

CSTARS COMMITTEE MEETING MINUTES
April 15, 2015, 2015
1881 Pierce St. – Boards and Commissions Conf. Rm.
Lakewood, CO 80214

CSTARS Committee Members Present: Chair – Sara Rosene (Grand County), Jean Alberico (Garfield County), Bo Ortiz (Pueblo County) via telephone, Garland Wahl (Washington County) via telephone, Matt Crane (Arapahoe County), Shelia Reiner (Mesa County) via telephone.

CARS Committee Members Present: Pam Nielsen, (Larimer County representing Chaffee County) via telephone, P.J. Taylor (Denver County representing Grand County), Linda Bishop (Larimer County representing 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), Tony Anderson (DOR), Danette Matthis (DOR-OIT), Terri Krupke (DOR-OIT), Kathy Chase (DOR-OIT), Dylan Ikenouye (T&R), Chris Hochmuth (DOR), Noelle Peterson (T&R) via telephone, Royal Taylor (DOR-Budget), Cindi Wika (DOR-OIT), Libby diZerega (DOR-OIT), Michael Ansley (SIPA), Ken Gurule (DOR-OIT).

Guests: Jack Arrowsmith (SIPA), Rhonda Johnson (La Plata County) via Telephone, Laurie Dugan (DOR-CFO), Diana Hall (Boulder County), Carly Koppes (Weld County).

Sara convened the meeting at 9:31 a.m. The minutes from the February 18th and March 18th meetings were read and approved.

Colorado Interactive Update:

Mike Ansley gave a quick update on the updating of the Card Readers. He believed the finish date would be in May and they would start going out. They'd be working with the Trainers to get them deployed.

There is a discussion going on with DOR-PMO to arrange it so that the USB cable can't be unplugged from the reader. An issue occurred here at Pierce in the Rotunda where an individual thought they could charge their cell phone from the cable and it had the appearance that data was being downloaded out of the computer. Turns out none of that actually happened but the card reader cables are being looked at.

It was asked that Deployment not be at the end of the month or over a holiday.

Jack Arrowsmith (who now works for Colorado Interactive) touched on some of the data securing issues that go with the new readers. Also looked forward to seeing the Clerks at the upcoming June Conference.

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Mike Dixon:

53 Bills have been reviewed, 8 have become Acts, 22 in progress and 17 are postponed indefinitely. As usual T&R had the bulk with 41%, DMV Admin has 33%. Session ends May 6th.

- SB 15-234 = the Long Bill introduced 3/27 and has come out of the Budget Committee
- SB 15-161 = a Supplemental spending bill and technical adjustments, passed. Allows two offices to reopen for the SB13-251 unlawful presence ID.'s – Grand Junction and Colorado Springs.
- HB 15-1261 = Maximum Reserve for Cash funds for Key Revenue. Don't believe there will be a sweep of CSTARS funds, but there is a potential for amendments.

CO DRIVES – awarded to Fast Inc. Protest period ended yesterday and working on the contract now; setting the Scope of Work and Validation. Work on the site is ongoing. OIT Project Manager has been appointed.

Tony, Mike and Tony gave a presentation at the N.E. Conference and will be making presentations at the upcoming Conferences.

Mike and Dylan also made a presentation to the United Veterans Committee including the pilot program at El Paso, Arapahoe and La Plata Counties. This went over well. They are the ones who sponsored the bill to make PWD versions of all the military exempt plates.

Tony Anderson:

Tony discussed the LPCF and how they've been able to move some money from various operating budgets over to LPCF totaling \$325,000 to get an emergency order in to tide the Counties over until July for PWD's until next fiscal year.

PJ thanked Dylan for keeping the Counties supplied with what they needed to do their jobs.

First Quarter Order for FY'16 for \$1.5 million has been placed to ship on 7/10/2016. This is for passenger plates. There may be some variances in the POD PO that might allow for some additional spending yet this FY.

ELT – UAT is ongoing. Still planning on deploying on 5/1/2015.

Address Confidentiality Program (ACP) – is moving forward, and has been prioritized. People in these programs will not be able to renew on line.

Legislation:

- KAI vehicles is in House Finance to be heard this afternoon
- ALS License plates, has not received the 3,000 signatures yet
- Rocky Mountain National Park Plates is in House finance – if passed, the Department needs to select a foundation to receive the funds. Tony discussed this in detail.
- Bi-Annual Farm Vehicles bill has been Pl.'d
- M/C Firefighter plate bill has been signed.

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Tony discussed the N.E. Conference and the upcoming conferences and a possible demonstration of several of T&R’s programs.

Tony spoke to how Auto Insurance Auctions and Adams County are interacting to streamline some processes for them.

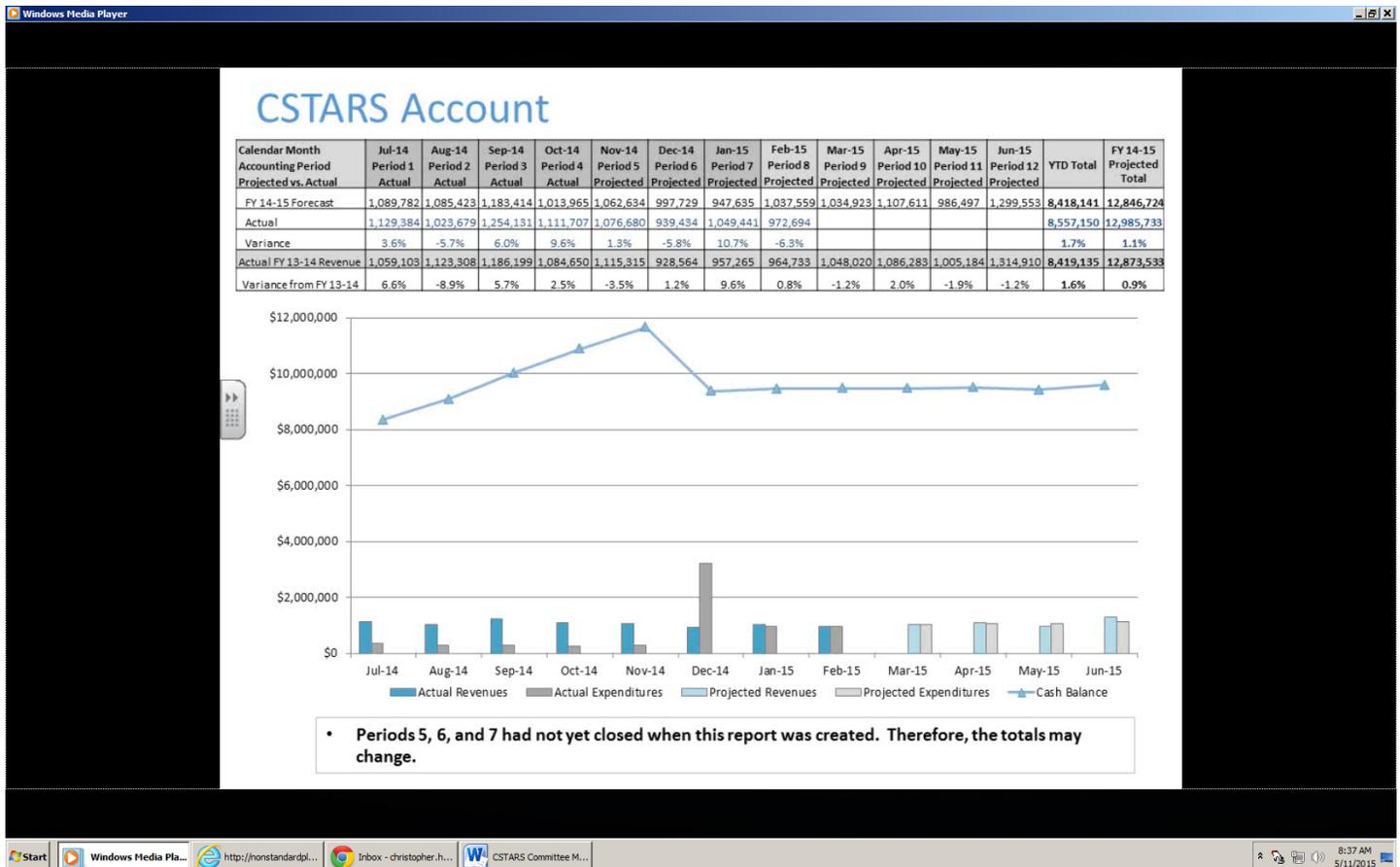
Tony then went into the T&R—CSTARS report:

T&R processed 453,596 applications, 88.25% in goal, with a 2.93% reject rate. For the license plates, there is a 2.28 month supply at the counties with a 2.91 month supply in recall totaling 5.19 overall. In county inventory only, there is a 2.4 month supply. First Quarter Order has been placed and will ship 7/10/2015. For Passenger plates only, there is a 3.82 month supply in the Counties and none in recall. It’s going to be close.

Tony Frazzini asked about the LPAG – Dylan cleared up some confusion he had regarding how they operated.

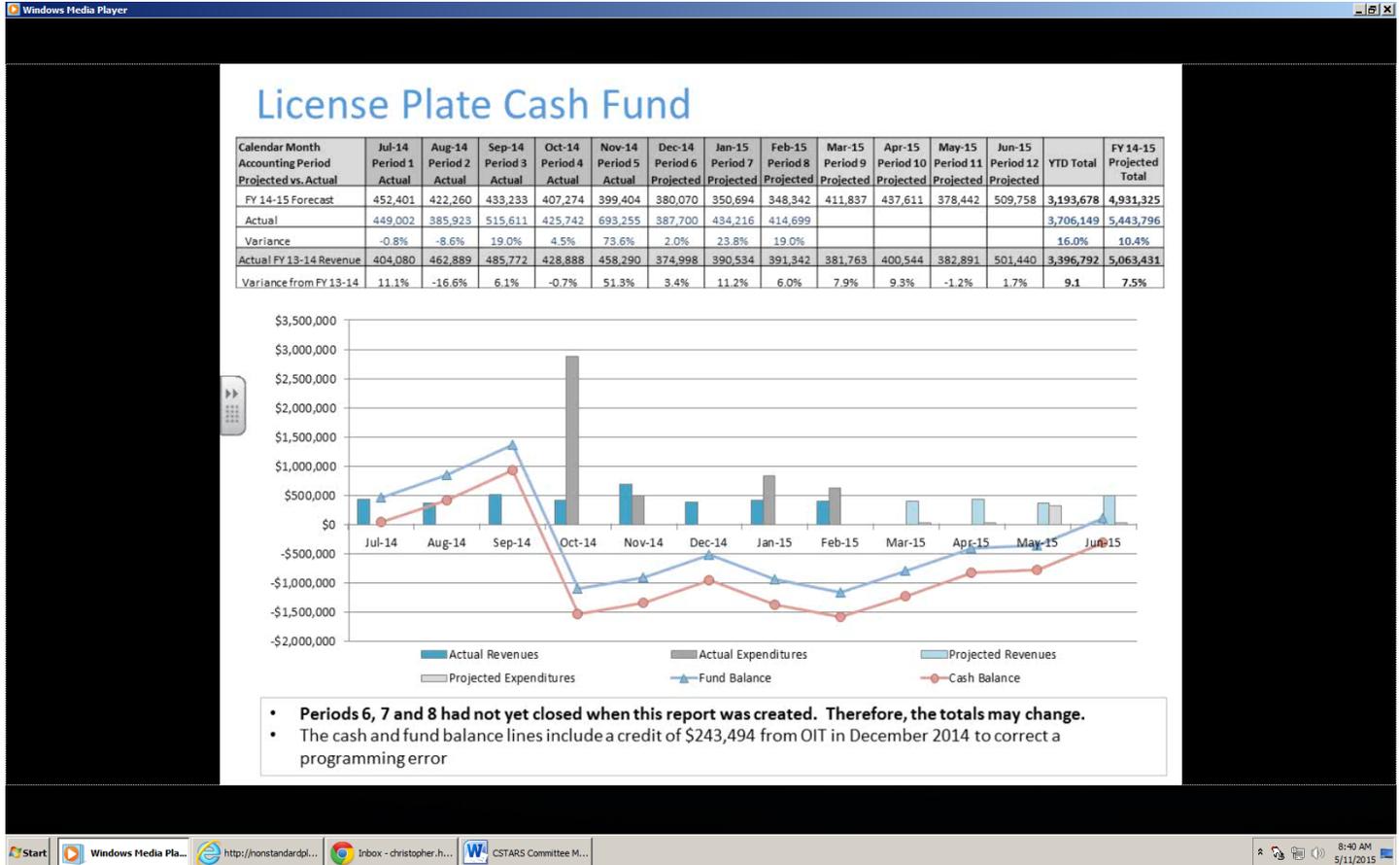
Royal Taylor:

Royal reported that period 5 had finally closed and hoped that they would be able to catch up with periods 6, 7 and 8 pretty quickly.



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Projections have been updated and the CSTARS account is in line with the initial projections of having a 1.7% increase. There are still some things to post and true up.



Adjusted end of year balance should be just above zero.

PJ asked some questions about how this worked with the fund balance and how there really isn't a solution to offset the military exempt plates yet. Royal noted that he'd just typed up a supplemental request and is pushing it through to work on next steps to remedy this, including legislation.

Dannette Matthis:

Rob is out of town but did include updated financials for review. He did not provide those to Dylan for the monthly report, but Dannette promised to send them on to Dylan and everyone.

Sara asked about how time was allocated using the shared services plan. Dannette would get those for next month.

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Libby diZerega:

The screenshot shows a Windows Media Player window displaying a slide. The slide has a white background with a blue border and is pinned to a blue wall. The title is 'OIT Trainers Committee Meetings and Other Activities'. Below the title is a section header 'Current Project Status & Support' followed by a bulleted list of activities and dates. The list includes various meetings, training sessions, and system upgrades for different counties and departments. The Windows taskbar at the bottom shows several open applications and the system clock.

OIT Trainers
Committee Meetings and Other Activities

Current Project Status & Support

- OIT/DOR/CARS/CSTARS Committee Meetings and Other Activities
 - CSTARS Equipment Working Group Meeting - 3/4
 - CSTARS Committee Meeting - 3/18
 - DRIVES Meetings - 3/6, 3/19
 - EUSS Staff Meeting - 2/27
 - Management Meeting - 3/30
 - County Support Meeting - 3/
 - New Clerk Training - 3/11
 - New Change Management Training - 3/9
 - Jeffco Managers Title Branding & Deployed Military Mtg- 3/17
 - Network Activity/Firewall Meeting - 3/26
 - User Acceptance Testing - 3/9, 3/17, 3/18, 3/19
 - FY15 Operating System Upgrades
 - ✓ Yuma-Yuma OS Upgrade - 3/3, 3/5
 - ✓ Yuma-Wray OS Upgrade - 3/4, 3/5
 - ✓ Jefferson-Evergreen OS Upgrade - 3/9, 3/10
 - ✓ Jefferson-South Jeffco OS Upgrade - 3/10, 3/11
 - ✓ Jefferson-Lakewood OS Upgrade - 3/11, 3/12
 - ✓ Jefferson-Arvada OS Upgrade - 3/12, 3/13
 - ✓ Jefferson-Golden OS Upgrade - 3/13, 3/17
 - ✓ El Paso-Centennial Hall OS Upgrade - 3/23, 3/24
 - ✓ El Paso-Union OS Upgrade - 3/24, 3/25
 - ✓ El Paso-Powers OS Upgrade - 3/25, 3/26
 - ✓ El Paso-Citizens Service Center OS Upgrade - 3/26, 3/27
 - Support to Counties, Help Desk and Title & Registration Section
 - ✓ Incident Tickets Resolved - 438

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The screenshot shows a Windows Media Player window displaying a presentation slide. The slide has a light blue background with a white rectangular area in the center, pinned to a dark blue textured background. The slide content is as follows:

OIT Trainers

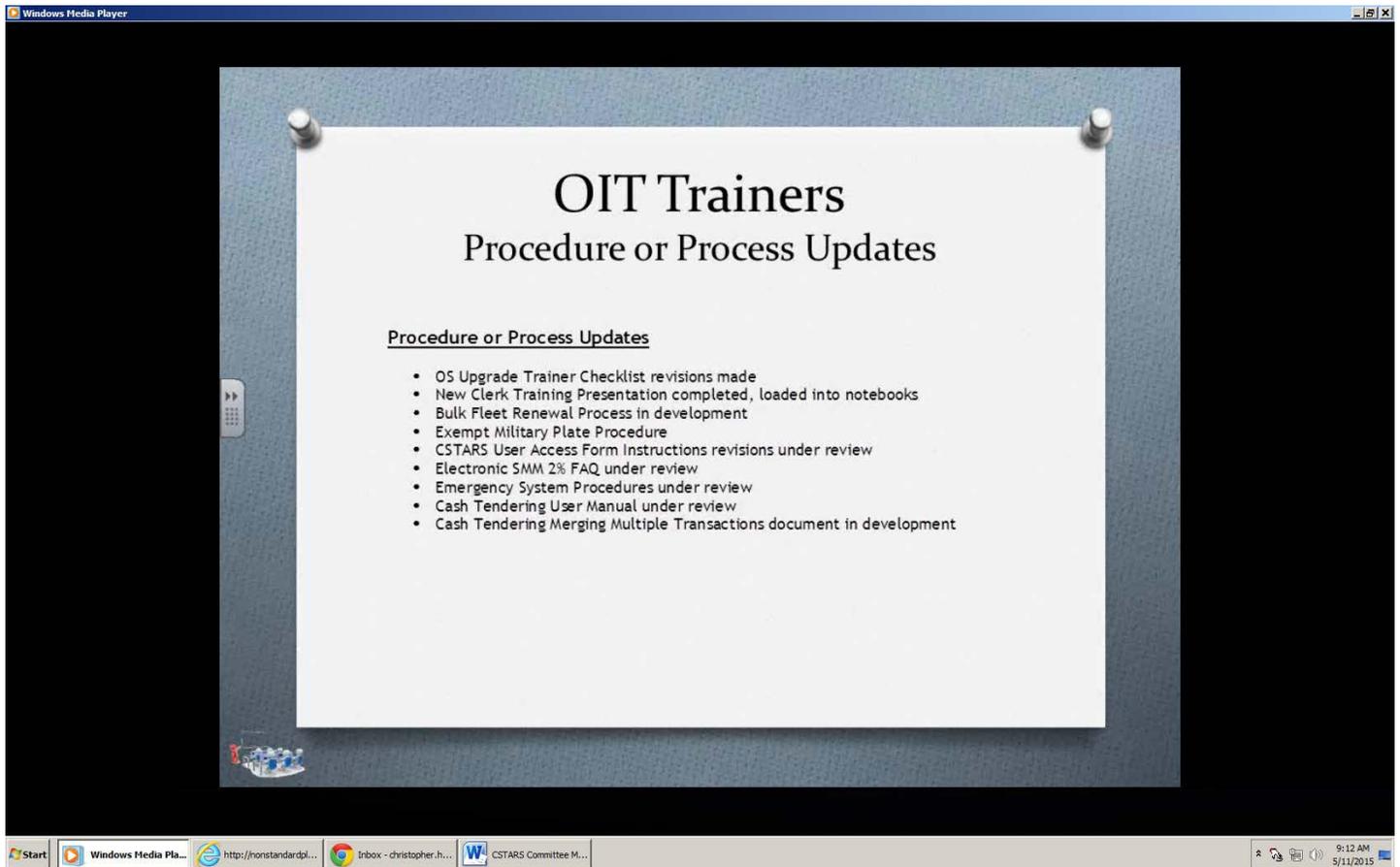
County Visits and Deployments

County Visits and Deployments
Equipment Refresh/Moves - 86
Total County Visits - 11
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.

Custer County
Cheyenne County (2)
Delta County Hotchkiss Office
Delta County
El Paso County Centennial Hall Office (4)
El Paso County Union Office (12)
El Paso County Powers Office (12)
El Paso County Citizens Service Center (10)
Jefferson County Evergreen Office (6)
Jefferson County South Jeffco Office (12)
Jefferson County Lakewood Office (12)
Jefferson County Arvada Office (12)
Jefferson County Golden Office (6)
Kit Carson County (2)
Title & Registration Front Office and Back Office (4)

The Windows taskbar at the bottom shows the Start button, taskbar icons for Windows Media Player, a web browser (http://honstandardpl...), an email client (Inbox - christopher.h...), and a document titled 'CSTARS Committee M...'. The system tray on the right shows the time as 9:11 AM on 5/11/2015.

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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 title of the slide is "OIT Trainers Procedure or Process Updates". Below the title, there is a section header "Procedure or Process Updates" followed by a bulleted list of updates.

OIT Trainers
Procedure or Process Updates

Procedure or Process Updates

- OS Upgrade Trainer Checklist revisions made
- New Clerk Training Presentation completed, loaded into notebooks
- Bulk Fleet Renewal Process in development
- Exempt Military Plate Procedure
- CSTARS User Access Form Instructions revisions under review
- Electronic SMM 2% FAQ under review
- Emergency System Procedures under review
- Cash Tendering User Manual under review
- Cash Tendering Merging Multiple Transactions document in development

The Windows taskbar at the bottom shows the Start button, several open applications (Windows Media Player, Internet Explorer, Chrome, and Word), and the system tray with the time 9:12 AM and date 5/11/2015.

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Cindi Wicka:

OIT Project Management

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												
Colorado DRIVES	PROJ006784	🟢	🟢	🟢	🟢	11/25/13	6/29/18	5%	\$95,622,000.00	\$0.00	\$95,622,000.00	
CSTARS - CSTARS FY15 Refresh and Upgrade	PROJ007579	🟢	🟢	🟢	🟢	6/9/14	6/12/15	59%	\$1,451,643.64	\$823,168.09	\$628,483.55	
CSTARS FY15 Approved Monthly Releases	PROJ007533	🟢	🟢	🟢	🟢	6/2/14	6/30/15	65%	\$0.00	\$0.00	\$0.00	
MVD-CSTARS - Electronic Lien and Tinting (ELT)	PROJ008475	🟢	🟢	🟢	🟢	2/3/15	6/30/15	49%	\$0.00	\$0.00	\$0.00	
Summary	4								Grand Total:	\$97,873,643.64	\$823,168.09	\$96,250,483.55

Pam Nielson:

CARS committee met 4/8/2015. Tony discussed ELT. Webinars are ongoing and additional or private sessions can be set up through Noelle Peterson.

Cindi Wicka is working with CARS to see about getting Counties more internet access and blocking those sites (Black list) that are not acceptable. This will be on the agenda for next month so that it's consistent with DOR's policies.

Program Requests – ACP project was discussed, concept was approved.

The last update and the Fee Screen were discussed – used to be a couple of key strokes but with the update of the military exempt plates that the fee screen is not consistent and is causing some concerns. PJ offered Denver County's training room to meet and go through them to streamline and standardize it.

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Discussed the ongoing testing of the military exempt plates in Arapahoe and La Plata. The Automatic Renewal process is being worked through as there is some additional programming that needs to take place.

Discussed the Starfish updates with ELT.

- ✓ Data mailers from DPA are being reviewed – more changes coming.
- ✓ CSTARS Data folder will go away once all systems are upgraded to Windows 7 and the Trainers will communicate with the Counties as this is implemented and having the Help Desk disseminate the final bit of information once all counties are updated to Windows 7.
- ✓ There will be some communication going out explaining how the executable forms are executable, once downloaded.
- ✓ DPA Data mailers testing seem to be going well.
- ✓ There are a couple of Programming request with regards to Emissions and Clean Screen submission. There are some situations where tests aren't following citizens when they move between counties, so the request would make the update go to all counties not just the county the citizen is listed in.
- ✓ Equipment requests:
 - Douglas County – Castle Rock would like an additional printer for their staff. No cabling needed, and printer is in warehouse.
 - Montezuma County is requesting an extra work station for peak times. This will require cabling and there is one in the warehouse.

Sara asked for motions: it was moved by Matt and 2nd by Bo for the Douglas County Printer, motion passed. It was moved by Bo and 2nd by Jean for Montezuma's workstation and cabling, motion passed.

- ✓ Diesel Vehicles online applications for emissions Counties is sitting with the Department of Health.
- ✓ Verification of PWD issuances on registrations was discussed. Placard file is being run against vital statistics at DPA, the question is shouldn't registrations be run against that as well. Will be addressed better in DRIVES.
- ✓ Dylan gave a POD Update. There was one County that had a date error, created some issues, and it has been resolved.
- ✓ POD is moving forward on year and month tabs as well.
- ✓ QC Cameras were installed at DOC, but the software didn't work, so they are addressing this.
- ✓ There was an issue where Fleet plates went out with stickers attached, and this is being addressed.
- ✓ April 1, is the anniversary date (in POD) and Larimer is watching their renewals as there are some records that didn't get posted to their master file.

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- ✓ CARS asked for more committee input on some of their duties – for more volunteers for some of their projects.
- ✓ PJ asked about the POD records that hadn't written to their master and there was some discussion about this.
- ✓ Norma asked about a message from Mike Sexton from DPA noting that April data mailers were accidentally reprinted and mailed. It appears all of the counties had the same issue. They won't get billed. PJ suggested that everyone watch their bills to be sure.

Tony Frazzini:

Sara asked if Tony had anything additional for DRIVES. He didn't.

Mike introduced Laurie Dugan who is the DOR—CFO, who has worked on and will continue to work on the LPCF issues.

Sara noted that there will be a CARS and CSTARS operating plan meeting at 1:30 at Jefferson County. There is/will be a call in number for people to join remotely.

Meeting adjourned at 10:34 a.m.

The Next meeting will be Wednesday, May 20, 2015 9:30 a.m. at the Boards and Commissions Conference Room at DOR – 1881 Pierce St., Lakewood, CO 80214 and via GoToMeeting.