

CAC Monthly Meeting | Thursday, July 18th, 2019 | 11:00 AM (E.S.T.)
(Clearinghouse Advisory Committee)

Attendance:

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|------------------|-----------------|
| Chris Keil | Kalyn Gomez |
| Jason DeGraf | Rodney Richard |
| Heidi Durbin | Monica Halstead |
| Monique Williams | Timothy Green |
| Bettina Naylor | |

Unable to Attend:

Ron Hester Melvina Allen Jennifer Blumhagen

Minutes

Minor adjustments were made by Chris Keil to prior month's meeting including updating the motion to adjourn being done by Ron Hester and the seconded by Timothy Green. Kalyn Gomez was reported twice under the attendance section and one was removed. A motion to approve the minutes was done by Kalyn and Tim seconded.

IFTA, Inc. Board Update

Rodney communicated that the Board is actively working on the 2019 IFTA Annual Business Meeting (ABM), including presentations. He mentioned that in last month's CAC meeting we were working towards the Board reviewing the Best Practices Guide for the Transmittals process. Rodney mentioned that he discussed with Chris on yesterday if the BPG was something that the CAC would like to be approved during the board meeting before the ABM but it looked like the Board would not be able to complete this task during this time.

CAC Membership

Chris Keil communicated that she has updated the action plan with notes after last month's meeting. Chris reached out to Debbie Meise at IFTA, Inc. regarding the template that goes out to jurisdictions. Debbie emailed the Northeastern and Canadian regions the new vacancy format email on 6/21/19. As of this call neither Chris nor Monica have received any communication from anyone.

Chris asked Monica for suggestions on next steps since there was no response thus far. Monica communicated that we could leverage this effort during the CAC outreach plans at the ABM. Monica suggested that we share what the CAC is currently working on to all the IFTA Commissioners at the ABM and ask if anyone has team members that can assist our subcommittee.

Monique suggested that the two vacancies and need for committee members be mentioned in the regional breakout sessions during the ABM.

There are currently two vacancies on the CAC:

- One in the Canadian Region – due to Marc Walker terming out
- One in the Northeast Region – due to Gary Hinkley terming out

Chris asked should we advertise the vacancies to all regions? Monica suggested we reach out specifically to these regions and see if there is a response at the ABM. If not, it would not hurt to have a list of volunteers for future vacancies. Monica and Chris decided to utilize the ABM

breakout sessions for the Clearinghouse to solicit new membership to the meeting. Chris thinks that we will be busy in the upcoming year regarding strategic planning and feels there is a need to have more members join the committee.

Funds Netting Update

Jason stated \$ 22,759,305.58 USD and 1,259,633.63 CDN was processed through the Clearinghouse last month. There are also no major issues to report for this month.

Monica added that IFTA, Inc. is on pace to exceed \$500 million in transmittal dollars for this year. We're more than halfway there and that will be the highest it has ever been in any other year in the past.

Quality Control Sub-Committee Update

Tim confirmed that the sub-committee did not have a meeting this month due to schedule conflicts. He also communicated that he and Chris were going to start working on the presentation for the ABM meeting, recycling what Ron Hester has done in previous presentations.

Chris confirmed that she and Monica will need to bring Tim up to speed on conversations held on yesterday regarding the ABM presentation.

Monica confirmed that Trent Knoles from Illinois will be a part of the Clearinghouse breakout. She also mentioned the state of Indiana has some mathematical congruencies that were discovered and need to be reviewed and she worked with Jason to review.

Monica also confirmed that the timeline for presentation preparation will happen this week. She confirmed that several conference calls will occur next week to prepare for this. She confirmed that Trent, Antoinette, and Craig will be apart of the Clearinghouse breakout session.

Chris confirmed that Tim will not be able to attend the ABM meeting and she will do the CAC committee updates at the ABM meeting and asked Monica to add Monique to the breakout sessions as well.

Chris also mentioned coordinating with Cindy Swanson from the Law Enforcement Committee to partner on a joint presentation for the IFTA/IRP Manager Meeting coming up in September 2019 on next week. Tim will not be attending this meeting. Chris and Melvina will be attending this conference.

Clearinghouse Best Business Practices Guide

The guide will not be approved during the 2019 ABM, but Chris is confident it will be approved at the October 2019 IFTA, Inc. Board Meeting and available to the jurisdictions shortly afterwards.

Jason agreed to review some of the screenshots that are part of the guide. He suggested we keep the guide that has been presented to the Board as is and make updates as needed afterwards. Chris and Bettina agreed.

Bettina asked one follow-up question regarding the upload guide and whether it was updated. Jason confirmed that he will double check to confirm and follow up on this action item.

CAC Action Plan

- It was decided that no Face to Face meeting in 2019 would be requested due to awaiting directions from Board from Strategic Plan initiative.
- Will be discussing the Access agreement
- Focusing on revisiting and reviewing the transmittal data currently in the Clearinghouse
- Funds Netting Process feedback due to Bettina can now be marked completed.
- Future webinar training
- Develop quiz for each region and state
- Chris and copied and pasted the items received from Monica regarding the strategic plan that the CAC will be involved in
- Funds Netting Calendar deadlines – 2021 should be up for review. 2020 was done during the last year's face to face meeting
 - New action item added: Communicate 2020 calendar changes

Update of Upcoming Presentations for IFTA Meetings

Discussed in previous dialogue during the conference call. We have both the IFTA ABM and Manager's Workshop coming up over the next few weeks.

IFTA Ballot FTBP #01-2019- Proposed additions to Annual Reporting requirements

There are no changes in comments on this ballot.

Clearinghouse Access Agreement

Chris confirmed Ron Hester volunteered himself to take the lead on the access agreement update. Monica confirmed that Quebec needs about a year in order to get this run through their Parliamentary system and that the signing date will not work for Quebec's system, so it needs to be tweaked some.

Monica confirmed that Quebec had good change suggestions and we will need to provide a revised document to them by the beginning of September that it will remain as it is. Monica identified on the signature issue being an item that needs to be fixed. She will work on Ron on this agreement.

New Business

Chris and Jason attend monthly calls with the Federal Motor Carrier Association. They are currently trying to transition for their current 9 codes for IFTA to our 4 codes (Active, Cancelled, Revoked, Suspended)

Jason confirmed that this association is currently looking at two things:

- Taxpayer status (mentioned above)
- New field that the Clearinghouse doesn't collect, which is the expiration date for a demographic record

IFTA, Inc. doesn't require the expiration date. Since SAFER is making this a mandatory field then that data for those 4 jurisdictions will not make it into SAFER. Jason confirmed that 3 of the 4 jurisdictions responded. 2 of them, California and North Carolina, do not collect the expiration date. He is still waiting on responses from New Hampshire and did not Nevada. Kalyn confirmed that she still waiting to receive a response on behalf of Nevada.

SAFER is asking all jurisdictions to add the expiration date field. FMCA wants to make this conversion in two months. They are looking to data mine. SAFER did not reach out to the 4 jurisdictions directly. This change may require major system changes to IT systems in each jurisdiction.

Jason communicated that there a lot of records in the Clearinghouse that have not had a status change since 2014 or 2015. Chris found some records from the state of Pennsylvania that haven't been updated since 1974. Chris communicated the practice that all records should expire at year end and this is how her IT system is programmed.

Chris mentioned that FMCA keeps tracks of who's joining calls and participating on the conference calls. She feels SAFER will have to reach out to all jurisdictions to meet this compliance requirement they are seeking out. IFTA, Inc. will have to clean up our current data as a part of this initiative.

Jason communicated that he informed SAFER that IFTA, Inc. will need at least a year to implement this field. Chris stated that law enforcement is looking at the expiration date a lot of times in certain jurisdictions which is driving SAFER to require this info.

Chris mentioned she would keep everyone up to date on this item. Jason also suggested that the Quality Control sub-committee should take a look at the current clearinghouse data, specifically those with really old dates. Chris thought this would be a really good project for the subcommittee to work on.

The report Chris and Jason reviewed was in the Demographics portal under All Actives. Jason communicated that you can get this list by choosing the *Active* taxpayer status. You can also filter with the status date/update date and the create date.

Next Meeting

August 22, 2019, 11:00 EST

Meeting minutes taken by Monique Williams

Meeting adjourned at 11:56 am

Next minute taker: Bettina Naylor