

Data Exchange/E-Filing Grant Meeting

MINUTES

DECEMBER 14 2006

2:00- 4:00 P.M.

SCAO - DENVER WEST

TYPE OF MEETING	Steering Committee Meeting
FACILITATOR	Dan Welch & Maureen Leif
NOTE TAKER	Maureen
ATTENDEES	Maureen Leif, Alicia Davis, Danielle Stecco, John Bernhart, Craig Goellner, Curtis Rose, Richard Moore, Nancy Lawson, Debbie Moss, Ron Ozga, Chris Kain, Tracy Harbo, Larry Desbien, Diane Degenhart, Cathi Walker, Betty Strobel, Dan Welch, Cindy Vigesaa, Chris Voisinet

Agenda topics

UPDATE STEERING COMMITTEE

MAUREEN

DISCUSSION	Maureen updated the group that per our meeting in October, it was suggested that we attempt to add some judicial officers that deal with child support issues, therefore, in addition to Judge Peter Weird from Jefferson County, Magistrate Chris Voisinet from Jeff Co had joined and Magistrate Betty Strobel from Weld County had joined the Steering Committee.	
CONCLUSIONS	Our Steering Committee Membership Rooster is complete at this point.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

UPDATE ON CSE USERS GROUPS

CHRIS & CURTIS

DISCUSSION	<p>A brief overview was given by Chris regarding his recent site visits to both Jefferson and Weld Counties and his findings/observations. He went on the visits because he said he was trying to get educated on APA and to get the ideas flowing. He noticed that everyone has a very different ideas out what the Grant is all about and most thought involved Lexis Nexis file & Serve- including scanning. He thinks that we have to be very thoughtful of our marketing on this Grant to ensure that people understand what it is about. He has gathered a lot of good ideas from the Users that he has met with.</p> <p>CSE has put together their users group, and Maureen e-mailed that out to the Steering Committee along with the judicial users group list.</p> <p>Dan updated the group that 3 bids went out for the vendor to do a needs assessment and that process will begin some time after the Chartering Session on 1.11.07.</p> <p>Dan also gave a brief description of the budget and how the match works, and how the money is spread through the three years of the grant. He also talked about the status, and how we are not able to spend the money yet. Diane said that we should have the money any day now.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

UPDATE ON JUDICIAL USERS GROUP

MAUREEN

DISCUSSION	Maureen put together the Judicial Users group- matches the CSE Users Groups with 2 Users from Jeff. Co and 2 from Weld County. List of names and contacts was e-mailed to group. Group is enthusiastic and excited and everyone is planning on making it to the Chartering Session.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

UPDATE ON 1/11/07 CHARTERING SESSION CURTIS & CHRIS

DISCUSSION	Curtis and Chris are going to co-facilitate the Chartering Session. They gave some detail about Agile Project Management and how they intend to run the meeting. It's scheduled for all day on 1/11/07 at the Daniels Fund. They gave a handout that helps demonstrated the "vision box" and "elevator speech" test. They explained that the first part of the session might be used getting the group educated on APA, so Cindy V. is going to do a brief presentation on the CS side of APA. Maureen is going to arrange to have someone from Judicial do a similar presentation on the Judicial side of APA.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Arrange to have Judicial preso at Chartering Session	Maureen	1/11/07	

ACTION PLAN GROUP

DISCUSSION	<p>Name of Grant- Group discussed the name and what the Steering Committee believes it should entail. Some ideas were thrown out: "link" – "partner" "match" "real time"- exchanges "relay"</p> <p>The group also went through a brainstorming exercise to discuss what it would like to see out of the Grant.</p> <p>Cathi Walker – resolve the issue of request from other states and in state CSE Offices for certified copies of orders.</p> <p>Betty Strobel- summary page- somewhat like SANCA, including the pertinent info that is easy to read and on one page, not have to scroll through ROA (Registry of Actions). "ROA in english". She would like to see info like – date and amounts of cs orders, arrears calculation, and paternity information. People discussed a standardized Summary page that would look the same across the State. Printable, so it could be given to pro se parties.</p> <p>"Paper on Demand" was discussed. Reliability and Storage and Retrieval of Information was discussed.</p> <p>It was decided that Ron would give a short description of SANCA and show the screens from SANCA at the next Steering Committee meeting, it is very helpful to see</p>
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what this may look like.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Need snazzy new name for grant	Group	After 1/11/07
Presentation on SANCA	Ron	January 18th
Update Brochure	Maureen	Anytime After 1/11/07
Update from Chartering Session	Curtis & Chris	January 18th
RRP/Needs Assessment	Dan Welch	January 18th
Meeting Room for 2/15/07	Danielle	

OTHER	Maureen will send out copies of the minutes
NEXT MEETING	January Charter Session: January 11, 2007 from 9:00 a.m. – 4:00 p.m @ Daniels Fund. January Steering Committee Meeting: January 18, 2007 2:00- 4:00 p.m. at DHS ((This meeting will include a brief preso from Ron on SANCA and report from Chris & Curtis and others regarding the Chartering Session)) February Steering Committee Meeting: February 15 th 2:00-4:00 p.m. at Denver West March 15 th 2:00- 4:00 p.m.