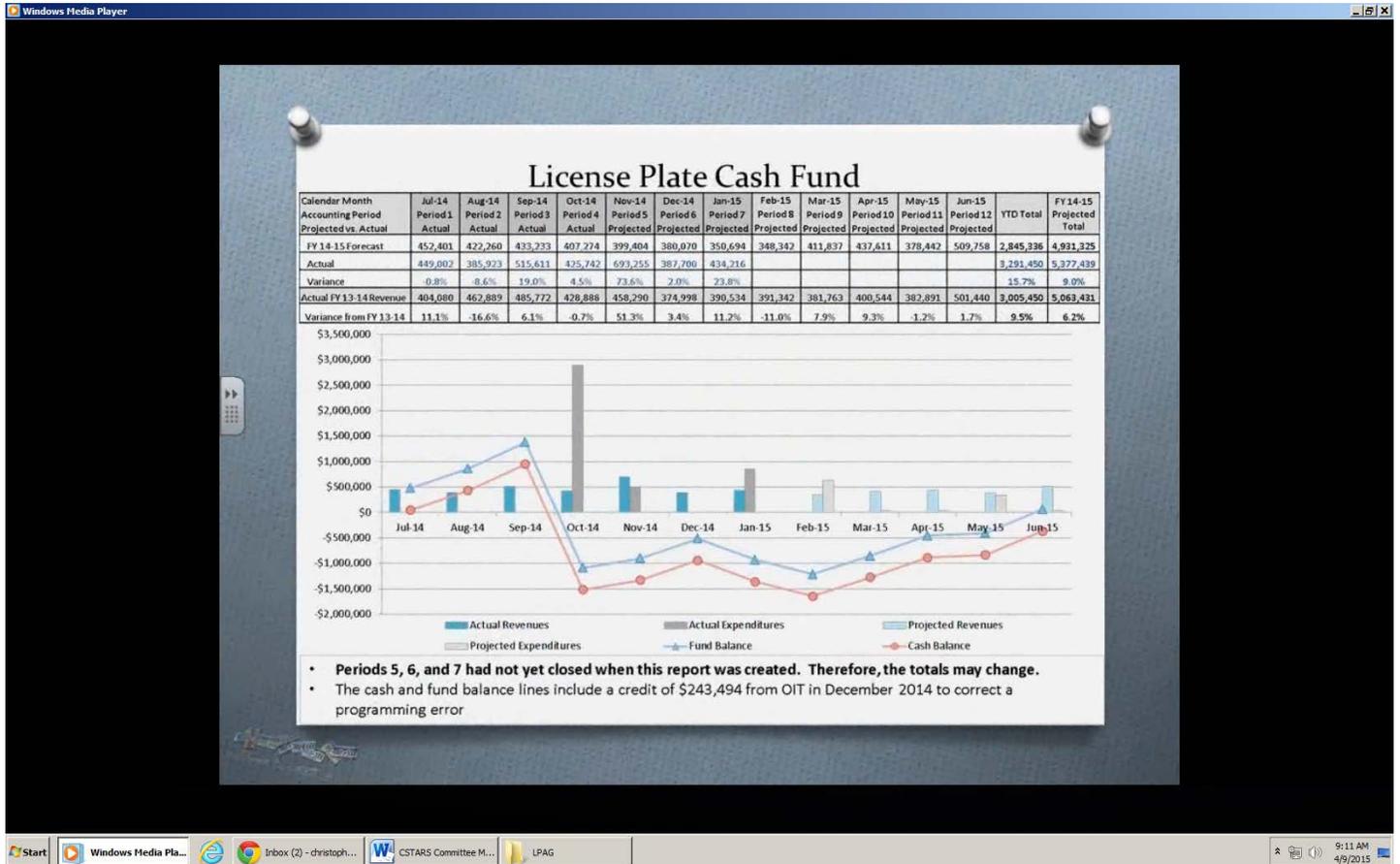
Royal Taylor:



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CORE is still only closed through Period 4, the balance is projected. Running about 2.7% over for revenue with 1.6% projected for Year End, cash balance projected to be just over \$9 million.

Sara asked how legislation affects the projections and Royal discussed the various models and how he deals with these.



Working on all the options available for the License Plate Cash Fund. Period 5 is the .17 error correction.

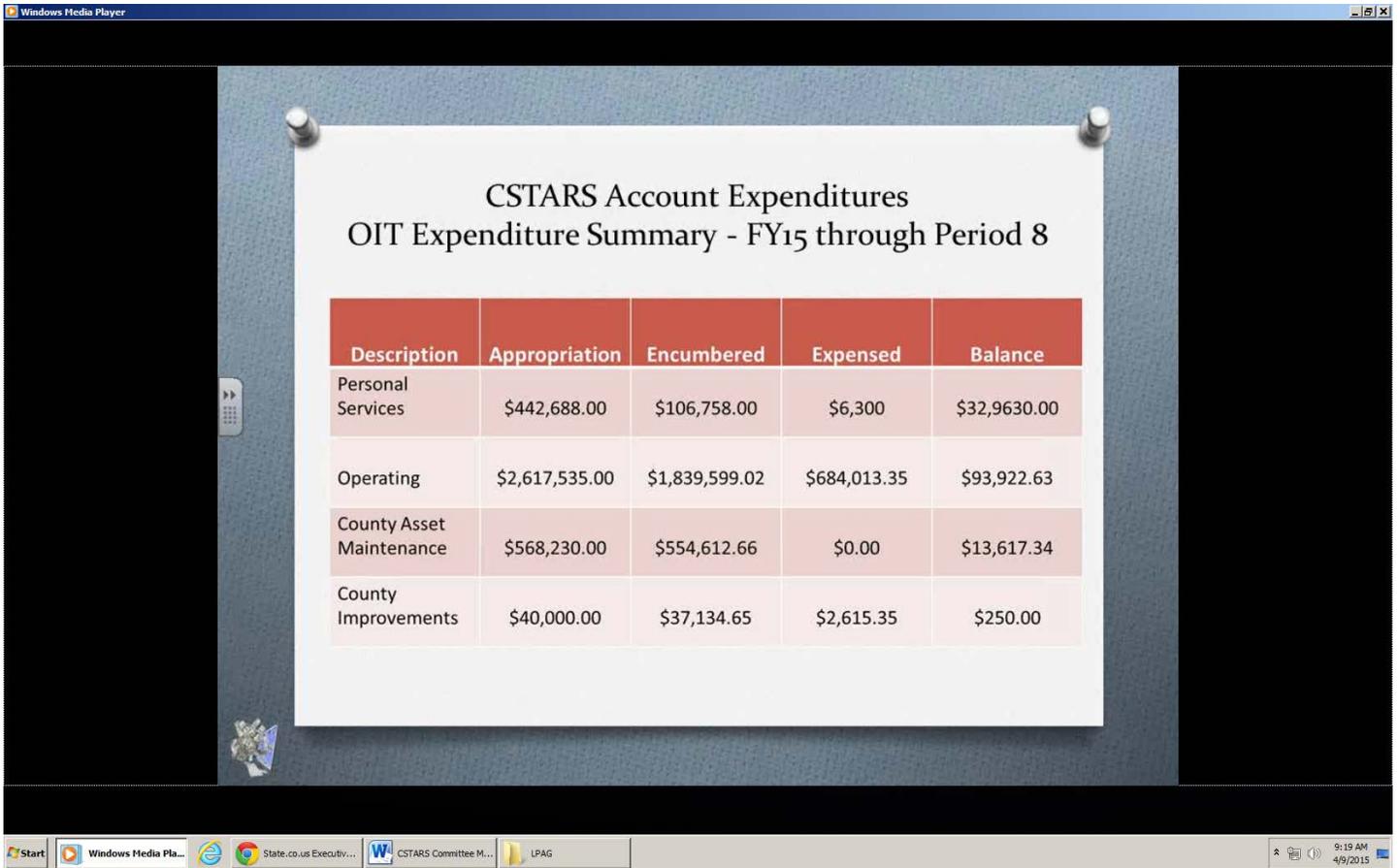
Libby asked when the current configuration of ###-AAA would switch to AAA-###. Dylan reported it took place last April and that they were starting with Q's first.

Sara asked about Spending Authority vs. Cash available – Royal explained how this works.

Shelia asked about Recall and how that distribution was working. Dylan recapped his earlier comments about how this was working.

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Rob Chiles:



CSTARS Account Expenditures
OIT Expenditure Summary - FY15 through Period 8

Description	Appropriation	Encumbered	Expensed	Balance
Personal Services	\$442,688.00	\$106,758.00	\$6,300	\$32,9630.00
Operating	\$2,617,535.00	\$1,839,599.02	\$684,013.35	\$93,922.63
County Asset Maintenance	\$568,230.00	\$554,612.66	\$0.00	\$13,617.34
County Improvements	\$40,000.00	\$37,134.65	\$2,615.35	\$250.00

Rob has done the same thing that Royal did by showing what the projected spending is as they are only closed through Period 4.

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CSTARS Account Expenditures Vs. Budget
 OIT Operating – FY 15 through Period 8

Budget Category	Description	FY 15 Budget	Through Period 8
Vendor Managed Services	DRC Task Order # 1 County Equipment Maintenance	\$ 495,631.92	\$ -
Building/Equipment Maintenance	Monthly Preventative Maintenance and Materials for A/C Units at Pierce and Annex	\$ 6,149.50	\$ 4,439.00
Software Maintenance	Renewals for Software Maintenance on Servers, Database, Applications, Etc.	\$ 214,263.48	\$ 84,430.31
Hardware Maintenance	Renewals for Hardware Maintenance such as EVA Storage, Smartnet, and Destruction of Storage Devices	\$ 101,840.67	\$ 126,961.06
Consumables	Toner & Maintenance Kits, Copy Paper for County Offices, Title Paper and Forms	\$ 803,872.43	\$ 220,445.51
Travel & Training	CSTR Trainers, County Clerk Conferences, Employee Training	\$ 44,000.00	\$ 33,829.34
Telecommunications	Cell Phone Service for Employees, Conference Calls, Telephone Service, Etc.	\$ 39,000.00	\$ 16,801.37
Administrative	Surplus Inventory, Official Functions, Freight, Equipment Rental	\$ 1,000.00	\$ -
Special Projects	DRC Task Order # 4 (Operating System Upgrade)	\$ 578,219.00	\$ -
Special Projects	DRC Task Order # 5 (Replace Printers, Office Moves)	\$ 65,428.00	\$ -
Special Projects	DRC Task Order # 3 (County Refresh)	\$ 253,120.00	\$ -
Discretionary		\$ 15,000.00	\$ 11,809.27
TOTAL		\$ 2,617,535.00	\$ 498,715.86

This slide was not included in the initial packet and Rob will email it out to everyone.

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The screenshot shows a Windows Media Player window displaying a presentation slide. The slide has a blue background with a white rectangular area in the center, pinned to a blue textured surface. The slide title is "CSTARS Account Expenditures" with the subtitle "OIT Personal Services – FY 15 through Period 8". Below the title is a table with the following data:

Budget Category	Description	FY 15 Budget	Through Period 8
Contractor Services	Viper Programmer	\$ 37,908.00	\$ -
	Help Desk Support	\$ 68,850.00	\$ -
TOTAL		\$ 106,758.00	\$ -

The Windows taskbar at the bottom shows the Start button, several open applications (Windows Media Player, Internet Explorer, Chrome, Outlook, Word, LPA), and the system tray with the time 9:23 AM and date 4/9/2015.

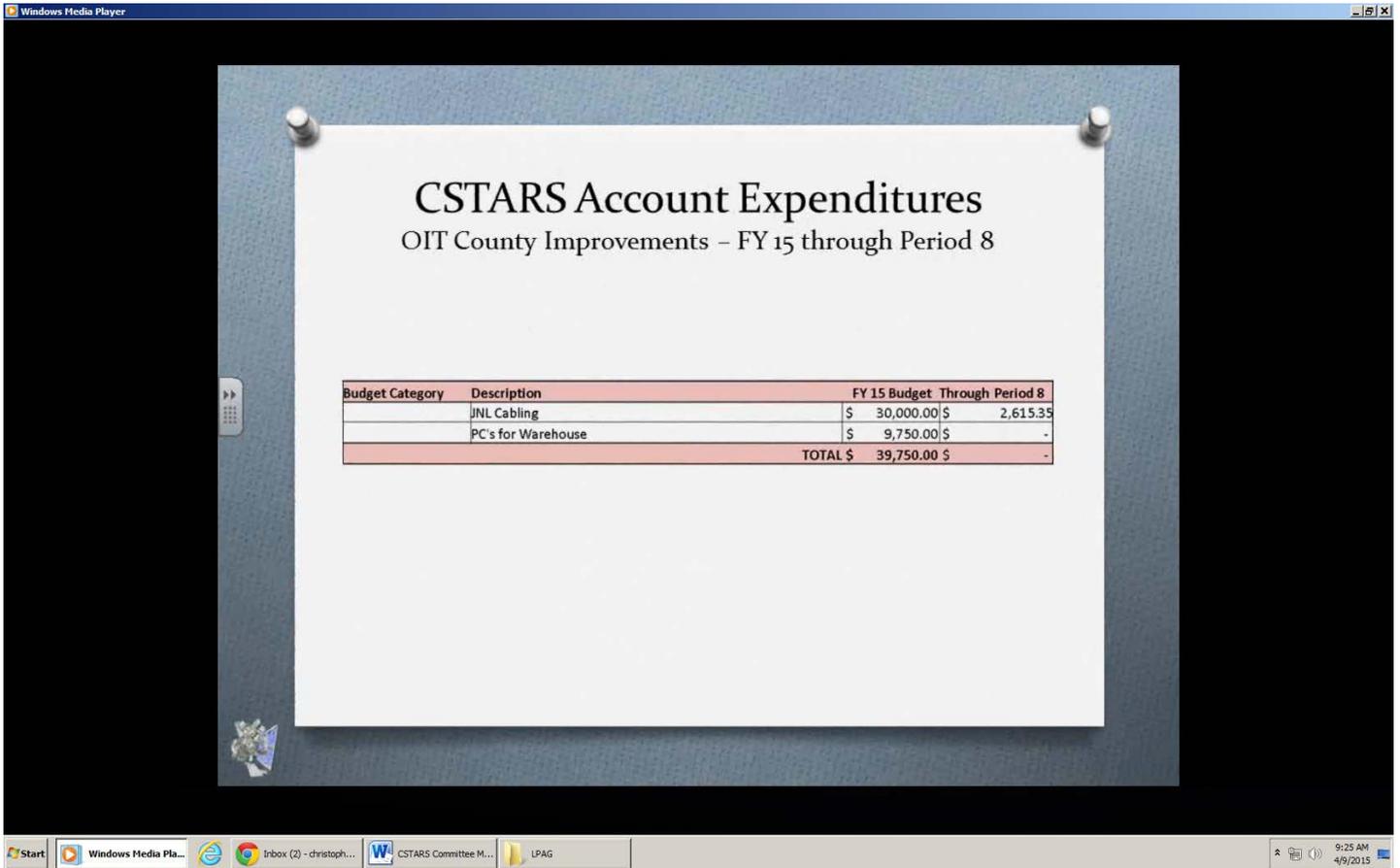
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The screenshot shows a Windows Media Player window displaying a presentation slide. The slide is titled "CSTARS Account Expenditures" and "OIT County Asset Maintenance - FY 15 through Period 8". It contains a table with the following data:

Budget Category	Description	FY 15 Budget	Through Period 8
Hardware	Smartnet, Cisco Routers, APC Smart UPS, PC's, Monitors	\$ 553,000.00	\$ -
Software	Windows Server 2012 R2 Standard, Winzip STD, Microsoft Office Pro, Microsoft Windows Server	\$ 15,230.00	\$ -
TOTAL		\$ 568,230.00	\$ -

The Windows taskbar at the bottom shows the Start button, taskbar buttons for Windows Media Player, Internet Explorer, Google Chrome (Inbox (2) - christoph...), Microsoft Word (CSTARS Committee M...), and File Explorer (LPAG). The system tray on the right shows the volume icon, network icon, and the date/time: 9:21 AM 4/9/2015.

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The screenshot shows a Windows Media Player window displaying a presentation slide. The slide is titled "CSTARS Account Expenditures" and "OIT County Improvements - FY 15 through Period 8". Below the title is a table with the following data:

Budget Category	Description	FY 15 Budget	Through Period 8
	JNL Cabling	\$ 30,000.00	\$ 2,615.35
	PC's for Warehouse	\$ 9,750.00	\$ -
TOTAL		\$ 39,750.00	\$ -

The Windows taskbar at the bottom shows the Start button, Windows Media Player, Internet Explorer, a Chrome browser window titled "Inbox (2) - christoph...", a Word document titled "CSTARS Committee M...", and a folder named "LPAG". The system tray on the right shows the time as 9:25 AM on 4/9/2015.

It was asked there was enough inventory in the warehouse to accommodate all of the requests and needs. It was confirmed that it was.

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Libby diZerega:

The screenshot shows a Windows Media Player window displaying a document titled "OIT Trainers Committee Meetings and Other Activities". The document is presented as a white sheet of paper pinned to a blue textured background. The title is centered at the top in a large, bold, black font. Below the title, the subtitle "OIT Trainers February 2015 CSTARS Activity Report" is centered in a smaller font. The main content is a bulleted list of activities, organized under the heading "Current Project Status & Support". The list includes various meetings, training sessions, and equipment refreshes, with some items marked with checkmarks to indicate completion. The document is displayed within a standard Windows Media Player interface, with a taskbar at the bottom showing the Start button, several open applications (Windows Media Player, Internet Explorer, Firefox, Word, and LPA), and the system tray with the date and time (9:29 AM, 4/9/2015).

OIT Trainers
Committee Meetings and Other Activities
OIT Trainers February 2015 CSTARS Activity Report

Current Project Status & Support
OIT/DOR/CARS/CSTARS Committee Meetings and Other Activities

- CARS Committee Meeting - 2/11
- CSTARS Equipment Working Group Meeting - 2/4
- CSTARS Committee Meeting - 2/18
- DRIVES Meetings - 2/5, 2/6, 2/13, 2/19
- EUS Staff Meeting - 2/13, 2/27
- Management Meetings - 2/13, 2/27
- New Clerk Training Meetings - 2/3
- Summer Conference Prep Meeting - 2/9
- POD Issues Meeting - 2/27
- PWD Image Meeting - 2/27
- ACP Participant Meeting - 2/3
- OS Upgrade Meetings/ Dry Runs - 2/12, 2/19
- New Change Management Training - 2/12
- Trainer Alliance Working Group Meeting - 2/17
- OIT All Hands Meeting - 2/19
- Colorado Interactive Meeting - 2/19
- User Acceptance Testing - 2/17
- FY15 Equipment Refresh and Moves/Remodels
 - ✓ Adams-Bennett Refresh-2/3, 2/4
 - ✓ Adams-Commerce City Refresh-2/4, 2/5
 - ✓ Adams-Aurora Refresh-2/5, 2/6
 - ✓ Adams-Pecos Refresh-2/9, 2/10
 - ✓ Adams-Westminster-2/10, 2/11
 - ✓ Adams-Brighton-2/11, 2/12
- FY15 Operating System Upgrades
 - ✓ Elbert County OS Upgrade-2/24, 2/25
- Support to Counties, Help Desk and Title & Registration Section
 - ✓ Incident Tickets Resolved - 492

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The screenshot shows a Windows Media Player window with a slide titled "OIT Trainers County Visits and Deployments". The slide content is as follows:

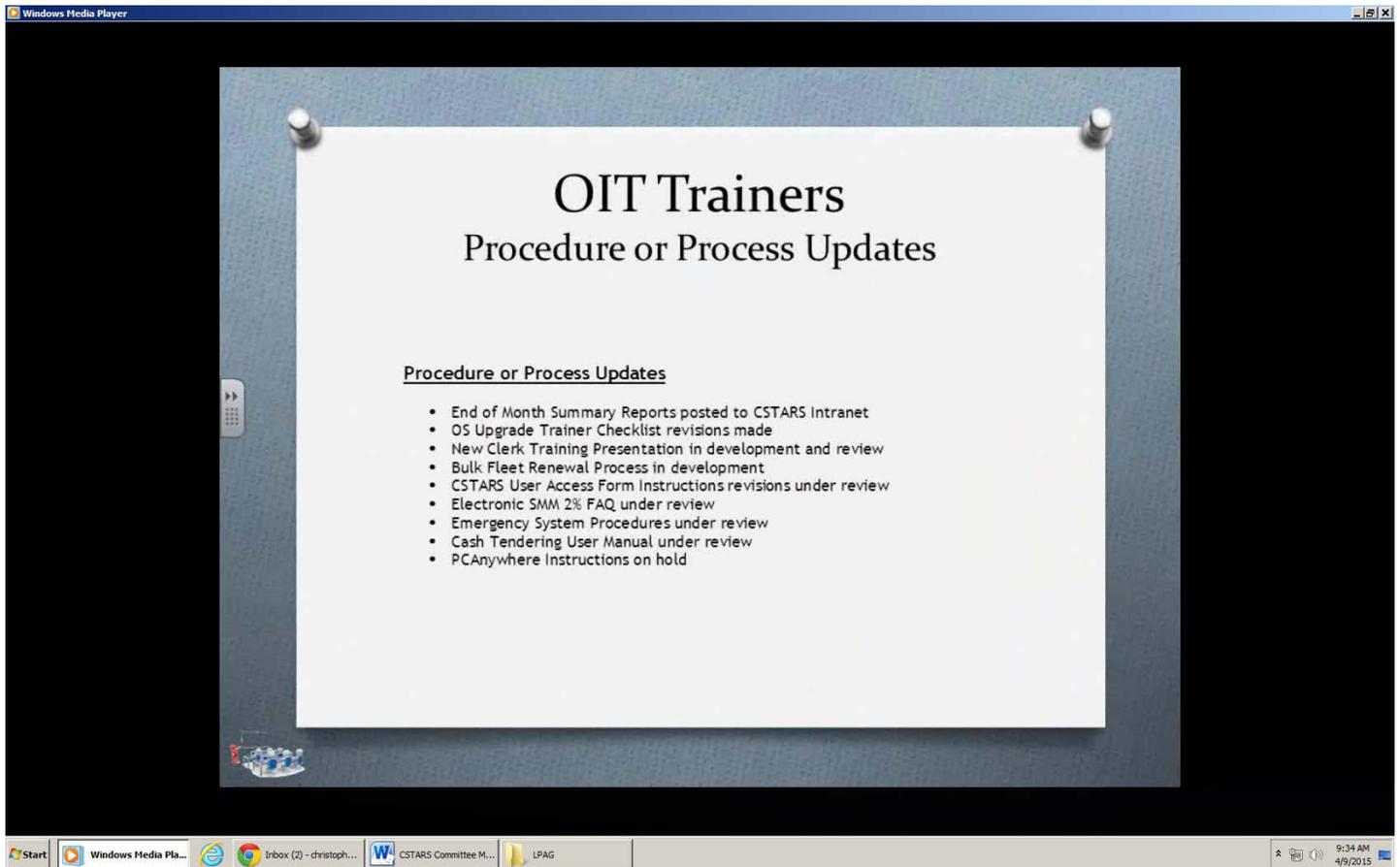
OIT Trainers
County Visits and Deployments

County Visits and Deployments
Equipment Refresh/Moves - 47
Total County Visits - 51
Regular County Visits involve equipment maintenance or replacement, site surveys, update changes, PayPort support, OVRP support, routine processing, training, special research and review: (*) Parenthesis denote number of resources.

Chaffee County (2)
Adams County Bennett Office
Adams County Brighton Office (12)
Adams County Aurora Office (4)
Adams County Commerce City Office (6)
Adams County Pecos Office (6)
Adams County Westminster Office (8)
Elbert County (12)
Title & Registration Front Office (Rotunda)
Weld County Greeley

The slide is displayed in a Windows Media Player window. The taskbar at the bottom shows the Start button, Windows Media Player, Internet Explorer, and several open applications: "Inbox (2) - christoph...", "CSTARS Committee M...", and "LPAG". The system tray on the right shows the time as 9:33 AM on 4/9/2015.

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Also there is a quick guide for the CSTARS internet page that was completed for the New Clerk Training.

Sara asked about the T&R Manual and how best to search it. Libby noted that it is highly discouraged to download it as it loses its connectivity to updates etc., as Kyle now updates it monthly or as needed rather than annually. So simply open it in your Google task bar and leave it there. Also please close it at the end of each day so that if an update is pushed out it will in fact update, if it's still open, Kyle can't push out the new version.

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Cindi Wika:

Cindi apologized for getting her information out to Dylan so late which is why this slide doesn't match what's in the packet.

OIT Project Management

Executive Project Dashboard

Project List

Project Name	Project ID	Status				Start Date	Finish Date	% Complete	Planned Budget	Actual To Date	Remaining Budget	
		Overall Project	Schedule	Scope	Budget							
Colorado Department of Revenue												
Colorado DRIVES	PROJ006784	🟢	🟢	🟢	🟢	11/25/13	6/28/18	5%	\$95,622,000.00	\$0.00	\$95,622,000.00	
CSTARS - CSTARS FY15 refresh and upgrade	PROJ007579	🟢	🟢	🟢	🟢	6/6/14	6/12/15	55%	\$1,479,294.04	\$566,741.68	\$912,552.36	
CSTARS FY15 Approved Monthly Releases	PROJ007533	🟢	🟢	🟢	🟢	6/2/14	6/30/15	65%	\$0.00	\$0.00	\$0.00	
MVD-CSTARS - Electronic Lien and Titling (ELT)	PROJ008475	🟢	🟢	🟢	🟢	2/3/15	6/30/15	0%	\$0.00	\$0.00	\$0.00	
Summary									Grand Total:	\$97,101,294.04	\$566,741.68	\$96,534,552.36

Terri Krupke:

- Terri discussed the information going out in the monthly updates.
- He then discussed his travel schedule, to the various Counties.

Sara asked Libby about the Registration paper issue. Libby discussed the differences in some of the paper lots that have caused printing issues. They had met with Manufacturer Representatives to discuss the differences and issues. If anyone has the paper that's too thin and is jamming the manufacturer has agreed to replace the entire case with a new one at no charge. Unfortunately there is no way to tell by looking at the label. So if you have a bad ream/case, let leRoy know and he'll get it replaced for you. This information is being distributed via DRC and the warehouse. PJ asked for an official notice regarding this issue.

Cindi said she'd work with Jon Zook to send something out and Terri would update the web page regarding this issue.

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No CARS report this month

Tony Frazzini:

Tony noted that Dylan had covered this pretty well.

Operating Plan:

Sara discussed a proposed meeting schedule for working on this. She'd like it to be a separate meeting(s). Shelia agreed and noted there were some good topics to cover, starting in CARS and moving forward. Some suggested dates were: 3/25 in the afternoon, 3/30 in the morning, the afternoon of the 31st. They will be using Mesa Counties GoToMeeting to support. Shelia will work with Pam Nielsen and firm up a date with everyone.

Heather Joyce:

She had to leave and will come back next month to make her presentation. Dylan summarized briefly by saying that Insurance Auto Auction had entered into a contract with Adams County to purchase equipment. PJ supplemented how they have Rental Car Agencies, etc. come in to enter their own information and what it would cost for training etc. Mostly this will have to do with the large number of Salvage Titles that they have that the Counties are not able to support in a timely fashion.

Meeting adjourned at 10:33 a.m.

The Next meeting will be Wednesday, April 15, 2015 9:30 a.m. at the Boards and Commissions Conference Room at DOR – 1881 Pierce St., Lakewood, CO 80214 and via GoToMeeting.