



MEETING PLAN

Name:	DRIVES Financial Advisory Working Group		
Meeting Date:	April 27, 2016	Organizer:	Chris Hochmuth
Meeting Time:	1:00pm – 3:00 pm	Location:	GoToMeeting 1-646-749-3131 Access Code = 826-041-173

1. Purpose of Meeting

This working group is tasked with reviewing the financial and accounting side of DRIVES to provide recommendations for an educated transition from CSTARS to DRIVES for the county bookkeeping processes.

2. Attendance at Meeting

Invited	Position	<input type="checkbox"/>	Invited	Position	<input type="checkbox"/>
Tony Frazzini	Co-Chair – Denver		Sara Rosene	Co-Chair - Grand	
Kate Medina	Boulder		Crystal Cordova	Denver	
Pam Helm	Cheyenne		Nancy Ertmer	Broomfield	
Kathy Stevens	Broomfield		Lorre Rhule	Garfield	
Bette Meininger	Mesa		Eric Deffenbaugh	DRIVES	
Colleen Odermann	El Paso		Patricia DeSimone	El Paso	
Thomas Matchet	Douglas		Kathleen Dichter	Arapahoe	



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Pam Nielsen	Larimer		Paul Kaufhold	DOR	
Kimberly Corell	DOR		Libby diZerega	OIT	
Paul Nedeau	OIT		Julie Fall	OIT	
Teresa Stitt	OIT		Fran Long	OIT	
Bo Ortiz	Pueblo		Kathleen Erie	San Miguel	
Kayla Pacheco	OIT		Tamsin Totays	Adams	
Stacy Hernandez	Adams		Julie Fisher	Adams	
Lucia Gonzalez	Adams		Sheri Sewal	Adams	

3. Meeting Agenda

1. Call to Order
2. Open Meeting Law Refresher
 - Posting Notices
 - Meeting Recordings
 - General Open Meeting Law Refresher
3. Meeting Logistics
 - Distribution Lists
 - Google DRIVES and CSTARs Web Folders and ACCESS
 - Maintaining and archiving files and documents
 - Action items Logs
4. Reports and Updates



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5. New Business

- Approval of committee Schedule
- Arrange Access to DRIVES Representatives to review the plans for the Working Groups
- Define expectations and time lines for working group assignments
- Identify your pain points in balancing
- Back Office Process Survey – do we need one? If so, questions
- Reports – What do we need? Tracking funds-State & county, Audit reports, etc.

4. Meeting Minutes

- Meeting Minutes from (Date) for approval below:
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5. Action Items

- 1.



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6. Next Meeting					
Date:	May 25, 2016	Time:	1:00 pm	Location:	GoToMeeting 1-646-749-3131 Access Code = 826-041-173
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