



MEETING PLAN

Name:	DRIVES Financial Advisory Working Group		
Meeting Date:	September 28, 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	
Kimberly Corell	Co-Chair -- DOR		Pam Helm	Cheyenne	
Nancy Ertmer	Broomfield		Patricia DeSimone	El Paso	
Pam Nielsen	Larimer		Lorre Rhule	Garfield	
Bette Meininger	Mesa		Kathleen Erie	San Miguel	
Colleen Odermann	El Paso		(Kate Medina Rplcmt)	Boulder	
Thomas Matchet	Douglas		Kathleen Dichter	Arapahoe	



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Crystal Cordova	Denver		Kathy Stevens	Broomfield	
Chris Hochmuth	DOR		Cindi Wika	OIT	
Paul Nadeau	OIT		Julie Fall	OIT	
Teresa Stitt	OIT		Francine Long	OIT	
Kate Goff	Larimer		Barb Galitz	Boulder	
Kayla Pacheco	OIT		Tamsin Totays	Adams	
Stacy Hernandez	Adams		Julie Fisher	Adams	
Lucia Gonzalez	Adams		Sheri Sewald	Adams	
Tony Anderson	DOR		Sean Maxon	DRIVES	
Lana Koenig	DOR		Diana Hall	Boulder	
Dina Azarakshi	Boulder		Dylan Ikenouye	DOR	
Katy DeBoer	DRIVES		Eric Deffenbaugh	DRIVES	
Noelle Peterson	DOR		Amanda Ross	Kit Carson	
Trinka Mullin	DOR				



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3. Meeting Agenda

1. Call to Order
2. Review and discuss “NSF county Survey results
3. Discuss what other County Processes are as diverse as SNF Process\
4. How to approach “Back Office” mapping.

4. Meeting Minutes

Meeting Minutes from July 27, 2016 for approval below:

- Sara Called the meeting to order at 1:00 pm – Roll was taken
- Sara went through the agenda and removed the Pain Points log and is going to add a Daily Dairy in its place. Tony provided some background for the dairy-template. Chris will get it posted for everyone to review and comment on
- She also discussed the survey for short checks and asked everyone to review it to make sure all the questions are asked. This will be posted on the CCCA website.
- Sara Reviewed the minutes from the last meeting (June 22, 2016) It was moved by Tony and 2nd by Lorrie to approve the minutes. Motion carried.



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- Sara really didn't want to move forward on anything else until the Survey was done and ready to go.
- Tony introduced Kimberly Corell as the new Co-Chair from the Department.
- Tony emphasized that everyone review their work-day diaries to make sure everything is being captured and that everyone do the survey, once posted.
- Sara brought up that the reason for the survey was an idea that the Statute Review Committee had for consistency.
- The Group then reviewed C.R.S. 42-3-123 that the Statute Review WG had reviewed and discussed all the different interpretations and implementations that were out there, further justifying the need for the Survey and the urgency for everyone to complete it. The hope is to review it at the next meeting (8/24/2016). Sara really hoped everyone will have reviewed it by this coming Friday so it could be ready for Conference.
- The Action Item Log was reviewed.
- Meeting adjourned at 1:29 pm

5. Action Items

1. Everyone Review Best Practices and Back Office Duties list for the next meeting and are prepared to discuss them. Additionally for any pain points to be noted in the Log so they might be addressed.
2. Sara and Tony will confirm who 10 voting members are and DOR will adjust Google drive to allow edits but those 10, but others can view.
3. Sara will ask Eric to continue on the calls and give him time each meeting to discuss relationship with CSTARS and DRIVES and to answer questions.
4. Sara wanted someone from DRIVES to address how NSF items were going to be addressed.
5. Sara and Pam to review and present programming requests that had been forwarded to DRIVES from CARS.



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6. Next Meeting					
Date:	October 26, 2016	Time:	1:00 pm	Location:	GoToMeeting 1-646-749-3131 Access Code = 826-041-173
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