



MEETING PLAN

Name:	DRIVES Financial Advisory Working Group		
Meeting Date:	May 25, 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 April 27, 2016 for approval below:
- Sara called the meeting to order at 1:00 pm and called the roll.
- Chris went through the Open Meeting Law
- Chris also discussed the logistics of the meeting, the Google Drive, how documents are posted and shared etc.
- Define Expectation and time lines for working group assignments – Tony discussed this with the group and how it is driven from DRIVES and their timelines.
- Identifying you pain points in balancing and Back Office Process Survey – Sara combined these two items into a discussion. Tony emphasized how crucial participation was on these points to be sure DRIVES does what everyone would like it to do. Patty from Cheyenne asked about individuals and their cash draws and what the limits or flexibility would be on these items. Tony noted that these are the items that needed to be addressed. Katy D.



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discussed that DRIVES is already started to work on this and that it sounded like there would be some flexibility for this. Sara thought that it should be more customizable for each county and its particular requirements. There was general discussion around this.

- Tony and Sara both asked about the possibility of face-to-face meetings occasionally. Chris noted it would be possible with appropriate notice. Tony also suggested that the DRIVES facility might be able to host these as well.
- Meeting adjourned at 1:42 pm

5. Action Items

1. Everyone Review Best Practices and Back Office Duties list for the next meeting and are prepared to discuss them.
2. Chris would make sure that these documents are all shared appropriately and that all the members have access to the folders on the Google Drive.
3. Chris would get with Dylan to set up a log in the Resources folder for people to log their comments and requests about their pain points, reports, etc.
4. Sara would Double check with the Governance committee on their wishes regarding the sharing of these documents with some of the counties who haven't signed up or been assigned this committee.



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6. Next Meeting					
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