

CAC Monthly Meeting | Thursday, May 21, 2020 | 11:00 AM (E.S.T.)
(Clearinghouse Advisory Committee)

Attendance:

Melvina Allen	Drew Clark	Nicholas Coughlin	Dany Couillard
Jason DeGraf	Kalyn Gomez	Tom King	Audrey Lawson
Carmen Martorana	Debbie Meise	James Mutch	Megan Powers
Rodney Richard	Alicia Ruiz	Lauri Smith	

Absent: Ron Hester, Heidi Durbin, Monica Halstead

Minutes – April 16, 2020 meeting.

Jamie Mutch motioned to approve minutes with minor changes. Seconded by Lauri Smith.

CAC Membership:

Melvina Allen has volunteered to be 1st Vice Chair.

Drew Clark has volunteered to be 2nd Vice Chair.

IFTA, Inc. Board Update – Dany / Rodney:

Board met for the Q2 update on April 28-29 by way of teleconference with a condensed agenda. Discussion on the potential impact of COVID-19 were held with board members and jurisdictions.

The migration to Office 365 is pretty much complete and the move to the cloud allows for the removal of four of the servers and the associated costs. The office move is nearly complete and there is work being done to trademark IFTA's new logo / name.

Discussion were held on the 2 ballots for the next ABM (1 for the Attorney committee and 1 for the membership votes count). An update on the quarterly financial statements was presented. IFTA is doing very well compared to budget with improvements made on expense tracking and reporting to determine true cost of meeting / activities expenses. The balanced budget will be presented at the ABM.

Board will reconvene to make final decision on how the ABM will happen (in person / virtual / mixture of the two) based on the survey sent to jurisdictions regarding travel bans / restrictions. Discussion were held on the approval of the final version of the bylaw which will be presented at ABM. The IRP ABM was cancelled and they are having a board meeting to determine the next steps.

Funds Netting – Jason:

Fund netting will happen on next Tuesday with results for the last 3 months.

Funds Netting Calendar for 2021 – Kalyn:

The Funds Netting Calendar for 2021 has to be updated to correct an error in October 2021 which is off by a single day. The revised version will have to be approved by the board and will be removed from the IFTA, Inc. site until it is corrected.

Volunteer for LEC Joint Charge – Kalyn:

The Demographics Sub-Committee will coordinate with Dave on the LEC Joint Charge to document the difficulties encountered by Law Enforcement Officers and create a report explaining the difficulties and proposing solutions.

IFTA CAC Board Charge Update – Kalyn:

- Training – Feedback from various users stated there were no issues with the information itself but they found said the website was difficult to navigate. Recommend a new tab for “TRAINING”.
- PHP vs .NET Core –Carmen will forward the completed document to the Board.
- Validation of Data - Transmittal subcommittee will look at this item.

Quality Control Sub-Committee Transmittal Update – Megan:

No update / new information to present.

Quality Control Sub-Committee Demographic Update – Ron:

No update / new information to present.

CAC Action Plan for 2020 – Chris:

A poll of the Committee members was conducted to see if there is an ability to travel. Everyone indicated that for the near future, there would be no lifting of travel restrictions. Not likely to have a face-to-face meeting anytime soon.

Effect on Surcharge Rows on FHWA Form 551M Update – Jason:

The following jurisdictions have fixed the surcharge issue.
CA, CT, KS, KY, MD, MI, NH, NV, OH

The following Jurisdictions have *not* fixed the surcharge issue.
DE, ME, MN, NC, RI, SD, WY

New Business / Open Discussion:

Jason had a question on when Audit Reports are posted to the Clearinghouse. If there is a change to the Total Due in the Audit Report, should there be a corresponding Line Detail in Transmittals? Kalyn will ask Rich to get an answer.

A quick poll was conducted to verify the members on each Sub-Committee. Audrey and Nicholas were assigned to the Demographic Sub-Committee.

Next CAC Call:

June 18, 2020

Motion to adjourn: Drew Clark Motion seconded: Megan Powers

Meeting Minutes recorded by Nicholas Coughlin