

IFTA / CAC Teleconference Call | Thursday, July 20, 2017, 2017 | 11:00 AM (E.S.T.)
(Clearinghouse Advisory Committee)

Attendance:

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|------------------------------|------------------|---------------------------|
| Ron Hester | Marc Walker | Jason DeGraf (IFTA, Inc.) |
| Cindy Arnold (Board Liaison) | Monique Williams | Kaylyn Gomez |
| Chris Keil | Melvina Allen | John Szilagyi |
| Rick Taylor (Board Liaison) | | |

Unable to Attend:

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| Amanda Koeller (IFTA, Inc.) | Amber Shuh | Brenda Wells |
| Bettina Naylor | Trishawn Bell | |

Review of May minutes

Ron asked committee to review minutes. Monique noted Cindy Arnold showed both attending and not attending meeting. Cindy identified one change under the ABM Update section. It was first sentence that stated "Ron stated at the ABM *his* has" which should be changed to "*he* has". Ron stated he would get the changes made. Motion to approve the minutes with the changes was made by Kaylyn Gomez and seconded by John Szilagyi.

Ron stated that he would upload the revised minutes to the IFTA CAC Message Board.

Board Update

The Board is getting ready for the 2017 IFTA Annual Business Meeting. There has been some discussion on the sale of the IFTA, Inc. building but no major updates on anything.

Funds Netting

Ron provided updates received from Amanda stating funds netting last month went smooth. Traditionally issues occur during the month of July with funds netting, but did not happen this year. \$22,248,614.03 in US funds and \$1,306,588.53 in Canadian funds. All funds were paid on time.

This will also be the first upload Oklahoma has been involved with as a full member.

Annual Business Meeting (ABM) Update

Ron stated that the 2017 ABM will be held the first full week of August. Ron has been asked to be on a panel with 2 other IFTA committee chairs to discuss what's been happening with the CAC since last year at the ABM. Ron mentioned he would like to talk about the activities we currently have going in within the committee along with the Best Practices Guide, quality contact with all of the jurisdictions, and the quality control subcommittee work.

Ron also wants to introduce the jurisdiction contact list to the IFTA Community so that the jurisdictions know who to contact for any Clearinghouse issues. Ron stated that he will be sending out a PowerPoint to the committee for review and feedback before the ABM. He asked if everyone could give him a quick turnaround on responding to feedback on the PowerPoint presentation.

Ron also polled the committee to confirm who would be attending. John, Chris, and Monique confirmed that they will be attending the ABM meeting.

CAC Face to Face Meeting – Action Items/Next Steps

Marc referenced the CAC Breakout Task List that was attached to this meeting's agenda and the action items listed on it. He confirmed that items 1, 2, and 5 are completed. Item 6 is still pending, and item 7 Jason will forward to the CAC as needed.

Marc mentioned a current issue with the state of Wisconsin. He asked the committee if we should wait to escalate issues to the PCRC committee. John responded as a past member of the PCRC and advised if we see continuous (longer than a week) where the issue still exists, then to escalate it to the PCRC. He also suggested that if it's just a few days, just reach out to the jurisdiction to inform them that they should fix it. Jason confirmed that he contacted Wisconsin this morning regarding their issue.

Jason mentioned the 10 day rule in the manual that states you have to inform jurisdictions. He also stated that he has been and will continue to email Debbie at IFTA, Inc. when jurisdiction issues arise.

Jason asked that the committee contact him with any jurisdiction issues unless they are way beyond the period of correcting their data. Ron asked that the CAC continue to monitor data correction ongoing to identify issues and trends.

Marc stated that Item 8 was completed by Jason regarding report usage data. He asked that the committee continue to monitor this usage. Jason will get an updated report to the committee today. Item 10 is completed. Item 14 is in progress and Item 15 is progress. Ron confirmed that the contact list is almost completed. Item 18 is still in progress as well.

IFTA News

Ron thanked Monique organizing the CAC News write ups. Ron asked if anyone had any ideas for the news, to please give them to Monique. Monique asked that if any committee members have ideas on items to go into the monthly newsletter, to email them to her. She also communicated the deadline to submit to IFTA, Inc. every month is the 10th.

Ron stated that he will also be mentioning the CAC News at the ABM meeting next week.

Quality Control Sub-Committee Update

Marc confirmed that there have been no data errors recently. Wisconsin ended up with a data error this morning. The sub-committee had a meeting on 7/10/17 and it went good. During this meeting, they discussed current issues, one being with the state of West Virginia.

Marc confirmed what the sub-committee is currently trying to do next. Marc also ran the Participation and Update report and emailed to the committee for the conference call. He went over a few items in the report, including highlighted fields and determining where the jurisdiction has an issue and should be contacted.

There was a lot of discussion of the Update Date column where dates were very old from some jurisdictions. There was also heavy discussion on the Status Date vs. the Update Date and if they are being reported correctly. Jason suggested that some jurisdictions may not be using these fields correctly.

Marc then moved over to the Blank Names tab in the same spreadsheet to discuss 10 accounts that did not have a required name in their upload. Marc stated that Florida has a large amount of accounts with issue. Jason stated that Florida has been doing this since Day 1. Marc then moved to the Dates tab where status dates were in 2018 and others were very old. He wanted to bring this information to the committee's attention to address in the near future and not let issues linger.

Ron suggested that the committee create and keep a tracking record/log on who the committee is contacting and the results of the contact. He also suggested we keep this log on the IFTA website on the committee page. Marc confirmed that Amanda is currently keeping track of who the committee is contacting. Ron asked that if anyone has ideas for this, to bring them up.

Clearinghouse Best Business Practices Document

Bettina was not able to attend the call today. Ron stated that he needs to touch base with Bettina to determine where we are with the best practices document and if we're ready to send to the IFTA Board. Ron asked the board members on the phone if the Best Practices needs to approve. Rick stated that they will take the document in front of the Board. Ron stated that he will get the document to the board once discussing with Bettina.

The next project for the Best Practices subcommittee is the Transmittals Best Practices guide.

Ron thanked everyone who worked on this project and stated many people will benefit from the guide. It will help newcomers to IFTA tremendously.

CAC Charter

Ron reminded everyone on the committee to take a look at the charter. We may need to update certain aspects of the charter. Ron received comments from John and also had a few of his own. One item that we are looking to add to the charter is to have a Second Vice Chair to ensure we have a good succession plan in place. Ron stated that other committees such as Law Enforcement are moving in the same direction.

Ron asked that we devote some time to the charter during our next monthly call. He would like to go through the charter section by section on our next call. Ron asked that all committee members spend some time looking over the charter before our next call. He also thanked John and others for their feedback thus far.

Ron also opened the call up to questions regarding the charter. No questions were asked. Marc did state that he didn't know where to start with it.

Actions Items & Next Month's Meeting

The next CAC Call will be on August 17, 2017 at 11:00 AM (E.S.T). Ron also polled the committee to see if this date was a good date. Received positive feedback. The next meeting minute taker will be Trishawn Bell or Brenda Wells.

Ron is planning to provide updates from the ABM on the next call.

Ron confirmed the following action items:

1. Get the meeting minutes corrected from June's meeting notes and submit to IFTA, Inc. for posting.
2. Contact Bettina regarding the Best Practices Demographic Guide to confirm that we are ready to send the document to the IFTA, Inc. Board and will submit to Cindy for board review
3. Email PowerPoint presentation for the ABM to the committee for feedback

Meeting adjourned at 11:49 AM.

Meeting minutes taken by Monique Williams