

IFTA / CAC Teleconference Call | Tuesday, October 25, 2016 | 2:00 PM (E.S.T.)
(Clearinghouse Advisory Committee)

Attendance:

Amanda Koeller	Trishawn Bell	Monique Williams	Brenda Wells
Marc Walker	Chris Keil	Kalyn Gomez	Debbie Miese
Jason DeGraf	Cindy Arnold	Ron Hester	

Unable to Attend:

Amber Schuh	Bettina Naylor	Sherry Conrad
Melvina Allen	Garry Hinkley	Lonette Turner

Ron opened up the meeting by welcoming everyone to the monthly call.

Minutes were sent out with minor changes. Changes were verified.

Motion to approve minutes by Marc and second by Trishawn. Minutes approved with the changes.

Committee Vacancies & Current Sub-Committee Assignments

There is still one vacancy in the North East region. Ron stated that a person has been identified and we're waiting on them to complete the CAC form and submit for review and approval.

IFTA, Inc. Board Meeting Update

Cindy provided an update to the committee on the recent IFTA, Inc. board meeting. She stated that the board continued working on the strategic plan for IFTA, Inc. She also confirmed that the proposal for the CAC to have a face to face meeting was both submitted and approved by the Board. Cindy also mentioned a few other topics that were discussed during the board meeting related to the CAC. One was non-IFTA fuel line items going into the Clearinghouse. A second was feedback from the CAC breakout session at the Annual Business Meeting (ABM). She stated that the breakout session was received well by attendees at ABM based on survey feedback.

CAC Face to Face Meeting

Ron reiterated Cindy's confirmation of the IFTA, Inc. board approving the CAC to have a face to face meeting in first quarter 2017. An email was sent out to all CAC members on yesterday regarding this approval. He also stated that he sent the submitted proposal for this meeting to all CAC members. The proposal included the objective and key deliverables of the meeting as well as a draft of the agenda. Ron opened the call up for questions on the meeting plan and members had any. He also asked that members email him directly if they had questions to arise.

Action Item:

Ron would like to set up a planning call for the face to face meeting to establish a starting point. He mentioned that Brenda, Marc, and Bettina would need to be a part of this call. He also mentioned that we should all start thinking about takeaways that we want from the face to face meeting. The IFTA, Inc board will need tangible items as a result of this meeting. He also suggested that we look at splitting the CAC into 2 groups for the face to face meeting to work on specific items. He will work on setting up a call for this in the upcoming weeks.

Ron also talked briefly about the lengthy process for the face to face meeting to take place and would like for the CAC to solidify dates quickly. He requested that everyone who hasn't responded to the preferred dates email do so as soon as possible.

Ron confirmed that the face to face meeting will be fully funded by IFTA, Inc. This will include a 3 night stay at hotel, 1 of the 3 days devoted to travel to and from. It will also include airfare and per diem rates for meals. Everyone will hear from Tammy Trinker regarding travel arrangements.

Funds Netting (estimates) – USD \$ 20,286,405 CAD \$ 799,117

Amanda stated that Manitoba paid in late due to miscommunication and were off by 3 cents. Fortunately, JP Morgan covered the 3 cent difference. Manitoba was able to pay in the 3 cents and get the IFTA, Inc. back to a zero balance.

Amanda also stated that the 2018 Funds Netting Calendar was voted in by the IFTA, Inc. Board at their recent meeting. She also mentioned that the Board is looking at the CAC approving the funds netting calendar in the future.

ABM Break- Out Sessions Update – Next Steps Update

Marc stated that there were a few items (4,5,6, 15, etc.) that need to be discussed. He suggested that these items be discussed during our face to face meeting. One area to also cover is the adding a license to the reports in the Clearinghouse. Overall, the list should be reviewed in its entirety.

Action Item:

Marc will send out the full list of items to all CAC members. Ron asked that everyone review these items and prepare to discuss on next month's call.

Quality Control Sub Committee

Brenda provided an update regarding their most recent meeting. The subcommittee met on 10/6/16. They've received pretty good responses from the 9 jurisdictions that were contacted regarding Clearinghouse errors. 1 of the 9, Alabama, has resolved their issues. Other jurisdictions have responded that they were working toward resolutions including New York, North Dakota, Louisiana. Marc heard from Saskatchewan and they requested that we prioritize for them how quickly the errors should be resolved. Jason confirmed that Louisiana has since cleared up their data and can be removed from the list.

Brenda stated that they also discussed what constitutes a duplicate during their last meeting. She has since passed the discussion notes on to Ron and Garry for review and feedback. Ron offered a response back thus far.

Brenda also stated that jurisdictions are now receiving the Clearinghouse data error alerts by email daily. The current jurisdictions receiving them are Georgia, Idaho, Illinois, Minnesota, North Carolina, New Mexico, Utah, West Virginia and Wisconsin.

Brenda will provide definitions of duplicates to Bettina to include in the Best Practices Guide. She stated that she will be preparing for the next round of review.

Jason opened up the call for discussion around when we will start not accepting uploads due to bad data. He has been receiving calls from jurisdictions asking this question. He stated that the CAC will ultimately be the group that decides when and if this happens.

There was further, heavy discussion on this on the call. A few items discussed were:

- Will we reject only the line items causing the issue or reject the entire demographic upload file?
- Is the rejection process a necessary step for jurisdictions to get the issue prioritized within their organization?
- What is the recourse if jurisdictions continue to upload bad data?
- What happens if jurisdictions push back on submitting data at all?
- Should receiving the correct data be the priority right now before the July 2017 agreement change?
- Can we see the agreement change regarding Clearinghouse uploads for July 2017 to review?
- What happens if we decide to reject upload files and the jurisdictions gets cited/fined during their program review?
- Is bad data better than no data OR no data better than bad data?

Amanda suggested that the CAC create a solid timeline of how we will handle the upload data. One suggestion she had was to send out a letter in February 2017 to all jurisdictions to give them an extra push. Jason stated that he thinks jurisdictions will work to address both the bad data and full upload requirement more toward the July 2017 deadline versus before.

Action Items:

1. *Ron stated that we create a clear, communication strategy for all of the changes that are forthcoming and the requirements and expectations for the Clearinghouse going forward to all jurisdictions. He stated that jurisdictions get upset and confused when they're now aware and prepared for changes that arise.*
2. *Ron asked that all Quality Control subcommittee members review the agreement regarding impacts on uploads and prepare to discuss during their next call.*
3. *Ron would like to hear from each CAC member on the next monthly call regarding how to handle the uploaded data from jurisdictions.*

Cindy stated that the IFTA, Inc. Board would like not expect the CAC to make a decision on the final protocol for accepting and rejecting upload data. Amanda and Jason also supported this statement and said that the CAC's suggestions would weigh heavy on decisions made but ultimately the Board's decision. Ron opened up the call for any other questions on the aforementioned topics.

Ron stated that we should make a decision as soon as possible on what direction we want to move in. He asked the members if anyone recommend that a decision be made on today's call and no one thought so.

Brenda will schedule the next Quality Control Subcommittee call and add the upload data discussion to their meeting agenda.

Best Practices Sub Committee

No updates from Best Practices Sub Committee.

Electronic Credentialing Work Group

No updates from Electronic Credentialing Work Group.

SAFER

No updates on SAFER.

New Business

No new business.

Ron reminded everyone to submit their selections for travel dates for the face to face meeting if you haven't already done so. Please complete and submit the spreadsheet that he provided.

Next Meeting –November 17th, 2016 at 11AM EST, next minute taker – Kalyn Gomez

Meeting adjourned at 2:58 PM EST

Meeting minutes taken by Monique Williams