

CSTARS COMMITTEE MEETING MINUTES
 May 20, 2015
 1881 Pierce St. – Boards and Commissions Conf. Rm.
 Lakewood, CO 80214

CSTARS Committee Members Present:

Member	County	Present:	Via telephone:	Absent:
Chair-Sara Rosene	Grand County		√	
Jean Alberico	Garfield County		√	
Bo Ortiz	Pueblo County		√	
Garland Wahl	Washington County		√	
Matt Crane	Arapahoe County	√		
Shelia Reiner	Mesa County		√	
Krystal Brown	Teller County			√

CARS Committee Members Present:

Member	County	Present:	Via telephone:	Absent:
Chair-Pam Nielsen	Larimer County Representing Chaffee County		√	
P.J. Taylor	Denver County Representing Grand County	√		
Keith Poor	Pueblo County			√
Diana Hall	Boulder County Representing Washington County		√	
Victoria Krupke	Arapahoe County	√		
Tina Miliken	Teller County			√
Jackie Campbell	Mesa County			√

County DRIVES Committee Members Present:

Member	County	Present:	Via telephone:	Absent:
Tony Frazzini	Denver County & DOR Steering Committee	√		
Norma Trickey	Boulder County		√	

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Department of Revenue (DOR) and others:

Member	Agency	Present:	Via telephone:	Absent:
Barbara Brohl	DOR – ED			√
Heidi Humphreys	DOR-EDO			√
Lorri Dugan	DOR-CFO			√
Mike Dixon	DOR-DMV	√		
Maren Rubino	DOR-DMV			√
Tony Anderson	DOR-Title & Registration	√		
Dannette Matthis	DOR-OIT	√		
Terri Krupke	DOR-OIT	√		
Kathy Chase	DOR-OIT	√		
Dylan Ikenouye	DOR-Title & Registration	√		
Rodney Johnson	DOR-Title & Registration			√
Crystal Soderman	DOR-Title & Registration		√	
Kyle Boyd	DOR-Title & Registration			√
Chris Hochmuth	DOR-Title & Registration		√	
Patrick Flanagan	DOR-Title & Registration		√	
Noelle Peterson	DOR-Title & Registration		√	
Janet Gard	DOR-Budget	√		
Royal Taylor	DOR-Budget			√
Robb Chiles	DOR-OIT Budget	√		
Cindi Wika	DOR-OIT	√		
Libby diZerega	DOR-OIT			√
Jon Zook	DOR-OIT			√
Michael Ansley	SIPA-Colorado Interactive			√
Marty Hartley	SIPA-Colorado Interactive		√	
Stephanie Noakes	SIPA-Colorado Interactive			√
Kate Polesovsky	SIPA-Colorado Interactive	√		
Debbie Thibault	DOR-OIT			√
Jeannett Davis	DOR-OIT			√
Christy Daniher	DOR-OIT			√
Joetta Fischer	DOR-OIT			√
Pam Samora	DOR-OIT			√
Kayla Pacheco	DOR-OIT			√
Ken Gurule	DOR-OIT	√		
Mike Whatley	DOR-OIT			√
Jerrod Roth	DOR-PMO			√

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Guests: Michael Brown-OIT (via telephone), Paul Nadeau-OIT, Merlin Klotz (Douglas County), Jason Salazar-Denver county, D. Hutchins (via telephone), William Chumley, Jack Arrowsmith – SIPA, Heather Joyce-IAU, Rhonda Johnson (via telephone), and Donnetta Davidson.

Sara: Start in just a few minutes. I'm going to put myself back on mute.

[crosstalk 00:00:19]

Okay, I'm going to wait just a few minutes to start.

All right, this is Sara Rosene 00:02:09] Grand county. According to my phone it's 9:31 and I would like to find out who's in the room and who's on the phone. I think what I'll do first is take a roll call of the CSTARS members.

Jean are you there?

Jean: I'm on the phone

Sara: Okay. And Sheila?

Sheila: I'm here.

Sara: Okay. Garland Wahl 00:02:45]?

Garland: Garland, I'm here.

Sara: Okay. Matt?

Matt: I'm here Matt Crane 00:02:50]. [inaudible 00:02:52]

Sara: Okay, Bo? [crosstalk 00:02:59]

And Crystal? Is Crystal on the line or in the meeting?

Tony: She's not here at Pierce.

Sara: Okay thank you. All right, can the people in the room go through and identify themselves?

Michael Brown: Michael Brown.

Sara: Start again.

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Tony: [inaudible 00:03:33] Sara. We've got Tony Anderson.

Kathy: Oh, sorry. Kathy Chase, OIT

Janet: Janet Gard 00:03:39] DMV

Kristy: Kristy Arapahoe county.

Marty Hartley: Marty Hartley, Colorado Interactive.

Tony: We've got Terri Krupke 00:03:56],

Paul: Paul Nadeau, OIT Palmetto 00:03:57] OIT.

PJ Taylor: PJ Taylor, Denver county.

Jason: Jason Salazar 00:04:01], Denver County and Tony Frazzini 00:04:03] from Denver county.
[crosstalk 00:04:09]

Heather J: Heather Joyce [inaudible 00:04:11]

Kate P - CI: Kate Polesovsky 00:04:13] Colorado Interactive.

Jack A.: Jack Arrowsmith 00:04:16] [crosstalk 00:04:20]

Female - OCCA: [inaudible 00:04:20] organized county clerk association.

Dylan - DOR: Dylan Ikenouye 00:04:24] Department of Revenue.

William C: I'm William Chumley 00:04:27] with OIT

Dannette: Dannette Matthis, OIT.

Rob: Rob Chills, OIT.

Cindi - IT: Cindi Wika, OIT.

Mike: Mike Dixon 00:04:37] DMV

Tony: and Merlin Klotz 00:04:42] just walked in the room. That's it in the room Sara.

Sara: Okay and on the phone if I could first get the CARS people that are on the phone that would be helpful.

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Pam: Pam Nielson with Larimer for Garfield.

Sara: Okay, I know Diana Hall is going to be late. Are there any other CARS committee members?

All right in addition to that, I see on the computer that we have Crystal Soderman, Marty Hartley, Michael Benson, Noelle Peterson, Norma Tricky. Is there anyone else that I've missed that's on the phone that's not part of CSTARS or CARS?

Michael Brown: Michael Brown, OIT.

Sara: Okay. Alrighty. The first thing we have, we actually have two sets of minutes. The April 15th one, are there any ... I'm sorry it's not the April one, it's the May 20th. It's actually the May 20th minutes.

Someone just joined us. Okay. May 20th minutes are there any additions or corrections to those?

Sheila: [crosstalk 00:06:35] Sheila, I have, I'm sorry. I was waiting to see if somebody else was going to speak first. I have one question on page 5 of 13, 3rd bullet from the bottom. The minutes state that Matt believed Kathy was more concerned about her staff than CSTARS and I don't remember his statement saying it quite like that. I'm not sure if others' memories are clearer, but I would think that we should maybe reword that. That maybe he was concerned about staff resources as it relates to CSTARS might be more appropriate way to capture his point.

Sara: Matt would you like to comment on that at all?

Matt: Yeah. I think that quote was [crosstalk 00:07:32]

Merlin: I think that's exactly what I said.

Matt: From the Douglas county [inaudible 00:07:37] report who I think feels comfortable with that being on the record. My comment was more of; we had heard some discussion about some of the impact of future projects on staff. my comment was more to the point of while that is not good to have those kinds of things come up, that's also not an issue for CSTARS that we need to worry about. We need to make sure we stay focused on the project and getting things done.

Sara: Okay, I would like to have that clarification put in the minutes from today unless there's an objection to that?

Matt: The only thing, Sara I might say if we're going to ... If we want to address it is just to attribute that quote to Merlin Klotz.

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- Sara: Oh, I'm sorry; I didn't realize it was Merlin then. Okay.
- Matt: Yeah. No, Merlin is the one who said that, the quote that was attributed to me back in May.
- Sara: Okay. Okay. We will definitely make that correction then. Okay, any other corrections to the minutes?
- Sheila: That's all I have. I would make a motion to approve the minutes with that correction.
- Sara: Okay.
- Matt: Second
- Sara: Do we have a motion in the second to approve the minutes with the correction? All in favor? Aye.
- FEMALE: Aye.
- FEMALE: Aye.
- FEMALE: Aye.
- Sara: Okay. We had a couple people join during that conversation. Would you like to identify yourself?
- Rhonda Johnson: Rhonda Johnson with La Plata.
- Sara: Okay. Okay. The next thing is we did have a conference call on the 27th and 28th. Did you all have time to review those minutes? I'm not sure when I sent them out but it was in the last few days. Did people have time to read them, if so do I have any additions or corrections?
- Shelia: This is Shelia, I do on page 3.
- Sara: Okay.
- FEMALE: It says Matt who was on the technical team and who the reported to. I believe that should be they.
- Sara: Okay.
- Any other items? All right. Do I have a motion to approve those minutes as corrected?

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Matt: So moved.

Sara: And a second?

Sheila: Seconded, this is Sheila.

Sara: Okay. All in favor of approving those minutes with the correction.

FEMALE: Aye.

FEMALE: Aye.

FEMALE: Aye.

Sara: All right.

FEMALE: Aye.

Sara: Next item: Mick, Marty, and Kate and Jack, I don't know who wants to present.

Sheila: Sara, this is Sheila. Can I ask a question on the subject of minutes before we move on?

Sara: Absolutely.

Sheila: I made an observation reading these this time, where for instance, on page 3 of the May 28th call, it says "Sara asked about business in counties and what that meant," and then the notes say, "Kathy provided what this meant." So when I was reviewing and trying to update myself on what the last conversation was, the comments from the committee and representatives that were engaging in the conversation were well documented, but a lot of the responses were very short like "Kathy broke it down for him," or "Kathy provided what this meant." I was just wondering if we could request a little bit more detail on the answers as well as the questions that area asked.

Sara: I think that's a reasonable request and I feel confident the minute taker is listening and I will work with him to get those a little more complete.

Tony: We'll work with Chris.

Sara: Okay, thank you Sheila for bringing that up.

Sheila: Thanks, it will be helpful for me to be able to remind myself what the last conversation was like before the meetings and be better prepared. Thank you.

Sara: All right.

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- Kate P: Hi Sara, this is Kate Polesovsky 00:12:27] from CI. [crosstalk 00:12:30]
- Sara: Before you start could you move a little could you move a little closer to a microphone?
- Kate P: All right is it better?
- Sara: Yes, thank you.
- Kate P: This is Kate Polesovsky from Colorado Interactive. We were not asked to provide any specific updates so I just wanted to give the general updates. We are still are working with our corporate office on the wording regarding the fee. I was out of the office most of last week so I didn't have a chance to nudge that vice president like I normally do. I'm back in the office now, so you can anticipate something coming soon.
- The other thing is a lot of you talked to us when we were at the clerks' conference and I just wanted everyone to know that the encrypted card readers are almost all distributed. So far we've distributed 1,200. Not just to MotorV offices obviously, other people who use pay port. We have another 300 to go and those are going out this week or possibly Monday of next week. It's just going to depend on the packaging up of those. Some of them we deliver, we can possible get them delivered, but most of them we've been shipping.
- If there's any other questions?
- Tony: OBRR 00:13:54] reports, this is Tony Anderson, make it possible to get a monthly kickoff of the OBRR reports, saying this is what occurred the previous month. We used to get it.
- Kate P: Sure, I can reach back out to see who did those reports and get those started again.
- Tony: Just kind of a kickoff time, the 5th of each month or whatever.
- Kate P: Okay. Should we just send those through Dylan or?
- Tony: Yes please, and we'll have Dylan then set it through the committee.
- Kate P: Okay. Perfect.
- Sara: That was a rolling report so the current and the grace period?
- Tony: The same way as what we had before if possible.
- Kate P: Okay. Thank you.

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Marty Hartley: This is Marty Hartley; I have a couple of quick updates on some projects. We have a few projects in flight for of your interest. The first one is the MIIDB exempt status change so that leased vehicles no longer show up as exempt. That has been completed, we've received a letter of acceptance and we're finishing up the work that we would need to deploy that change next week. We're currently working on the updates to the license plate types for the online vehicle registration renewal. The change has been done and is currently in our test environment. I'm working with the developer right now to obtain the list of test license plates that we can use to do that testing and Dylan had graciously volunteered to help us with that. We're hoping to have that test data available today so that we can begin the testing for that change.

Then we're also actively working on the change to the emissions check to allow for alternate fuel vehicles to renew online. We've received that list from the Department of Revenue of what those fuel types are and we have a developer working on that as we speak as well.

Sara: Marty, this is Sara from Grand County; will the MIIDB screen look any different for people?

Marty Hartley: The screen?

Sara: When you look up insurance is that what you're talking about?

Marty Hartley: Right now it's the way that the system looks at the information for commercial vehicles. It was erroneously interpreting a leased vehicle as a commercial vehicle. To my knowledge I don't believe there's going to be any changes to the screen. It's just going to be that the commercial vehicle or the leased vehicles now will require the insurance. Whereas before, those folks were showing up as exempt.

Sara: Okay, thank you very much.

Marty Hartley: You're welcome.

Sara: Anyone have any questions for Marty? Or for Colorado interactive? All right. We will move on to the Department of Revenue.

Mike: Good morning everybody, my name is Mike Dixon 00:17:32], I'd like to provide an update from the Department of DMV. I've handed out an executive dashboard for the projects. There are 5 [inaudible 00:17:41] from the departments. It's available online; I gave it to Dylan to provide a [inaudible 00:17:48] with those that are not here. I don't know if that's sent out. Do you know if Dylan.

Dylan: I [inaudible 00:17:53] email it. It's on the screen.

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Tony: It's on the GoToMeeting.

Mike: Okay. As you may or may not know in 2013, the department created a project management office. We've been discussing that several times amongst the committee. As you know, the CARS committee makes recommendations of approval of all projects for CSTARS and comes with the CSTARS committee and you approve before [inaudible 00:18:18].

On this chart, you'll see in pink, are the eight CSTARS related projects that are on the dashboard. That comprises about 18% of all projects in the department. Of course the DRIVES project was also CSTARS related as well. It was a major project; it's bringing up 20%. The DMV, 51% of the projects in the department as a matter of reference. If you look at the chart. On the line of prioritization, when they do the review of analysis of the project they prioritize, they come with a prioritization number, and then there's a selection on later date. I want to select the projects based on available resources, funding, appropriate approvals and all that.

These projects are all selected, they're in a do progress right now. Before write [00:19:08] is the estimated completion dates of those projects. I just wanted to give you a reference to see what's out there. Some of these are brief like OIT, because some of these are OIT projects that are led by Cindi Wicka [00:19:19]. But they've been approved by the management of the PMI. Any questions on the project management dashboard?

Sara: Mike, this is Sara. I have a question about the percentage. You talked about the drives being, it sounded like 2% of the total. Because we're not on the motor vehicle side of it yet, what is that 2% entail?

Mike: Sara, I just spoke, it was 20% of the total projects within the department are DMV related projects. Under CSTARS related projects, it's 18.6% but then the drives project does involve the counties for CSTARS replacement, I was saying that CSTARS actually would be 20% as well because it encompasses that. The work for drives for the CSTARS question is a second roll out, so really will not start in earnest until 18 months after project start. But there's still work ongoing with regard to the CSTARS system that's been mapping with county drives through needing to go through statute related to each of the processes that we do. There is work ongoing, but it's not in the official role out for that portion of the project. Does that answer your question Sara?

Sara: The only part that I'm still a little confused on is the percentages. This is the Department of Revenue, everything that you have allocated to OIT or they're all OIT stuff. Of that total, and I assume that you have in this report, everything that is, did you say all the Department Revenue, which would include liquor, sales tax, yeah, I see lottery on there. As far as this report is, the [inaudible 00:21:31] I'm having a hard time understanding the percent of this report that is allocated to CSTARS only.

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Mike: Okay, there's 8. If you look at under pink. There's 8 actually projects tied to CSTARS. Most of our legislation. 2 of them are the annual refresh and the programming. There's 43 total projects. 8 out of 43 is 18.6%. That's how I came up with the percentage. It's just a percentage of the total projects within a department. It doesn't mean anything about project instances, detail or the project. It's just the projects compared to the other projects, ongoing within the department.

Sara: Okay, it doesn't have anything to do with the amount of time that it will take at all?

Mike: No.

Sara: Okay. Okay.

MALE: Mike, I have a question for you. Did you and the ... So CSTARS is 18.6%, did you by chance look through and figure out that there are any other projects that were bigger in terms of number of projects on the dashboard? Specific to one department? So is there something else on here that has a greater share than we do? Any one specific group like [crosstalk 00:22:46]

Mike: no. DMV is 51%. Put all ours together all these. The one at the bottom that's orange, its cut off, DMV involvement. But that's other agencies that have had interest. For example, one is the address confidentiality program. Because of CSTARS component in a few different places on this project. We had to modify our systems to accommodate the core to other state agencies.

All those combined equates to 51%. I might answer your question, I don't believe.

Matt: No, I guess I was just curious about how much the overall dashboard CSTARS takes up. You say 18.6%. That's not how much we take up. Are there any other group out there that is taking up a size bigger resources than what, or has more projects on the dashboard than CSTARS has? Just out of curiosity.

Mike: You have to add them up. I can go through and add them up. [crosstalk 00:23:43] really had its own dedicated resource. It's really a misnomer. You take that out of there because they had their own dedicated. We have to share OIT resources rest of us. Then as you know CSTARS is dedicated OIT staff as well with the funding that's given out to CSTARS.

The next comment, I'll really go over DRIVES, since Tony has a difficult time talking. My presentation to the joint technology committee at their request on the part of drives project and I also wanted the Waitless expansion project. It was just this past week, the presentation called the drives is very similar. It's the same slides that we used for the Durango CCTA conference. It was the same presentation.

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Essentially, as you all know, we're still in the contract phase. Once the contract phase is concluded, which the executive committee allocated gives an extension until July 31st to complete that negotiation. The first roll out phase of the project will begin August 3rd. Then your 18 months will start for roll out one, and then for roll out two, for motor vehicles start 18 months after that. That's where the status is of the project starting. We also have work ongoing with independent verification and validation. We have a request out for a planet 00:25:21] vendor to do that. Or that decision that we made later this month for that vendor that provides that service, which was approved in the budget as well for providing that. We'll have that by not only oversight of not only of the contract, but the entire project. To have that kind of independent oversight.

We're also developing the project sight. The plan was that it looks like it's going to be done by June 15th, so that's pretty close. At the conclusion of that, we'll start right in. We'll actually be finalizing the workstations and all the electronic pieces that go along with things, get the site ready for operations. In addition we're working to finalize the project team members. On roll-out one, it's primarily driver's licenses. A lot of the internal staff from the DOR in terms of our staff to be on the project team, but I intend to have discussions with our county representative to discuss the project team manning for roll-out two. Start looking ahead to that, a strategy for how we want to man the project team for the second roll out. It's going to be very challenging.

One comment that I'd make is that during the 10 day American Association of Motor Vehicle Administrators' conference in Utah, the regions 4, which is pretty much far out into the West and all the provinces in Canada north of us. It's the DMV folks in those states. One of the breakout sessions was a meeting with state officials that had actually gone through modernization. There was a breakout session and we went through that. That was a valuable tool for us to go through. Where we discussed what we've done up to this point. Other states were talking about what they'd done. Other phases with implementation. All that opportunity to meet with New Mexico and with Utah. New Mexico has finished their roll out equivalent to our roll out one will be with their drivers licenses system.

Utah's actually in place with the vendor we selected for the motor vehicle side. We're really going to leverage those experiences of those states with the better we select with staff enterprises as we prepare for our project. Other states that are looking that are using the same vendor is Washington state has just recently awarded this vendor to work for them. Tennessee has work ongoing. Oklahoma. Arkansas was the first state. We relied a lot on them in part of our buildup to where we're at today, talk working with them.

It's a very successful vendor and we look forward to working with them to get a solution for us to fix what we have in the state. The last thing is, I told you that meeting that Heather Clark had left to go to RTD, she was the deputy director for Department of Revenue. The new deputy director for the Department of Revenue would be Heidi

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Humphries 00:28:38] she's currently with the director of administrative services at CDOT. She actually served for one year as the deputy director at CDOT. She'll start work in the department of revenue on July 20, 2015.

I guess I have one more thing. Upcoming, before the next committee, there's a transportation legislative review committee meeting on the 7th and 8th of July. On the 7th they requested what we've been giving the last 3 years which is pretty much an update on where the DMV is with regards to our strategic plan or what things we've done and what we have coming up the next year. This coming year. Now on the 8th, they've asked for presentations or discussions or we're going to be part of arrived sub matter expertise on the definition of motor vehicles. Which Tony Anderson will be there for that hearing.

Then data collection. Which asking for what exactly they're asking for. We'll have representation for that discussion as well. Those are coming up on the 7th of July and the 8th of July. That's all I had, are there any questions?

Sheila: This is Sheila. I have a question.

Mike: Okay.

Sheila: I was wondering if in your talks with the vendor and other counties, have you gotten to the conversation yet about county involvement being remote or in person preferably for the second roll out?

Mike: Sure, we had a general discussion ... That came up in the testimony or discussion with the joint technology committee. How we would work with 64 counties distributed across the state. We surely do not have that figured out right now. We are going to explore what organizing systems are out there. What other distributed training are systems we're able to look at. SIPA has graciously offered a solution that found. We're going to evaluate that, see if that works for us. We know we've got to come up with a creative way to do the training. We're going to look ... I'm glad that MotorV the second phase of the project. We'll be looking closely how to do that in the future. With the driver's license side, we're going to try and also use the same technology to try and prepare for the second roll out. We're not where you'd like an answer today, but we are looking at that because that is a concern.

Sheila: All right, I think that's an appropriate answer, I just wasn't sure if you've even gotten far enough to have that conversation yet. We've just barely touched on it so thank you.

Mike: All right, thank you.

Sara: Janet are you ready?

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Janet: All right, can everybody hear me? This is Janet Gard [crosstalk 00:31:48] oh sorry.

Tony: That's okay. Tony Anderson here, I first want to thank the CCCA for inviting us to conference last week I found it very beneficial. We had a number of breakout sessions as well as had a booth in place for demoing different things as kind of spearheaded or shared with my team as well as with Libby's team. Excuse me Libby's team and Terri so it worked out very well. It was very successful and like I said, I truly appreciate the opportunity. While I conference, Fast was in attendance and hopefully was able to see the demonstration of their software. I know they did 3 or 4 breakout sessions as well as did some individual one on one work flow and how the transactions could potentially be completed.

While I conferenced, during my presentation, I talked about the first time free issue with military plates. Opening that up to all counties. If anyone is interested in that please definitely email me and it is kind of a ... I shouldn't say all or nothing, but it would be taking all the records and having all of the transactions completed out of your office so if anyone is interested definitely let me know. We're going to get that added to our newsletter as well. If you have questions, concerns, anything like that, definitely let me know. We've got counts in regards to how many transactions it is and everything like that. It's been successful working with Arapahoe and El Paso; correct me if I'm wrong Matt. We've got that. Definitely reach out. Like I said, we've got that in the newsletter as well.

Upcoming legislation due August 5th. We've got house bill 1026, the PWDDV plates. The 76 new plate types. That's coming up here pretty quick so that's going to be ... Program is going to be completed here I believe this next July and then I believe will be turned on the August. August 5th we have House Bill 15-1134 which is for diesel testing for heavy use vehicles. That goes from 4 years to 6 years. Real small population there. We also have house bill 15-1136 and that's allowing disabled veterans that qualify for persons with disability plates to have 2. Like I've said previously, it realigns statutes with what occurred in the previous session.

Fortunately this last month, I was at an IRP conference, International Registration Plan in Savannah, Georgia. It was great to kind of see the difference. How the different jurisdictions manager their IRP programs. I apologize I was not able to attend the meeting. Mike touched base about our presentation coming up on July 8th with TLRC so it's going to be ... We developed a presentation, Bill and I are going to meet with our crew and get a presentation place, go through what is a vehicle, visit with Saskia Young, our legislative meetings make sure we're going down the right path with that.

Projects, Mike touched briefly on the projects. Mike touched briefly with a number of projects that are in the hopper. We've got ELT which was finally implemented on 5/26. We have not have an ELT transaction come through. There has been some errors. I think there is about 80 records that have had some errors with it. Crystal and her team are

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actually looking at this each day. We get a report from OIT and our resolving the issues with those daily.

Projects we also have senate bill 90. Temperament redesign. We have request for information in place. Finalize that draft and get that posted for organizations to say, this is the opportunity that we can provide. While at the am 00:35:38] conference Mike talked about, I met with a number of organizations, approximately 5 organizations that offer this service. It's interesting to hear the different sources that are out there that could meet our needs. We're also in process of getting the MOU, memorandum of understanding, developed with E-470 in regards to the gifts grants donations. That projects actively moving. We got a project manager set up for the PMO group. Brian Hansen. We have a meeting with him, first time [inaudible 00:36:07] tomorrow.

We have projects for house bill 15-1004, motorcycling firefighter license plate. That's going to be effective January 1st. Rocky Mountain National Park Group special plate, House Bill 15-1313, that's January 1st as well. We have CSTARS annual programming, where that [[inaudible 00:36:32] needs to be revised with July coming here. July's going to be dedicated solely towards the programming for legislation with the August deadline.

Mark had touched base a little bit about the mid change. Kyle sent a memo out earlier this week in regards to what that change will entail. There may be additional records that will be coming up as uninsured, so there will potentially be an impact. Will we know how big? No, unfortunately we don't know the scope of it. It's cleaning up the exceptions that were in place for leased vehicles and things like that.

Yesterday at the CARS meeting there was a discussion about email address. Actually previous months CSTARS meetings, there's still more discussion yesterday at CARS. Yesterday, after the CARS meeting, Dylan reached out to the CI for Jack's team and asked them to attend the next CARS meeting to help them give us some guidance on what their policy, procedures and everything else like that is with collecting the, retaining of emails addresses because that is PII. We want to see where things are with that.

Before we jump into the presentation itself, is there any questions?

Matt: I've got a brief question about the ELT, so there were 80 errors?

Tony: There were 80 records.

Matt: Can you go into a little bit more detail on that.

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- Tony: There were 80 records that have a ER ear code, correct me if I'm wrong Kathy [crosstalk 00:38:07], and daily we get a report from OIT to see what's going on. Sounds like the issue's been identified.
- Kathy: It has been. When we found the issue, we went ahead and posted it to the county intranet so that everybody was aware that we knew that the issue existed. We were not able to recreate it in the test environment until late last Friday. We do have a fix in place for that for the June Release.
- Matt: Okay, I got the testing before the release without ever showing itself see. Then it came out after the fact.
- Kathy: Yeah, it's random. It doesn't happen every single time.
- Terri: [inaudible 00:38:43] 50,000 transactions in that [inaudible 00:38:46] process and from the release to today there's 80 records out of 40 or 50,000 [inaudible 00:38:51] framing.
- Tony: We're managing those daily. I know we had a fee issue that came up. I think there was one with Denver county. There's a couple others. It's been real, it's almost 6 sporadic, it hasn't been one location or anything, so thanks man.
- Tony: Any other questions? We'll jump into the presentation here. First slide here, last month we had 410,000 transactions that we processed. We completed 87% with goal so we've been [inaudible 00:39:32] there. We've had some staffing issues that we've been actively managing on that so we're closely monitoring that to see how we can't get back to that I90 100% score that we have in place.
- On the second slide, we jump into license plates. Hopefully every county's been in decent shape since we had that supplemental flow through. We were getting real nip and tuck there for a while with having plates in stock. With all license plates, we are currently at, in the counties 2.16 months of supply. And in recall 3.77 months. Then for the county inventory as a whole here, we've got [inaudible 00:40:13] 2.73, and then the final slide, the main one, the main crux of where we have seen the issues is with the green and white passenger plates. We're sitting at 2.36 months of supplies within the counties. Only 0.72.
- Dylan if you want to piggy back with corrections. I gave a beginning update, but I totally forgot.
- Dylan: We have gotten the first core shipment released by the auditors early this year. We actually have it loaded on trucks waiting to roll. Today's purchasing won't allow us to even ship it until July 1st but Denver county and a lot of the metro counties will be getting their shipments July 1st or July 2nd. We've got plenty of inventory, like 20 or 30,

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we have 2.36 in the counties now and then you're going to get your first quarter order and then you guys will be straight [inaudible 00:41:06] [crosstalk 00:41:10]

Yeah for first quarter, and then once first quarter order ships we put the order in for the 2nd quarter order and Janet will touch base on where we're sitting.

Tony: Yeah, in the first quarter, our orders got bumped up to 6 months of supply so yeah, that first initial so it will be a large, very large shipment. I think it was like 1 point ...

Dylan: It was 1.4 million I think, which would bring all the counties up until 6 months of supply on all their [inaudible 00:41:35].

Tony: Thank you Dylan], appreciate it.

Tony: Yep. That concludes for myself.

Sara: Thank you. So Janet I heard you were there. Are you and [Royal 00:41:55] or Janet or [[crosstalk 00:41:57].

Janet: It's me today. [inaudible 00:41:59] Royal is off this morning. CSTARS. We are hovering at roughly the same revenue we were doing projections. We've had for the year projected total for FY 15 is 12.8 million. The year to date total is 11.5 and we switched it to quarter because I gather there was a request at the last meeting that we make this larger. To make it larger we have to ... We can't do every month. So we are for the total year, we're about 3.1% over our revenue projections.

Just to let you know, between the time this slide was produced and now, 37 which is January actually closed in core. Period 8, we've been hearing for a couple of weeks that it's going to close. The controller is assuring us that this fiscal year will close by the end of August. Which is a little late. Usually it's closed by the end of July so, things are getting faster. This expenditure spike you see in January. That's really from a big OIT purchase which Rob will go into. It's actually probably going to be in period 8. We had thought it was going to come in in period 7 but between the ... We accrued this for period 7 thinking it was going to come in but just because of the timing, it's actually in 8. You're still spending the money just so if you see it again next month, shifted, I just wanted to let you know.

The cash balance that we'll have at the end of the year is still hovering at 9.9 to 10 million dollars. We can go to the next slide. Last month, you [crosstalk 00:44:13] Yes?

Sara: Before you go on, this is Sara from Grand, I appreciate making logical, thank you very much. Maybe we can get the monthly on something besides this presentation so ... Can we get an Excel spreadsheet ourselves so we can make a decision?

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- Janet: Oh sure. And would you like that with every month in it?
- Sara: I would. I'm find with the scene in the slide so it's legible, but I would really like the backup stuff.
- Janet: Sure.
- Sara: Thank you.
- Janet: Not a problem. Then you asked that we go back and start providing you with the breakout slide that we used to do. Here it is. You can see a big graph at the bottom, the percentage that each group takes up so vehicle 00:45:12] services which is Tony's stuff is, they spent about 1.5, this is as of period 7. Remember that's just over half the year. Remember projected total spending is at 2.7. That's OIT. This is Rob's piece of the budget which he'll go over briefly in a few minutes. Then there's OIT common policy. DMV overhead which funds the administration of DMV. PTA common policy and then DOR costs and common policy and then indirect assessment which we spent a lot of time last year going over in detail and then you can see the totals. We're as of January, we're at 5.5 million spent and our projected total is 10.7. Any questions?
- Matt: I do just may be railing against the machine I guess a little bit here but, there's no way that we can get more updated numbers in period 7? I mean it just seems so funny that here we are in June and we're talking about, we're reviewing numbers from 6 months ago. I realize there are constructs here that make that a little more difficult and there's nothing we can do to get more accurate numbers?
- Janet: We can, if you're happy with estimates that may fluctuate. If you're happy with that, we can say, give you the, we think it's basically closed but we warned it might not be, if you're all right with that.
- Matt: We can identify and then we can go further. I can't speak for the whole committee obviously but I would at least like to see estimates of where we are to date as opposed to just those numbers that happened 6 months ago. Then if there's things that aren't coming in, if we could identify in some way what we think those items may be. I realize that we may not always be able to get down to everything, but say, okay we have this expenditure coming in or whatever that is. Okay, that's fine. To me that would be much more helpful.
- Janet: You would like a list ... you'd like as far as we can get that are mostly close as far as we can tell, but not officially closed. And then ...
- Matt: I'm fine with projections.

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Janet: Okay, and then you would like a list of, for lack of a better term, accrued expenses that we're assuming we'll have especially the bigger ones that may be over \$15,000?

Matt: And I realize that [inaudible 00:47:57] projections done here right?

Janet: We can identify the bigger ones that we're projecting that we haven't seen built for, would that work for you all?

Tony: Yeah because this is what we've been working for as a group, so it's been real challenging [[crosstalk 00:48:12].

Matt: I understand it's [[crosstalk 00:48:16]

Janet: Next month we should be able to provide you through period 11 with what we just talked about.

Matt: That'd be great. Thank you so much.

Janet: Sure.

Sara: And this is Sara from Grand, you have provided us more in detail information on these things. We do have fairly new committee members so I would like to set up both with you and with OIT more time because we can all use the help in the review but we also have 3 committee members that are new enough that haven't been in a lot of the meetings with regards to the budget.

Janet: Sure, any time, we'd be more than happy to set aside time and go through it at any detail level that you would like.

Sara: Thank you, I appreciate that.

Janet: Sure.

Okay, license plate cash fund. Again, the bigger total and it's great that we were able to get the first quarter order done. The revenue as you can see is 14.3% up this year which is great. Our year to date total is \$4.5 million our projected is \$5 million. We are starting to coming up pretty close the spending authority in this account. As license plates have grown, we're starting to, we're not desperately worried yet, but we are proposing that the spending authority for this account be increase for 16-17 and possibly 15-16. You all know the way the budget cycle works. You ask for things for 16-17 first and then you go back and ask for supplemental if you need them. It's a little reverse, logically. That's not a huge worry at the moment but I just wanted to let you know that's in the hopper.

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Mike: [inaudible 00:50:41] 3 months ago. It's a high priority for us to fix this cash structurally the terminology may not be accurate. Because of the number of free issue placards and stickers. When the fund was created, in the fiscal, it specified that this fund would have problems in the future. The future is now. We've experienced for the last 3 years. There will be a funding proposal going forward to address that as part of the department's plan. It is a concern for the departments that worked this out.

Janet: It's actually, as Mike said it's actually 2 different proposals. One is to increase the spending authority cap so we can make sure we have enough credit to always buy another place where people can, anybody can come and get the plate. Then there's the cash balance if you could, know the different between the red line which is the cash balance and the blue line which is our fund balance, which is really just the difference between an accrued account receivable at the end of the year.

Our big concern is as you know the free plate. At the end of this year, we are looking at \$140,000 cash deficit. Our fund balance is projected to be 179,351, which means we'll still have the permission to deficit spend. We don't have capital in this account to spend in the positive so that the controller 00:52:18] gives us, we call it a loan, it's actually permission to spend in the deficit as we bring in revenue to make up the difference. If our fund balance isn't at zero or higher at the end of the fiscal year, we are not permitted to spend in the deficit. As the cash deficit gets bigger every year, our chances of our fund balance being zero diminishes. We have put in a proposal for 16-17 to get hopefully general funds back filled and to fix it permanently going forward. There's always general fund making up for these free plates. We're only allowed, as you know, to recover I think, the cost of materials in the license plate cash fund. [inaudible 00:53:14]

PJ Taylor: Sara, this is PJ, so for 15-16, you still will have to do the little patch job. I believe and Dylan can correct me if I'm incorrect, but I believe that when POD [inaudible 00:53:32] out we thought there may be a reduction in people wanting the specialty plates, but it didn't happen that way. So we partnered with corrections and they're really swallowing a large amount of the costs for the POD plates. Yet we're still in a deficit and you're saying that we may not have that, or you may not have the authority until 16-17.

Janet: We are actually also going to close us a fix for 15-16, but because of the way the budget cycle works and the way the order in which we have to propose things, right now, we've only been allowed to propose to OSPD and we haven't even officially proposed to them yet for 16-17. Fixes for 15-16 come later in the fall because those are supplemental requests to the budget that just happened. It's just a matter of the order in which you ask for things and then there's questions about, what qualifies as a supplemental and there are very strict rules about it but we are absolutely on top of this. We know what the issues are, we've been talking about it for a year and a half, actually before I even got here. Which was a year and a half ago more than that, it [inaudible 00:55:01] we are doing everything possible.

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- Janet: We have sought some money from POD just not enough to make up the approximately \$150,000 a year of free materials that we need to distribute for very good reasons. No is questioning the reasons for getting them out.
- PJ Taylor: I don't know how most of the counties feel, but I believe that turning on the POD for passenger is something that we would prefer not to do.
- Janet: We would prefer not to do that, we are doing everything we absolutely can to not do that. We don't want to run out of plates, we don't want to turn off POD, we do not want to impact customers in any way. That is absolutely not what we want.
- FEMALE: No, I know that and, did some counties turn on POD for passenger plates?
- Dylan: Yeah. If you run out but the main thing about POD is that you turn it on and you turn it off at any time. There's 10 customers away, we're going to get registered and get plated, but very few and it was going to be a day or two enough to get plates shipped on a recall to those Counties
- FEMALE: Thank you.
- Janet: Any other questions?
- Matt: Janet, one quick one before we move on. [inaudible 00:56:32]
- Janet: I'm sorry this actually should say actual because this is period 11. That's just a [inaudible 00:56:48]. I'll arrange for those to get corrected.
- Janet: [inaudible 00:57:00] would you also like the [inaudible 00:57:03] for the license plate cash fund? [crosstalk 00:57:06]
- Sara: Sara, this is please.
- Jean: Sara, this is Jean, you were talking about having a little bit longer session for the newer members of the committee, about some of these reports and stuff. The state budgeting is so different than what county budgeting is, I would like, and I do better with seeing things in print. I retain it better than listening to it. It would maybe be nice just to have a very, I know you can't do it simply, because it's kind of like school finance, it's incredibly complicated. But just a little brief tutorial about the budget process at the state level. I think it would really help me understand what's going on.
- Janet: Sure, I could do that. Would you just let me know what meeting you would like that at, and I can do that.

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- Sara: I think at least what I understand Jean and I shouldn't speak for you, but it would also be helpful to see it before the meeting.
- Jean: Yeah, it would be, just because of you need a little bit of time to look at stuff so you can ask questions. [[crosstalk 00:58:25]
- Janet: We could get it out at the same time Dylan sends the presentation out if that's enough time.
- Jean: That'd be great.
- Sara: That would be wonderful, but I also, my intent is to try and schedule a separate meeting. We did one, gosh quite a while ago and it really helped, but I would like to get more information and I think it would be helpful at the very least to the 3 newest members.
- Sara: Okay, if you, maybe we could have a phone call [[crosstalk 00:59:01] and we could have a phone call, we could go through in detail what you would like this meeting to be.
- FEMALE: Okay.
- Sara: I think we'd be happy to put something together.
- FEMALE: Thank you, I appreciate that.
- Sara: Sure. Okay, unless there's any other questions, we are I think ...
- Janet: Hey Sara, this is Janet, I'd like to first start off by further introducing William Chummley. He's the chief customer officer at OIT. Joining the meeting today, William, would you like to say a few words?
- William: Hello everyone. I wanted to make sure to reiterate we, ongoing and consistent support between the department of Revenue and the Office of Information and Technology to everything in CSTARS program and that the recent challenges were escalated to the executive steering committee which is primarily between the two agencies. That we are both committed and focused on technical improvement process improvement from working with you to ensure that we meet the needs of the committee and we make sure that we improve going forward.
- Janet: Before we move forward, are there any questions for William? Okay. Thanks.
- Sara: This is Sara, I have a question. Who would be our first contact? I'd like to clearly understand who our first contact is, when we either have problems or suggestions with

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regard to deployments or [inaudible 01:00:51]. William is it you in that, is it, tell me who to call?

Janet: Sara, this is Janet, that would be me.

Sara: Okay, you're the person that is the county contact?

Janet: Yes. Initial contact for OIT related items.

Sara: Perfect. Thank you.

Janet: Sure.

Okay, when we're done then, Kathy has some information on the monthly release.

Kathy: Great, I'm going to go through the June release and then talk about the stuff that's coming up for July. The June release has been accepted. We set out county release documentation of yesterday. Everybody should have that. We've schedule a release for this Saturday, the 20th of June. We have the following items in the June release. We have the plate replacement transaction completes when you press escape. We have [inaudible 01:01:58] title data entry screen, we have replacement issues resolved. The plate inventory issue is included in the June release. Then of course the ER issue that we talked about earlier. That is a part of the June release. Then correcting the processing order for renewal transactions. Then correcting the plate renewal declaration sheet.

Those are the items that are included for the June release. Everything has been sent out and tested for the test line that we had set to the counties. I believe it was the black brief. One item that was brought to my attention early this morning, was we have the ER issue. We were still testing it internally late last Friday. We discovered this morning that that piece of code wasn't set out for testing. That has been sent out this morning. We have 4 counties that are currently testing for us. Hopefully we'll come back and things will be fine. We did test internally, so things look good there. Carrey did do the code review, so I'll let him speak to that when it's his turn. Otherwise that's the only issue. Everything else looks good for June. Hopefully we'll get some information back as soon as they finish up the testing in the counties and that will be okay.

Let's see, a couple other things that ...

Sara: Kathy, this is Sara and if you want to cover it later, I'm fine with that. I don't know, at least I do not remember getting a clear understanding about what it means when counties have signed off, agreed. What it is you're getting from them. Are you getting anything from them?

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- Kathy: Okay. Right, so yes there is constant communication for user acceptance testing between our test groups here at the state and the county to agree to test for us and user acceptance testing. As well as the state focused testing on the state side. State titles, and rec. They're coordinating that process. If they find issues, they'll send that feedback comes directly back to the testers to do additional research and analysis and then provide, do we need a fix for a development piece or is there something else? Is it a known issue already? That sort of thing. There is a communication between the test planning, the user acceptance testing and then back to the state.
- Then the final go no go, my understanding of it is that's what's going to occur here today. Based on the information that's presented. Ensuring that state titles and registration is on board for the June release and they're ready to go. Terri's code review as well as his research that he's done with the testing, and then also the CSTARS committee. With all of the information that we've presented now, that's where I'm looking for is to ensure everybody's good to do for the June release. I'll let Kerry address the coding review piece first and he can tell you what his go no go decision is and then we can get it from the rest of folks.
- Sara: Okay, I still don't understand what you get from the county when they have tested and are completely satisfied or? Are you getting things in writing or is it calls? I just ... I'm confused on the process a little bit.
- Kathy: Yeah, so we have a test plan that we did and we have a column on the test plan that said pass fail. We get their test finding results back on the excel spreadsheet that we sent out with our test plan. The county is required to go through each one of those test cases and ensure that what the result is that's documented there is what they're getting when they test. Then they have to do a pass fail. If it fails they need to give us the reason why it failed, and then we go back and do additional research to see what we need to do. If there's an issue in the code or something to that affect. We do have a test plan where they actually document their test results.
- Sara: Then they give you a final pass on everything is that right?
- Kathy: Correct.
- Sara: Okay, thank you.
- FEMALE: Helpful is the CSTARS meeting is going to be a spot where you're suggesting we say go or no go, for us to have those types of communications before the meetings so that we can review them?
- Janet: Okay, would you like us to share each one of the county user acceptance test plans?
[crosstalk 01:06:19]

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- FEMALE: I'm not sure. Yeah. That was one of the questions I had today was how are we going to move forward with the release management process guide you have been so generous to put together for us and what really our exact role is? If the expectation is that CSTARS is going to be a responsible player, we're probably going to have to figure what it is we need to look at.
- Janet: Okay. Let's see, should we set that up separately to talk about that as next steps in how you guys want to see that process moving forward?
- FEMALE: I don't think we have time for June.
- Janet: Right. But going forward.
- FEMALE: I don't know, what do other committee member think? Or maybe the CARS committee, they can review it for us too since they're a little closer to the front line, I'm not sure.
- Sara: Sheila, this is Sara. [crosstalk 01:07:20] Go ahead.
- PJ Taylor: Sara, this is P.J. and when we had our CARS meeting yesterday, we were told that the new test plan had been sent out to us last week. I verified with Rahaparo 01:07:36] and Larmer 01:07:38] that we did not get that until we requested it during our meeting yesterday. It looked like it went out to a few counties, so when I look up at the screen, both Denver and Arapaho 01:07:55]'s name appears on there. We did not get the test plan nor did we test.
- Sara: Did you all identify yourself to be testers to [crosstalk 01:08:07]
- PJ Taylor: I have requested in the past to get the test plans so we could put our management on that with an understanding as to your expectations and we did not get that. My hope is that we get that and we can put some of our top people on this to aid you in that. I also requested that if you guys do not have enough testers, that maybe an SOS email go out and request additional testers.
- PJ: It might be beneficial also to see the test plan in advance of the testing. In the event that anybody has questions regarding the content we can discuss that before the testing actually starts.
- Sara: Yeah, and that was something that I brought up last week at the conference which is as we are looking at the test optive 01:09:02] entirely to figure out and streamline and make sure the people are educated. One of the things that we talked about was actually doing a webinar or something. I go to meetings so that when we get testers, that are volunteering, we walk through each one of those things so we have a clarification of what they want them to do. We just need to formalize that process a little bit more.

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- PJ: I would really like that and I think that you would benefit more, participation in it, that you desperately need, however the test plan that was emailed out was emailed Friday.
- Kathy: Okay, I will take that back and make sure that we get that out sooner so that you all have it. That is a process that we are going to try and implement to ensure that when we get the test plan out to everybody who wants to see it and then 2, that we're walking through that process so that you guys are clear about [inaudible 01:09:54]. That has been an ongoing discussion and it is something that's on my to do list.
- Matt: Have you been [inaudible 01:09:59] formal process now for everything that's involved in release from genesis on to verified it's release has gone out correctly? Is there a process map, or is it in the works to see what that looks like? I think for me, that would be really helpful to see so then we can ask questions [inaudible 01:10:18] and then, not just documentation getting done, but then are we getting it in time to make a decision, to make informed decisions. Is that something that's going to work?
- Kathy: Along with the draft release planning access out with the changes that you all requested last time. We had the calendar that was there too that gives us those high level tasks. When we're encoding, when [inaudible 01:10:38] happen, that sort of thing. It is on the calendar. You want something more that's process flow?
- Matt: I think something that really documents and lays out really cleanly. Not a calendar, but something that really lays out, like a process map. I think that would be fantastic.
- Kathy: So process flow, absolutely.
- PJ: I also think for the CARS committee and the CSTARS committee, they would benefit greatly when it's his in depth report as to how the programs are working. Those will help you with your go no go.
- Sheila: Yeah and we do do that. We already did [[crosstalk 01:11:18] Terri, do you want to chime into that?
- Kathy: Terri, chime in.
- PJ: Terri, chime in.
- Terri Krupke: I looked at the codes late last night for the modules that I was sent. I didn't see anything in the codes to have any concerns. Actually some of the code was very nicely written as far as how they address that DAR issue. I did run some numbers, we were talking. We've been roughly 765,000 transactions that we've processed through the posting process since the May release. There's what did you say Tony, 50 or 88?
- Tony: Yeah, something, right around 80.

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- Terri Krupke: Around 80, so 765,000 random [inaudible 01:11:55] took a while to inbound as to what was actually going on. For the most [inaudible 01:12:01] the modules look fine and everything tested fine in-house and I checked the passwords they've given me [inaudible 01:12:07] accounts.
- Sara: This is Sara. Back to Sheila's request with regard to having the testing information ahead of time. I think that's extremely important. I don't know, I know that Sheila weighed in on that I want to make sure that that is something that the committee members ... I think it needs to be both CARS and CSTARS so I would agree with that request.
- Garland: This is Garland, and I agree too.
- Jean: This is Jean, and I agree too. It's hard to make a decision if you're not informed.
- Kathy: Okay, you would like to start that conversation with the CARS committee and then make sure that they're on board prior to coming here, is that what I've heard?
- Sara: No. I think that both CSTARS and CARS need to get that information. You can talk about it at CARS, I think that's great. But I think we need to see that ahead of time.
- Kathy: Okay.
- Tony: Do we want to set aside, kind of a side bar meeting, to go about, scope out what is going to be the responsibilities, whose ...
- Kathy: I just want to make sure I'm getting all the pieces correct so I don't miss something between. So that we don't come back here next month and not everybody has been properly informed.
- Sara: Perfect, thank you.
- FEMALE: Okay.
- Matt: [inaudible 01:13:27] this goes back to the earlier point of a process map and to that point, what is a, and I realize we're not allowed to ask you now, so I'm not trying to [[crosstalk 01:13:37]. What's a reasonable expectation for us to be able to see that map? [[crosstalk 01:13:43] it is a draft, and it will be in draft form or something for a while.
- Kathy: We have the process already mapped out and the release [inaudible 01:13:51] document, so it's just a matter of us taking that early planning document, probably taking a little bit of [inaudible 01:13:56] time to help us make sure we don't miss any of those sort of places. Then maybe a week's time or so.

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- Matt: Thank you.
- Kathy: Mm-hmm (affirmative).
- Sara: Tony, as a side bar conversation about, would it be appropriate to target it after that week time frame. Would that be, let's take a look at the process map and some of the other things that.
- Tony: Yeah, you guys tell me what you'd like and I can help forming the time and all of that. I can go to meeting.
- Sara: Okay. It might be best to time it that way so we can look at all of it and run settings. To Kathy's point so then we can make sure that we're addressing each of the requests.
- Tony: Okay, I'll work with you in that when it's completed and then reach out to the committee.
- Sara: Okay.
- MALE: I apologize for adding, but having been through the previous meetings with the ... The process map, I think is essential. In how it fits on the calendar is essential. You're coming to this committee for a decision, and I think it's essential the CARS committee is very much involved throughout the entire process. I'd like to see that process how it gets on the calendar each month. Where are the decision points. Then you also brought up, an error in testing. That means you have the same documentation of retesting and confirmation that comes back and I can see it before it comes to for a decision. We just need to get that nailed down really close. Because if there was a contention too was the timing of the month, when we release these items, so we have to have that nailed down. I'm not comfortable we're there yet with that. Having seen anything.
- MALE: I think the map will help clear that up [crosstalk 01:15:37]
- MALE: Go back into those dates, yeah.
- MALE: The process map and how it fits on the calendar.
- FEMALE: For the June release. Clearly we have a few more fun stuff and agreements to nail down for the June release. We have, Terri's feedback. Kathy received feedback from the counties that have questions?
- FEMALE: Not yet, they are still testing. I asked that the testers send me the results as soon as they get them. I certainly can send them to whoever wants to see them first if you guys want to wait to make a decision until then?

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MALE: I'd feel more comfortable.

FEMALE: Or, are we going to be in a position to make a decision for the June release? When do we need to have it [crosstalk 01:16:29] I'm reviewing the email that Kathleen sent out on June 3rd or 1st rather, that was forwarded to the CSTARS members at least. In it, it talked about the June release and I think we weren't quite sure whether we were supposed to respond to that email or if we were going to have a discussion today. Exactly what our role was yet. Does the committee think we're going to have enough information to go through that process for June or should we let it go underneath the older process and set our sights on the July release?

PJ Taylor: This is PJ, that June release is pretty critical to our daily business, I believe. I know that there have been problems with plate issuance and things like that. I think and as Dylan just said with the open meeting, this is going to have to be addressed soon.

FEMALE: [crosstalk 01:17:43]

Dylan: A month to delay a decision and then we need to [inaudible 01:17:46] a meeting. Schedule a meeting, give them the [inaudible 01:17:49].

Matt: My concern is based on what we just went through in April, is it wise to then release something 2 months later where we don't have any [inaudible 01:17:59]. I don't think that's wise. Even if we built it, [inaudible 01:18:04] code and everything, I think we need all of the data to be able to push that out.

Dylan: Yeah, that's fine, I'm just keeping you guys legal. Then you'll make a schedule and we'll need to file [inaudible 01:18:15] and post the agenda.

Kathy: And we have heard backup all the testing items with the exception of the ER that was found this morning. That didn't go out to the counties. Everything else had been picked up.

Matt: [inaudible 01:18:27]

Kathy: That was a random issue. Everything else has been tested. We have gotten verification back from them.

MALE: Oh, okay.

FEMALE: Yeah.

Sheila: This is Sheila, I can't quite hear everybody who's speaking so do I gather that we're going to have a special meeting then?

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Sara: That's what it sounds like. I would think the earliest would be Thursday afternoon. Or we can do it on Friday. I would prefer Friday, only because that would give us enough time to review everything.

FEMALE: And Kathy does that fit within the ... Will that keep us on target for the ...

Kathy: It will. We're planning to go on Saturday. So we still have some time there.

Tony: Tony. So in regards to the agenda then, do we just want to have on the agenda, for the discussing and formal release process? Just to make sure we have it scoped correctly?

Matt: Discussion on [inaudible 01:19:26]

Tony: Okay. I just want to make sure we got that, sure.

Dylan: Chris, I know you're on the phone. Sara do you have a time. It's obviously just going to be a go to meeting, right?

Sara: That's what I believe.

Dylan: So if we can get a time, we can send that all out to all the [inaudible 01:19:49].

Sara: My preference is first thing on Friday morning, but I'm flexible on Friday.

Dylan: First thing for me is 5:00 am, so when [[crosstalk 01:20:06].

Sara: Okay, well 5:00 works for me, let's do it.

Would 9:00 work for people?

FEMALE: Yes.

MALE: Works for me.

FEMALE: That's fine with me.

Sara: Okay, and Garland?

Garland: That's fine.

Sara: Okay, and I saw Bo was on the line. Bo would that work for you?

Bo: I'm sorry Sara, what was that?

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- Sara: Would you be available for a conference call on Friday? This Friday at 9:00 to discuss and approve the June release?
- Bo: Unfortunately on Friday, I have a marijuana tour.
- Sara: Okay, well we will let you know [crosstalk 01:21:01].
- Bo: It's not as fun as everybody thinks. [crosstalk 01:21:09]
- Sara: I agree with you 100% Crystal are you on the line, I don't see you on the list. Okay. Sounds like we'll have the majority of the committee, so we'll go ahead and do it on 9:00 on Friday. The 19th. Thank you Dylan and Chris.
- Dylan: We will get the agenda published and sent out with the calling info. Kathy just got to go get logistics. When will you get those releases to me, so I can send them to the committee?
- Kathy: I have, I need to get copies of the test plan so I can see what those look like, correct? And then the confirmation from the counties who are testing today on the AP stuff, right? Those are the 2 items? Or ER thing? Those are the 2 items I owe, correct? I will try to get those to you by the end of the day today.
- Tony: End of the day today.
- Sara: Perfect, thank you.
- Kathy: Then for the July 25th release, we are currently, that's a tentatively scheduled date for July 25th date for the release. That follows normal cadence for how you're setting release dates for CSTARS. Releases. It is still draft mode. We haven't really gone through with that. If anybody has issues with that, but that is the dates that we've just been following the normal cadence in terms of setting that date. One thing to keep in mind is that there's a ton of legislation that needs to be coded for the June release. That has to go out by August 5th. It's a due date of August 5th, so we don't have a lot of wiggle room in terms of trying to get all the coding done. Get it all thoroughly tested and get it ready to go for release by August 5th. It's going to be a little bit tenuous. We have already started the planning process for July. Terri has been in on the front part of those planning meetings. He's doing a lot of the organization. What needs to be coded, which modules need to be modified, and actually organizing the team a little bit so they know what they need to do for July.
- That process has already begun, he's doing a lot of documentation so that we can follow through the process and make sure people understand what it is that they're doing because it is such a tight time frame. We want to make sure that we don't have any

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dropped balls in the middle of July. That is moving forward, but currently our plan is to do July 25th as our July [inaudible 01:23:45] for legislation.

Sara: Okay Kathy, I have a question about that. Our meeting is the 15th of July. So you won't have everything you need by the 15th of July for go or no go, is that correct?

Kathy: Probably not. I'll have to take a look at the calendar and see when the UIT testing wraps up.

Sara: Okay.

Kathy: That's another thing that I'll provide to Dylan by the end of day as well, when that test date will be completed so that we can make an educated or informed decision about when you guys want to get together to make that go no go decision.

Sara: Okay, great thank you.

Kathy: Or July.

FEMALE: Is there any other questions for Kathy before we move on?

Sara: Actually this is Sara. I have one other one. I have had a request and please correct me if I'm wrong, but I had a request that the testing be done on live system instead of a test. Am I correct that it is currently on test system only?

Terri Krupke: Yes.

Sara: Okay. Is there any way we can do it on a live system?

Terri Krupke: If you did the testing on a live system, it would write you a production tables and that would throw your end of day off from a balancing standpoint. That's why we do the testing on test system, just to keep the two separate. Then it also gives us the ability to do the side by side in both cases. Where we need to [inaudible 01:25:20] is in the incorrect place or production system not complete the transaction [inaudible 01:25:29]. There is going to be an instance where we get into that redoing that fee breakout where will have to test both in test and in production. I actually have something running on my laptop for that specific thing, where you will be able to do production DOLs so the production program put right to non production tables so that you can complete the transactions when you run end of day and then you can do the same thing on test and then make sure that the fee breakouts and those types of things are the same. That's really the only time you would need [inaudible 01:26:05].

MALE: That Sara, I don't think that it was a live system that was actually requested. What was requested was that we have 2 environments in the test environment. One, that

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reflected production as it existed in the current stage, then the updated programming, so you could actually complete transactions and print reports from both environments to be able to verify that distribution of revenue and such is accurate. It's not essentially live because it's still in a test environment but it reflects the live environment. Exactly the way it sits.

Sara: Thank you. Do I understand that right now that is not possible? Terri, is that what you said?

Terri Krupke: It's running on my laptop now. That thing in production programs is running to non production tables. Again specifically for the fee breakout is what we're talking about.

Kathy: Terri, is it correct to say that it's being pursued and that it's being investigated and [crosstalk 01:27:18]

Terri Krupke: It's easier to implement at 106 sites. Once that is done then we can push that out. That environments that exist for when we get to that programming for when we need to actually complete transactions using production programs, we can go through the whole fee breakup, but not to test production tables.

Kathy: Is it also correct Terri, you take this discussion as it's a requirement? Moving forward to be able to test in production?

Terri Krupke: It will be specific to fee breakup, that's the only way it can be tested, all the way through, correct. Yes it would never be a requirement. Which is probably September-ish at this point.

Kathy: Thank you.

Tony: Merlin, did you have a ...

Merlin: It seemed like a lot of the problems with that April release was the last week of the month timing again. I'm just hoping that we can get off that last week of the month paradigm. When things go south, that's where we're in the wall. Here again we're in the last week of the month on this one. I understand why you say [inaudible 01:28:33] get all this legislative pieces in there. Please let's get off that last week of the month paradigm.

Dannette: If we have the next meeting to talk about process flows and the calendar that supports early release process. That's also make sure that we address that.

Kathy: Okay, if there are no further questions then we'll move on to the financial updates [inaudible 01:29:06].

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Shelia: [inaudible 01:29:08] talk about the release management process guide in it's latest form or would that be a separate from this?

Dannette: I think we have 2 follow along discussions. One is specific to the [inaudible 01:29:22] then a discussion around the release process. Which would include the release date 01:29:29] process maps, calendar, and those associated items.

Shelia: Okay, then I'll hold my thoughts for one of those meetings then, thanks.

Dannette: Thank you.

FEMALE: Sara?

Rob: Okay, thank you, again my name is Rob Childs and I am a fiscal partner for OIT in their financial services and I'm assigned to CSTARS for those that know me. Anyway my job is to basically track you OIT expenses and what I've done, you'll see we did try and make it larger based on some of the same thing that Janet talked about. I also tried to took some feedback from last meeting and tried to put some bullet points on some of the major issues or things that I think are of importance for you guys moving forward. If you look at actually slide 2 and 3. On slide 3, actual, the one I'm talking about, vendor managed services, that's you dynamic research associates and or corporation, and essentially task order 3, we're invoice number 14 for \$225,000 that's been submitted for payment and once that's paid then the next task order will be complete.

you all 01:30:59] wanted some clarification last month, or regarding last month on task order 4. The budget number was originally set for \$578,000 and it's adjusted down to \$497,000 due to a number of office remodels that were originally in that task order. They were postponed to FY 16. I moved that difference of \$80,000 down into that discretionary fund. I also try to in each one of these areas in the budget categories of, I had some descriptions in there we did, Janette and I came up with a description for what discretionary dollars really mean. That's dollars really currently ... They're not currently assigned to any specific actions defined with any other budget categories. It's kind of monies that are out there that aren't really assigned to anything. As we're trying to make this budget work, we're trying make it the dollars close to projections national as possible.

I did for these numbers, did a little bit of a different approach than Janet did. I basically, these are through period 11. That's consistent with what I've been doing the entire year. Knowing that those aren't closed numbers, that they may shift a little bit here and there, but these are about as accurate as you possibly can at this particular point in time. The other thing you had asked about is in the telecommunications, there are a number of different things that are in that line.

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What we did is we went back and looked at the phone bills and things and we came up with the fact that they are 51 devices that we are paying for. That is either through cell phones or data plans for iPads or air cards. These are all being used by individuals who support CSTARS and basically an individual, let's say Cindi Wicka for example, she may have all 3 of these. We may be paying for all 3 of these devices for her. Whether it's a cell phone, a data plan for her iPad, whatever the technology, or an air card which if she has one of those there. We may just be paying for a cell phone. That really and that comes up, those devices come up for a [inaudible 01:33:23] portion or about 20%-25% of the entire telecommunications charges. The rest go to as we've talked about in here, conference calls, telephone services, business services that we have to do in order to keep things in a sense operating. Does that answer your question?

Matt: [crosstalk 01:33:43] No, it does. I really appreciate the work that you've put in on this, it really helps paint a better picture. [inaudible 01:33:47] then again, I know it's a small thing. It's small but is there a reason somebody should have a cell phone, an iPad and an air card? Just out of curiosity? Why have an iPad and an air card?

Sara: I would use the trainers actually as an example. They're out roaming the state.

Matt: Yeah, I know but do you need an iPad and a laptop with an air card? To me it seems a little redundant. Again, small potatoes but, you put it in there, I'm asking this question. It seems kind of ridiculous to have an iPad and an air card.

Sara: Right.

Matt: My question with that, are there a lot of those who have all 3 and maybe there's some at least a little bit of savings we can get there?

Kathy: yeah, I'm not sure if there are many with all 3. [inaudible 01:34:36] appropriation, but certainly we can look at that.

Rob: I can go back through and look at the master list and see how many people there are that use [crosstalk 01:34:44]

Matt: All 3 wow [crosstalk 01:34:48]

Rob: Yeah, I'm happy to get some more data regarding that, if you [crosstalk 01:35:02]

Matt: I'm just curious.

Rob: Okay.

Sara: Rob, this is Sara. I have a question about that. How many hours does a person work on CSTARS to have this type of equipment paid for by CSTARS? If I'm a 20% CSTARS person,

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do I have those things? Is it only 100% hours to CSTARS, what does it take to get those things?

Rob: Essentially, we need some sort of process in order to understand, without going through every single individual and seeing how many hours they work on it, this was actually something that was established years ago, we essentially said, "Okay, does this employee work 100% full time for CSTARS? Then they get billed 100% of the time." If they're only working for a portion of the time for CSTARS, we just added that 50-50 between the ITD, the information technology division fund and the CSTARS fund.

I'm not really sure that thought process back when they did that, but that's what we've been following for the past couple of years.

Sara: Okay, then along that same line, you are able to identify who's 100% CSTARS, who is a portion of CSTARS, is that right?

Rob: Yes.

Sara: Okay, can we get that list of people?

Rob: Of the individuals who we're paying for 100%?

Sara: I would say at least 100% people, but I personally would like to see at least anybody who's 25% or over.

Rob: Okay. Sure.

Sara: Other people may want something different, but that's what I want.

FEMALE: I don't want to take off in a different direction, but I have a question about that. Providing those lists Dylan, do they then become [crosstalk 01:37:01] public record? And I've learned for a different reason in practice not to make that kind of information public for people's privacy and some protection needs that some individuals may have. I understand that practice is driven because protection requirements that have had in the past have been since found out. Let's just say, for that kind of thing, for that kind of information for public description.

Matt: Can you make a little more definition of that? What about working on CSTARS, need to be protected?

FEMALE: When I say that, I mean I may have a protection order for some reason.

Matt: Oh understood.

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- FEMALE: And if I am listed somewhere, someone can find my information and my location then my protection order is not so great. For that purpose.
- Matt: But, if that was [inaudible 01:38:03] that information should be redacted from record. We have to redact information all the time of personal nature, so I don't know why that would be a descriptor for it.
- FEMALE: We can make them ...
- PJ: Obviously, you can give us the position, but your [crosstalk 01:38:25] is giving the actual name of the staff member. [crosstalk 01:38:31]
- Rob: Could I say that there's x amount of people being charged? So, there are 10 people being charged 100% of the time? There are 20% of people being charged 50% of the time. [crosstalk 01:38:45]
- PJ: If it says OIT trainer, we know that Paul's raking in all the equipment that he shouldn't be. The big money. Does that help break it down Matt, a little bit?
- Jason: I think it also helps to understand essentially these people's duties and their roles and responsibilities outside of their [crosstalk 01:39:18]
- Matt: Just going back to the beginning, to me a staff list would be horrible regardless of if he provided it to us or not. [crosstalk 01:39:26] on some kind of protected status that would be redacted too. To me, I don't see what the issue is. Which is giving us all the information and if somebody requires it, then we redact it.
- Sara: Okay, I didn't hear the whole conclusion of that.
- Matt: I said Sara, I was just saying is that if any personnel needs tend to be horrible and there's a need to redact the name, then I think there's protection in the law that would allow us to redact a name.
- Sara: I agree [inaudible 01:39:57].
- FEMALE: What we'll do on that is we'll look at the position title, and we'll take back the preview for specific name request as well. It's not that we don't want to provide information, we just want to make sure that [crosstalk 01:40:12] we're not bringing up any other issues in the process.
- Sara: I think we all understand that, I just ... I think that it's important for us to know who is doing the work and if it needs to be redacted that's fine. But I suspect generally, that's not the case.

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FEMALE: Thank you.

Rob: When you move to the next slide of personal services, there's a couple of items that I'd like your approval for. We had a viper programmer and help desk support. We had purchase orders open for them, both of those were completed without using the full amount of the purchase order. I guess I'm looking for approval to be able to reduce or liquidate the remaining amount of those funds so that they can be, not that they're going to be used for anything else but that they could be, get themselves unattached from the purchase order. That same goes for, we'll get to that in a minute, but essentially once we do that, you're sitting very well within the personal services line. Again we didn't really use a whole lot of these people allocated amount in this particular fiscal year.

The county asset maintenance, essentially we ended up with \$554,612 spent on that. Which obviously isn't the full amount that we in the appropriation. There will be some dollars left in that corporation at the end of the year. As far as your accounting improvement fund, we do have, I also need some approval to liquidate the cabling project, or the purchase order, in the amount of \$4,400 is all the cabling project for 15 have been completed. We are still anticipating, I think a few more bills for that, but that will leave that fund, with about after all the expenses are encumbered, about \$250 left in that fund.

Those are potentially the highlights. As we've mentioned before, just know that numbers may change a little bit based on as things close. The other aspect that I wanted to talk about is, we had discussed at the last meeting about establishing the FY 16 spending plan and I wanted to try and see if there are one or two individuals from the committee, the CSTARS committee that would like to participate in that process. It won't take long really, but once I'm done, Cindi and myself and Janet, I'd like to have at least one of the committee members if they'd like to participate in that so we can present in FY 16 spending plan at the next meeting. Obviously we can't have all of the members participate in that or otherwise we'd need to establish a separate meeting so we don't [crosstalk 01:43:32]. Those meetings, that's why I asked for one or 2, but Mr. Dixon and I did it last year with Marin 01:43:40] and he was gracious enough to say, I'll pass it off to the committee if you guys are interested. [crosstalk 01:43:50]

Rob: If there's anybody who would like to do that, that's fine and if not, then Cindi and I will sit down and hammer it out. I think after going through one year of having this spending plan, we'll have a lot better idea of where our spending in those areas are as we've adjusted those. Are there any questions?

FEMALE: Mike, you're such a gracious guy.

Sara: Rob, I have a couple of them, this is Sara. The first one is when do you plan on sitting down and doing that?

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- Rob: I hope to do that in the next week or two, I think the ideal thing would be to be able to get that in you guys's hands before the meeting so you all have plenty of time to look at it and sift through the information. If there's any questions you might have, then we can, I can either answer them prior to the meeting, or we can discuss those at the next month's meeting.
- Sara: If you could give us some dates, you don't have to do it right now, but if you could give us some dates, we'll arm wrestle for it and figure out who can be there.
- Rob: Okay, and I'll be happy to come anywhere, you guys [inaudible 01:44:57].
- Sara: Okay, and then the other things is you had asked to have, I believe the term you used was to release money or to liquidate it out?
- Rob: There's two purchase orders that have funds in there that we'd like to basically liquidate those purchase orders because we've used all the dollars that we need out of that and there are some remaining funds so it would just be liquidating those purchase orders.
- Sara: Okay, my question around that is we have to the best of my recollection, never done that. What does that do for the fund? I'm happy for us to do it [crosstalk 01:45:42]
- Rob: None other than it just releases money back into the fund where it's not encumbered. We don't have to do that, it would go into discretionary because they're indifferent. I guess it would go into a discretionary account in some of those other funds. But essentially, in just meeting trying to be as transparent and open to you guys as possible, and keeping you in the loop as to everything that I'm doing, so that you don't get the perception that I'm doing ...
- Cindi: Sara, this is Cindi. Should we have done this in the past? Is this a spending plan that I have sent you for approval, that spends that remaining money that will come out of that liquidation.
- Sara: I mean as far as taking an official action in a meeting is what I'm talking about.
- Cindi: I don't think we ever have, asked for official action.
- Sara: Okay.
- Cindi: [crosstalk 01:46:36] equipment. So with the money that we would reduce J and L by, I think [inaudible 01:46:42] to buy ergonomic keyboards, those sorts of things for county equipment requests. [crosstalk 01:46:52]
- Sara: Sara, I think based on the conversation in the last meeting, as Brad mentioned, he's just looking to be transparent, to the committee in terms of what figures are being adjusted

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and for what purpose. I am absolutely fine with that, I was just a little confused because I don't remember us doing that. That's fine, I appreciate it very much. I just wanted to be clear that I understood.

Cindi: Do we need a motion?

Sara: It has to with, I'm sorry you said, what does this have to do with, I apologize?

Rob: There's 3 actual items that would need approval. 1 is a purchase order for the viper programmer, and this is in your personal services, appropriation, with the remaining amount of 5710 that's left in that to, and then the help desk support would be the same type of thing. Then the 3rd one is for, if I recall, for the J & L cabling that Cindi had mentioned. You can do individually or you could do, I guess, do them all in one motion.

Sara: It's the difference between the fiscal year 15 budget and the actual spent, is that correct?

Rob: Yeah.

Sara: Am I understanding that correctly, okay.

Would anyone like to make a motion, and am I correct, the correct term is to liquidate? [crosstalk 01:48:36] The remaining, okay on those 3.

Matt: I'll make a motion, Sara.

Sara: Okay, Matt made the motion to liquidate the difference between fiscal year 15 budget and actual for viper programmer, help desk support, and J & L cabling. Is that correct, Matt?

Matt: Yes ma'am.

Sara: Okay, do I have a second for that?

Garland: I'll second it Garland.

Sara: Okay, Garland, thank you. Any discussion or any other questions on it?

All in favor? Aye.

FEMALE: Aye.

FEMALE: Aye.

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- MALE: Aye.
- Sara: Okay. Thank you for doing that, I really appreciate it. I just wasn't getting the whole story. Thank you.
- Sheila: This is Sheila, I have a question. Does that cover Cindi Wickam's request to release money to be spent on equipment or is that a separate item?
- Rob: It does. The remaining dollars that we're liquidating out of the J & L cabling, in the county asset maintenance, no not asset maintenance, the county improvement fund, she would be able to then use those dollars to purchase what she was talking about. [crosstalk 01:50:04]
- Sara: I just want to know if we needed to make additional approval on that.
- Rob: I don't think so. Because you approved it to be liquidated and now she can go and spend the dollars.
- Sara: Okay, thank you.
- Rob: Thank you.
- Dannette: Before we move off the financial topic at the last meeting there was also some questions about people [inaudible 01:50:30] and what has been distributed is the committees previously. I talked very briefly with Sara about the conference. 2 days back [01:50:42] and I believe that that topic is actually one that would be added to the special meeting around budgeting and such. That was discussed earlier in this particular session. Is that correct Sara?
- Sara: Yes. Thank you for bringing that up, that's exactly what I was thinking that it needed to be along that same line.
- Dannette: Okay. Thank you. All right, we'll move to the trainer's update and we'll provide that.
- Paul: Yes, my name is Paul Nadeau, I'll be here for Libby on vacation this week. We have some of the information displayed up there, but just to kind of go over what the trainers are doing, throughout May. Of course various meetings, while we're attending. The April release did take a good bit of our time as April 01:51:42] ended and particularly in the first week of May. Actually we're dealing with some of that stuff probably through the middle of may. That took some time. In addition to that, we also assisted with remodeling, Delta county of a trainer's time, just to get everything pulled out, put back, tested and all that. The majority of our time spent in May as you see here was almost completing the Windows 7 upgrade. I believe that didn't get completed until the first week of June. The real bulk of the visits that we were involved in were throughout may.

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You see some of the dates there. We spend as much as you already know, 2 days in each site to get them up and going. We had 2 teams going throughout the state. We made a real good sweep down Northeast Colorado up through south central Colorado. We really hit a whole ton of places. Mostly got that taken care of, I will also list each one of them. You can see them there, but it was quite a few sites. 28, I believe in all.

In addition to that we took the calls and emails and stuff and other tickets to assist just with general problems. I'm guessing a little portion of that 561 is listed there was also due to the April update. In addition to that, there were a number of county visits as well, and you can see the trainer slash personnel hour involved in each one of those. Those include both, and you can read it there, this was other visits that we also were able to accomplish throughout the month of May. It was quite a busy May. After that, we have just a general documentation that we worked on, also at the same time in and around visiting and running around the state. In particular, the exempt military plate procedure information was completed and they're ready to go for the June summer conference. That as Tony mentioned earlier for those interested and wanting to start doing that in their county, there is training documentation there available that you can see. It is not a difficult thing, and it's nothing to be, as far as the system goes, it's nothing to be intimidated by. If you're thinking it's a good thing to offer for your citizens, it is not a difficult thing to do in the computer system.

That's that, and then just some updates to documentation we have out there. I will go into that a little bit more as far as what we're going forward with for June and the next couple of months. I did also, and this is not on there, but I threw together some information this morning about where we will be coming up. This week we've got trainers out in Los Anamos 01:55:16], Chaffey county, Lincoln county, Browers county, Delta county. We have visits scheduled next week for Yuma, Garfield, Mesa, Jackson counties. That's just through the next of this month, and then because we've been going everywhere, there's actually a lot of annual leave coming up this month. That's kind of what's taking up the rest of this month. In addition to that documentation, we're working on updating the emergency procedure documentation. Just some tweaks for what the Window 7 environment looks like. Online renewals. Again some slight tweaks for the updated versions of Internet Explorer. It just, like I said, tweaks, no big changes to those. Screens just look a little different.

Then also the Monday morning procedure. We'll be getting, we'll be working through those updates making sure they look good and publishing them for you all. Other than that, that is the state of the trainers as far as May and early June. I'm happy to help with any questions and comments, directions that you would like us all to be taking in addition to what's on the agenda.

Dannette: No questions for Paul.

Paul: Thank you.

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- Dannette: Okay, thank you that brings us to project updates. [inaudible 01:56:46]
- Cindi: There's not a lot to talk about. [inaudible 01:56:52] drives, we've talked about the CSTARS FY 15 upgrade and refresh is done. We finished that first week of June. So that is complete. We are completely online for 7 and server 2008 in both counties. Also have that chrome paper icon. ELT, really all that on the project side that we're finishing up is just paperwork, [inaudible 01:57:17] paperwork for that project. Once it releases, Kathy already talked about, so that's all we have going on at this point. Project.
- Dannette: Are there any questions for Cindi?
- Terri do you have additional information you'd like to share?
- Terri Krupke: I talked to the CARS committee yesterday, we're going to talk about the paper, that we print the renewal cards on as we get, as we're up and running, I talked a lot this morning. And we're going to write a proposal for how we can maybe go farther with this. Maybe we can get some input from Rob and make sure that everything is squared away hopefully for next week. Still waiting on DPA's numbers as well. Then I'll run that through the CARS committee and then the CARS committee can put that, hopefully next month, we'll see some CARS committee. That's something we'll have to address that we can no longer take cut sheet paper like they've been using.
- FEMALE: Thank you Terri. Are there any questions for Terri?
- Sara: Terri this is Sara. Is the belief that that will cost less, and they will get them done faster?
- Terri Krupke: According to DPA the cost for the paper will be less because there will be purchasing already in a roll. I was over there last Friday, they had me come up for a demo of that printer, which is in a 30 x 30 foot room. It's a monster. It's in multiple segments. [inaudible 01:58:56] paper will be cheaper. They're now printing your renewal cards and actually when I came up they were actually printing renewal cards. They're printed 6 across now and they print a quarter of a million cards in 2 hours. It should speed it up and it should be cheaper.
- This is the color printer that everyone's been waiting for. I'm waiting for the final number the EPA 01:59:16] feels with the savings on paper that they can provide color at no cost or I think the number they gave me was like .0001 cents per card or something basically. Free. I guess. [crosstalk 01:59:31] I'm just waiting on the numbers like Mike said, and then [inaudible 01:59:40]
- Sara: Okay, I thought I heard you say something, but I wasn't sure. Did you say they were running the county's cards last Friday?

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- Terri Krupke: I think they were finishing up. They had one county that they were finishing up when I was there, I don't know what county it was. It was going through the machine so fast, I couldn't see the return address [crosstalk 01:59:58]
- Sara: Do you know if they ship any early ones or do they ship them all when they're all done?
- Terri Krupke: I did not ask. They had a bunch of people lined up at different stations with this printer and different parts of the process. They had that all lined up for me they were just telling me their function that they did and somewhat. I did ask them if maybe they could do a video of that whole printing process that we could present at the winter conference. I'm trying to get everybody there, it's probably not very realistic. But if any county is interested in seeing this thing, it's a pretty crazy operation. Both sides of the paper, the paper actually runs through and then it makes a 90 degree turn. It floats upside down in there and prints on the back side of the paper. If people are interested in seeing that, let me know and I'll see if I can get some tours set up. I thought that video would be nice to be show every one else who print it in person what this looks like when it's running.
- Sara: Thank you.
- FEMALE: Okay Sara, I think that covers all the OIT topics.
- Sara: Okay. Pam for CARS do you have anything to report?
- Pam: Hi Sara. [crosstalk 02:01:16] A lot of what we talked about yesterday was covered in the meeting already. The update discussion we talked about. The free plates that are available that Tony covered we talked about. One thing that hasn't been mentioned, the starfish update. I understand from Paul yesterday that the trainers have made the full scope of updating everyone on the same operating system and starfish is out in every county now. The final one was done the first of June. Everybody should be all set with that process.
- As we talked about earlier, the UAT testing, we had quite the discussion on that which PJ mentioned. I think we've got all those things covered to as far as CARS being on top of how that process works and so I'm not going to go into that in more detail because I think we've got all that covered. We are still working on data mailers, trying to get those reformatted for the DPA process and streamlining those. We did have one data mailer that we did not understand so Terri had to clarify what that is. It's for the no fee or exempt plate for military. If they do pass a clean screen they still have to pay the \$25 clean screen and we did not understand that data mailer. We don't see that one very often. We have to get a final review on that one approved and then those new data mailers will go to DPA for the changes that the CARS committee has projected.

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Then Terri talked about the new printer that he just covered so I think we've got that all addressed. We do have 2 more data mailers that we're working on because of new legislation. We are trying to correct, or we have to set up something with the national guard plates that are PWD now. Also, the other military plates that are PWD because we do have to have authorization on those two for the renewal cycle. Of course those won't be effective for a while until all those plates are issued and the renewal cycle starts. We're trying to be proactive and get those data mailers ready. The committee will be reviewing those. We talked about the collection of the email address, I think Tony covered that for us and that we want CI to do a presentation. If they're collecting that information we just want to make sure all the safeguards are in place to make that work. We've got that addressed.

Program requests that we talked about yesterday. We had several that we reviewed. We had one submitted from Boulder county. They asked to capture military deployment dates on the system. That would require us to add a field to our database which could be up to 900 hours programming time to do that. We did look at how the drive system is going to handle that process. What the drive system, we should be allowed to scan in documents and store them and have them easily accessible per record. Due to that change coming forward in drives and the number of military deployment people that we're actually working with, the program request was denied based on the opportunity going forward in the system, rather than committing so much time for our old system. That one had quite a bit of discussion.

Mesa county submitted a request to add CFRP capabilities and this one actually piggybacks onto a project that we've already got going with OIT, regarding bulk mail transactions. Right now, it takes a lot of interaction with OIT to get that file set up and Terri is very close to just completing the process if he's already been working on. He'll put a selection on the menu screen to allow the counties to update. Then Terri also has to get documentation to trainers for the counties to follow. To finish that, it's only estimated programming hours of about 40. The committee did approve that with a rating of 21.

The next is the 10th mountain renewals. We had, Dylan had presented one program request that he had to withdraw. After he submitted it, the foundation met and decided to make some changes to the process. What they've determine is after the 10th mountain plates are totally replaced in the renewal cycle starts in 2016, they are no longer going to require any certification for those plates. Which will allow them to renew online. We'll go back to postcard renewals and no data mailers will be sent out. That program request was approved the program request that he had submitted based on the new foundations request. That one of course, was approved with a rating of 25. That will be a great saving for all of us.

Then Mesa also submitted a request that was for SNM 02:05:54] and SME plate overwrite. What happens is SMN equipment has a standard registration on the county

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side, and then they might be utility type units that have to have the SME exempt plate because of their lighting and that type of thing. Those are issued by the department of revenue. When those plates aren't in sync and those registrations occur, the county pulls the state record, overwrites the state record. The state then, when they have to renew the exempt plate, they pull the county record and overwrite the record. So it's the constant argument with these records all the time. What we determined though, there's only 23 of them registered in Colorado. It's just a small amount and we think the majority of them, sounds like must be in Mesa county. Jackie decided to pull the Mesa county requests because there is a request going through this year that will handle dual registrations. It's been on our plate since 2010. It's on the chart to be updated this year, hopefully if the programming schedules work with all the legislation.

Jackie pulled the requests in tune for that dual registration program, so that should take care of it. Those are the program requests we addressed. Now I'm going to move on to equipment requests and we do have an update from that out of county request I mentioned last meeting. Out of county had requested 7 PCs and 2 printers. Because they have been inundated with transactions from IAA, IAIAA, whichever one it is. They actually reported back to us after we asked them questions. They're giving 700 transactions per week. Their documentation to us said per month and she caught that error today. They're temporary staff now working to try to keep up with all the transactions and they've also been given guidance to reduce overtime in their office.

The committee did look at everything. We do have the PCs in stock. There is no cabling requirements. It sounds like Adam's already taken care of that or it's already in place. The committee did request, or did approve the request and we'd like to present it to CSTARS for final approval.

Sara: Pam, at one point, that was a request for temporary, because these on a temporary basis, I assume that is no longer the request?

Pam: Correct. They originally were just asking for loaners so that they could get over this hurdle, but as things are progressing, she reported that she does see a need happening to it. After they get through this hurdle, they're hoping to reallocate those PCs to their front counter to work with bulk sleeves and also open up extra renewal desks and that type of thing as they go through in the future.

Sara: Okay. Anyone have any questions on the request?

Do I have a motion to allocate 7 PCs out of the warehouse plus 2 printers for Adam's county?

MALE: So moved.

Sara: I make a motion to have a 2nd?

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Sheila: 2nd, this is Sheila.

Sara: Any other discussion on it?

All those in favor?

FEMALE: Aye.

FEMALE: Aye.

MALE: Aye.

FEMALE: Aye.

Sara: Thank you.

Pam: Great, thank you and I will move forward with that then. We only had just some small updates after that point. The diesel vehicle online renewal update. Of course with everything going on, that has not moved forward any further. Terri was going to get with Rob and see where they are with that project. It's just a matter of getting the databases squared away and how that would look. Sounds like we're getting closer. Let's see, Dylan gave us a quick update on POD now that things are going really well, and he commented that with our issue with some of the trailer plate product it was great that we did have the POD available. It seems like things are going well. We were just going to keep it on our plate so we can make sure that things are still progressing correctly. There was a proposal to, from Boulder county regarding SNM off highways for government entities. The OFH tabs already show that they have an opportunity to be permanent but there's no way in the system to address those permanent type plates for government entities. We've asked Diana to create a program request or I will ask her to create a program request. The committee in the business group can look at the options and maybe we can address it in the future. It was a good opportunity.

The next CARS meeting will be held July 8 in conference room A at Pierce. We're going to have a face to face at that meeting and get some of the pending items or parking lot items from the committee off the plate. If there's any opportunities for anything on the agenda while we're down in Denver, please let us know and we can address it from the CARS standpoint. I think that's all we had to report unless I've missed something. If any of the committee members have anything to add.

Shelia: As far as the program requests go, do we need a motion from CSTARS to essentially bless the work done in the CARS committee? [inaudible 02:11:08] are we good there?

Sara: We haven't done that. I mean, we did it years ago, but we haven't been doing it lately. [crosstalk 02:11:23]

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- Sheila: I was just curious. I'm good.
- Sara: Okay. All right, let's see, we have Tony or Tony's representative have anything with regard to DRIVES that you'd like to share? Anything additional, I'm sorry.
- Mike: [inaudible 02:11:44] nothing.
- Sara: Okay. I did ask that we put on the agenda, at one time, the last time when we [inaudible 02:11:55] we had a moratorium on any non-statutory changes and I asked that that be put on the agenda. I will tell you my perception at least at this point is that it appears that CARS is handling the requests that are non-statutory in a way that they are looking at drive. And I'm not sure that we need to put a moratorium on, but I need the input from others on the committee. Anyone.
- Garland: I would agree. I just think of the CARS discussion yesterday as well and they're doing a thorough job of that. To keep that in consideration, I would hate to close it off in case there is something that would be beneficial in a short term environment.
- Sara: I agree. I think that, Thank you CARS members for doing such a good job at looking at those requests and looking into the future as far the drives system can do, thank you. Anyone else have comments on that?
- Jean: This is Jean. I would agree with Sheila's comments. I try to listen into the CARS whenever I can. They always, the conception always is that going to be addressed in drive and those kinds of things. I think we have to have the ability in case something comes up that needs to be fixed to be able to do it.
- Sara: Okay, then the last one I had asked to be put on here is further discussion on the release management plan. We had the meeting on the 28th. The official meeting on the 28th with regard to that. Do we have any other comments or, Janet, if you or Kathy have sent out an updated one, I do not know that I've seen it. Have you sent one from that meeting?
- Kathy: After we met, the second time and you guys had requested a number of changes. on the [inaudible 02:14:08] chart mostly, but some other minor changes. I did make those changes and sent them to you. Tony and Mike copied Danette and Christy. When was that?
- Tony: Right before conference.
- Kathy: Yeah. June 1st?
- Sara: Okay, I will [crosstalk 02:14:23] I'm sorry?

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- Sheila: Oh, this is Sheila, I was just going to confirm, I have the copy from June 1st as well.
- Sara: Did I send it to you?
- Sheila: Mm-hmm (affirmative).
- Sara: Okay good, then I did see it. Okay. [crosstalk 02:14:39] Does anyone, have you had a chance to look at it? Obviously I haven't, but have you had a chance to look at the changes or anything you would like to add or comments on it?
- Sheila: If we're not going to have a separate meeting on it, I have a few. This is Sheila.
- Sara: Okay.
- Dannette: We're going to do a separate meeting Sheila, because I'm going to try and get the process flow document done as well. We have all of those documents in place to be able to have a really good discussion.
- Sara: Okay. Sounds like a plan. All right. Just take away from the meeting today before we adjourn is, Rob, you're going to get back with at least me if not the whole committee with regards to a spending plan meeting and you'll just let us know when that could happen. I suspect we can have at least these 3 CSTARS members there since we won't have a quorum. Just a comment with regards to that. Then, just for the other thing I had, had to do with the budget. We need to set up a separate budget meeting and I'd like to get that in. If we can't get it in, I'd like to get it in early to mid-July. I will let the committee members and ask for dates, how's that? Okay. Unless there's any other items that I have missed.
- Matt: Sara, I have a thing. Just a quick request. For the power point that we had [inaudible 02:16:19] is it possible to get it as soon as we do. One day before, enough time to review, it's a very quick. The week before or just the Friday before. Is there any way that we can start getting those earlier?
- Rob: That one is unfortunately my fault. I didn't get them to them until yesterday.
- Tony: It's tight, Dylan gets to prepare it and then we get presentations for each of the groups like Cindi sends hers, Libby, stuff like that. If we want to look at do e do a cutoff the Wednesday before, and then any outliers we [crosstalk 02:16:49] day before?
- Matt: It would be great if we could have our deadline with we can stretch it to [inaudible 02:16:55]. I don't know if that's the Friday before. I'm fine with that or what works for you guys.
- Tony: Dylan has it prepared usually by I think the Wednesday before?

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- Dylan: Yep.
- Dylan: Maybe one or two, Janet can't get into core because it's down so I can send it without her update, but then if she gets the update later, resend it [crosstalk 02:17:23].
- Matt: That'd be great.
- Tony: Okay.
- Tony: We'll work on it then. Like we said, we'll have it completed, pull it together.
- Shelia: I have one more item. If it's okay to go with that. In the last meeting there was a motion made to turn on the email capability for the system just so that we could start getting prepared and collecting emails in anticipation for the functionality that will be in drive. I think Mike Dixon if my memory serves me correctly was going to look into the PII policy? Or I could have the wrong person.
- Tony: Yeah, and what we're going to be doing with the CI, it's going to be part of the CARS meeting with CI assist with us to see how they go about doing that and that's going to be part of the CARS meeting next month.
- Shelia: Is the policy necessary to have since everything in our system is confidential, we don't release anything. Open requests would go through the state, right?
- Dylan: Yeah, the counties release on your end, but put it in CSTARS, it's now subject to CORA and there's a lot of state stuff on our end. We get CORA requests all the time asking for that info. Before we start collecting and putting in the system, we want to make sure we have policies in place and we address all the laws.
- Matt: There's some stuff [inaudible 02:19:00] getting back to that, so why would it be any different than that?
- Dylan: That part, we got to look at the law. We got to look at Terri, we were discussing yesterday, how to we verify with Tony once we change an email option. We don't have a policy for which to do that right now. So if I'm a disgruntled husband, and my ex wife, I'm going to go change her email address just because I want to. We got to look at stuff like that before we start.
- Shelia: Part of this discussion yesterday during the CARS meeting also confused me and it surrounded the fact that the email address wouldn't be connected to a single record or something along those lines and I didn't ask for clarification yesterday because it was taking quite a while and we were sort of pushed for time, but if that's a clarification we could get too, I'd appreciate that as well.

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- Terri: It would be connected to a particular record. The CI collects on a per transaction record, so we've got what email address, what record that email address belongs to. There's just bigger things about it. Collecting is one thing, but getting the ability to update it which we have to give you right from the word go in order to go, that doesn't take into this at all and [inaudible 02:20:23] how do we know, how do we have enough information to know that you're the one that should be changing that email address type of thing.
- Matt: By next month we should have a pretty good idea on these issues. [crosstalk 02:20:41]
- Dylan: There's PII on the renewal postcard, but when it comes in the mail, we specifically have changed hands to another entity. We're no longer responsible for it, the post office is.
- Dylan: Who's responsible for intellect county record? Is it the sender? Until we have acknowledged receipt or why it's in limbo, it could accidentally get sent to someone else, is the county responsible for releasing that record because it got sent to a wrong email? Or it got intercepted before it got to the receiver? We just want to protect everybody and make sure [crosstalk 02:21:18].
- MALE: [inaudible 02:21:27]
- Dylan: Sara, before you adjourn the meeting, we do have some guests here, the stakeholders of the public that would like to speak.
- Sara: Okay. Thank you. Go ahead.
- Donnetta: Hi this is Donnetta Davidson. I just wanted to say thank you to the motor V staff because not one time, but lots of times I've called Dylan, Tony, all of you, Mike. I really appreciate working with everybody through legislation and then also setting up conferences. Gosh, how willing you are to do presentations and setting everything up and working with me. This is my last meeting, so I just wanted to say a big thank you to all of you. Then also tell you that Pam Anderson will be here and I know that she will be a great support to all of you. I appreciate everything you've done for me and I just wanted to say goodbye, thank you.
- Sara: Thank you, Donnetta. I appreciate you speaking up and I know all the CSTARS committee appreciates this support you've given us.
- Tony: [inaudible 02:22:53] weekend, Heather Joyce with [inaudible 02:22:56] representing IA?
- Heather: Yes, representing IA and I also wanted to say thank you to all of you guys. I think as most of you know, IAA had, we've seen an increase in the volume of salvaged titles that have to be processed, particularly Adam county that we've seen in the last 6 months. Thank you [inaudible 02:23:13] county who's not, I don't think they're on the phone, but Stan

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Martin has been really helpful in helping us resolve that issue which is moving forward. Thank you to Tony, thank you to Mike, thank you to Dylan, all of you for being available to help us. We remain dedicated to being open to helping you guys if you ever need to. Thanks for everything.

Sara: Thank you. Do we have more?

Tony: Nope, that's it.

Sara: Okay thank you for bringing them forward. Our next regular meeting is on July 15th at 9:30 in the board and commissions room. We do have a conference call this Friday and Dylan and Chris you're going to set that out and you'll send out the invitations to the people that need [inaudible 02:24:10] correct?

Dylan: Yeah, I'll take care of that this afternoon.

Sara: Okay, thank you very much. Thank you all.

Tony: Thank you Sara.

Matt: Thanks Sara.

Meeting adjourned at 11:55 a.m.

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