

Electronic Recording Technology Board (ERTB) Minutes

December 23, 2016
9:00 a.m.
Colorado Secretary of State,
Teleconference

Meeting Called by: Matt Crane, Chairman

Type of meeting: Board Meeting

Note taker: Pam Anderson

Attendees:

Board Members present on call: Matt Crane, Gary Zimmerman, Sheila Reiner, Debra Johnson, Susan Corliss, Scott Stuckey, Gilbert Ortiz;

Minutes

Meeting was held by teleconference and called to order at 9:00 a.m. Chairman Crane asked Pam Anderson to take the roll. Boardmembers Matt Crane, Gary Zimmerman, Sheila Reiner, Debra Johnson, Susan Corliss, Scott Stuckey, and Gilbert Ortiz were present; Board Members Gary Leece and Sam Starritt were absent.

Agenda Item 1.

Approval of the Minutes

Presenter: Matt Crane

Motion by Boardmember Reiner to approve the minutes of November 18, 2016 as amended; **Seconded** by Board member Stuckey; Motion passed unanimously. **Vote: 7-0 in favor.**

Agenda Item 2.

Treasurer's Report

Presenters: Gary Zimmerman

Board member Zimmerman presented the Treasurer's Report and updated the Board on the remittance process. The account is set up and will be live in advance of the first remittals in late February. There is some formal finalization of documentation with the State Treasurer and the State Controller to be completed. There was discussion on the remittance communication document. Board member Zimmerman will update the document to indicate a contact for unexpected remittance issues and for remittance documentation to be emailed in the interim to CCCAExecutiveDirector@gmail.com

The Board discussed the draft financial policy document and consensus on approval for editing on the topics of expense reimbursement, meals reimbursement and financial reporting. Board member Zimmerman will make the final edits to present for final approval at a future meeting. There was Board consensus on approval of the format for the financial reports pending final review of the first reports in February.

The Board discussed retention of an accounting firm. Board member Zimmerman stated that services can be retained through direct procurement if the cost falls under \$25,000.

Motion by Board member Stuckey to direct Interim Director Pam Anderson to contact Anton, Collins, Mitchell, LLC for a proposal; **Seconded** by Board member Ortiz; **Vote: 7-0 in favor.**

The Board discussed the final template for the 2017 Budget.

Motion by Board member Zimmerman to approve the 2017 Budget; **Seconded** by Board member Corliss; **Vote: 7-0 in favor.**

ACTION ITEMS	Person Responsible	Due Date
√ Update the remittance document and financial policy document and send to Pam Anderson. Pam Anderson will send the remittance document to all counties	Gary Zimmerman Pam Anderson	Immediate
√ Request a proposal for accounting services from Anton, Collins and Mitchell, LLC	Pam Anderson	ASAP
√ Post approved minutes and 2017 Budget on the ERT Board webpage.	Pam Anderson Chris Johnson	ASAP

Agenda Item 3.

**Old Business
Anderson**

Presenter: Matt Crane & Pam

The Board discussed future meetings and makeup of the subcommittees. Subcommittee meetings will be scheduled for the Grant Administration Subcommittee, RFP Subcommittee, and Enterprise Administration Subcommittee the morning of January 27th, 2017. Chairman Matt Crane has asked that the subcommittees select a chair and discuss future agenda items for the work of the subcommittees. The membership of the RFP subcommittee was clarified as Debra Johnson, Scott Stuckey, and Gary Leece. Gilbert Ortiz and Susan Corliss are joining the subcommittee.

Ms. Anderson updated the Board on implementation of the new fee. Reminders for implementation and communication have been distributed. There have been a few inquiries and clarifications on the fees; however, the industry stakeholders report good results with the frequently asked questions document (FAQ). There will be a bridge call hosted by Denver County for support for counties on January 1, 2017. Denver County hosted a implementation status call with the recording software providers for Colorado and no issues were reported. All vendors are actively working with their respective clients and did not foresee any issues.

Action Items	Person Responsible	Due Date
√ Create a subcommittee chart, distribute to Board and post on website	Pam Anderson	ASAP

Agenda Item 5.

New Business

Matt Crane

Next meeting date: Telephonic meeting on Friday, February 3, 2017.

Meeting was adjourned at **9:57 a.m.**