

**CAC Monthly Meeting** | Thursday, September 19, 2019 | 11:00 AM (E.S.T.)  
(Clearinghouse Advisory Committee)

**Attendance:**

Chris Keil	Melvina Allen	Jennifer Blumhagen
Heidi Durbin	Bettina Naylor	Kalyn Gomez
Lauri Smith	Alicia Ruiz	Monica Halstead- IFTA, Inc.
Jason Degraf- IFTA, Inc.	Tom King- IFTA, Inc.	Craig Lyon
Monique Williams		

**Absent:**

Rodney Richard  
Ron Hester

**Minutes:**

Melvina Allen motion to approve minutes from the 08/22/19 meeting.  
Seconded by Monique Williams

**IFTA, Inc. Board Update:**

Craig provided the board report. A decision was made on the executive director. Carmen Martorana (NY) was announced as the executive director. At the upcoming board meeting, the Transmittal best guide should be approved.

**CAC Membership:**

The CAC welcomed two new members, Alicia Ruiz (CA) and Lauri Smith (MA). There is one position still open for the Northeast.

**Funds Netting:**

U.S. Funds were \$93,369,692.39

Canadian funds were \$2,986,656.69

Jason did state that there was an issue with a filing version code. A jurisdiction was sending **U** instead of **UC** for Uncollectible. The jurisdiction has been contacted and they will make the necessary changes.

**Update of Presentation Managers/LE Workshop in 2019**

Workshop went very well. Chris participated in the IRP Data Quality presentation. Chris and Melvina did a short presentation on the CAC data quality initiatives.

**Quality Control Sub-Committee Update**

The committee agreed to split up into two groups: Transmittal sub-committee and Demographics sub-committee. Alicia has volunteered to lead the Transmittal sub-committee and Bettina possibly lead the Demographic sub-committee.

**Clearinghouse Best Business Practices Committee Update:**

The final revision to the Transmittal Best Practice Guide will be sent to the Board for approval. The guide will need to be in a PDF version before being published. Bettina and Jason will be the leads for any updates to the guide.

**CAC Action Plan:**

The action plan has not been updated. We need to determine the priorities in the action plan. Action plan items will be worked on in each sub-committee group. Chris will get with Monica to determine what group will handle what.

**IFTA Ballot FTBP #01-2019:**

The IFTA ballot is open for second comment period

**Clearinghouse Access Agreement:**

There were some questions from jurisdictions regarding how the information on the Clearinghouse can be used. There was also interest in being able to cross check data with other jurisdictions.

**FMCA Safer Project to convert to IFTA status codes:**

This change will officially go into effect October 20<sup>th</sup>, 2019.

**New Business:**

There was no new business to discuss.

**Action Item:**

Reach out to Chris for which sub-committee to be on.

**Next CAC Call:**

October 17, 2019

Minute Taker: Kalyn Gomez

Motion to adjourn: Kalyn- 2<sup>nd</sup> Bettina