



# Minutes

<b>Name:</b>	Colorado DRIVES County RC&I Sub-Committee		
<b>Meeting Date:</b>	January 9, 2019	<b>Organizer:</b>	Chris Hochmuth
<b>Meeting Time:</b>	1:30 pm – 3:30 pm	<b>Location:</b>	<b>Go To Meeting</b> 1 (872) 240-3412 Access Code – 264-104-285  <a href="https://global.gotomeeting.com/join/264104285">https://global.gotomeeting.com/join/264104285</a>

## Purpose of Meeting

TBD

## Attendance

<u>Member</u>	<u>Organization</u>	√	<u>Member</u>	<u>Organization</u>	√
Pam Nielsen Chair	Larimer County	√	Jason Salazar Co-Chair	Denver County	√
Diana Hall	Boulder County	√	Tasha Gomez	Elbert	√
Sheri Davis	Douglas County	√	Nicole Jaramillo	Alamosa County	√
Lauren Silva	DOR-VSS	√	Eric Shannon	DOR-Controller	√
Cindi Wika	OIT	√	Wendi Milinazzo	Adams County	√
Chris Hochmuth	DOR-VSS	√	Dylan Ikenouye	DOR-VSS	√
Sheri Sewald			Kevin Wyatt	Jefferson	
Crystal Sandoval			Katya Eremich	DOR – VSS	√
Sheri Davis	Douglas		Sonia Sandoval	DOR-OIT	√
Kayla Pacheco		√	Ted Trujillo	DOR	
Kevin Kihn	DOR-VSS	√	Brian Honeycutt	Broomfield	
Michelle Martinez	DOR-OIT	√	Dallas Schroeder	Elbert	
Sherri Seawald		√	Patti Bender	Jefferson	
Barbara Galitz	Boulder	√	Pam Samora	DOR	√



# Minutes

Taylor Douglas	√	Jean Alberico	Garfield	√
Julie Fischer	√	Kelly Lundgrin	El Paso	√

## Meeting Minutes

### Meeting Agenda

1. Call to Order
  - 1.1. Roll Call – Chris Hochmuth a quorum was present
2. Old Business
  - 2.1. Approval of Previous meetings Minutes (12-12-2018, 12-18 & 20-2018, 12-27-2018, 1-2-2019). It was moved by Diana and seconded by Lauren to approve the minutes. Motion passed unanimously.
  - 2.2. Charter Creation – Pam & Jason: Pam reviewed the draft charter that had been sent to everyone. Pam took notes on various suggestions and added as appropriate: including scoping of SQRs; legislative changes; future initiatives; changing the name from Requirements, Clarification and Implementation to Requirements, Clarification and Improvement Subcommittee; Subcommittee members terms would mirror Governance Committee members. Pam will make the updates and get them to Chris to send out for the next meeting.
  - 2.3. \$40,000 County Improvement Fund & Process – Pam & Jason
    - 2.3.1. Forms status – Cindi –Tabled until Cindi can join
  - 2.4. DMV Proposal for Crediting of Vehicle Registration Fees and Taxes
    - 2.4.1. Redraft review – Adam—tabled until Adam can join
  - 2.5. Age of Vehicle Fees Transitioning – Adam – Tabled until Adam can join
    - 2.5.1. Ruling from Governance
  - 2.6. Title Complete notice period on e-Services– Jason – Tabled until Jason can join
  - 2.7. Move Cards/NCOA changes by DPA? – Pam summarized the issue (DPA updates address on postcard, which does not update DRIVES – Customer thinks addresses are updated causing registrations to be sent to old address.) Therefore, the question becomes whether or not to send move cards. Sheri wondered if a similar situation as to how election cards (addresses do not match, please let us know prior to...) are done. Diana wondered if the NCOA interface could happen on the DRIVES side for address updates instead of having it at the DPA side. Kevin thought that might be a Future Initiatives sort of thing. An SQR would need to be



# Minutes

submitted. A Decision Request was made to stop sending the Move Cards, with the option to have this committee reinstitute them in the future. Lauren clarified that DRIVES does check NCOA and then DPA does it a second time (to get the rate). It was unclear what happened in DRIVES when there is an NCOA update – is it changing it, sending a report, flagging the record. Nicole from DRIVES said that DPA was overriding the addresses that had been updated from DRIVES. There were several questions around the NCOA process in DRIVES and at DPA. Nicole was going to double check to see if it was actually happening on the DRIVES side. There was also discussion around Legal Address vs. Mailing Address especially where the Mailing Address is in another County. Pam summarized the discussion noting that once the research pieces have been completed, they can then discuss and make a good recommendation to Governance. This should stay on the agenda until the SQR is presented and vetted. There was also a question as to whether Counties could opt in or out of the Move Cards as well.

## 2.8. SQR Testing/Production Update – Lauren

2.8.1. FCR Access – Kevin – Tabled due to time constraints

2.9. SQR Review, update on SQR Meetings – Lauren reported on the Testers. There are 38 testers and 40 SQRs ready for testing. Kevin and Lauren will start assigning SQRs for testing tomorrow. The weekly SQR meeting will be tomorrow at 11:00 where much of this will be discussed. There is an issue about the test environment and changing counties – Brandon Davis has to manually change testers' counties for them. The belief is that after DRIVES rolls back some programming, testers should be able to change their own counties. There was also some discussion about reports in the test environments running to double check results. Lauren suggested that testers could send an email with the SQR number and request a job to run. Sonia promised to respond as quickly as possible so as not to hold up results. Lauren asked if all these same tests could be performed in CVT as well as CVS.

**2.9.1.** Fleet SQRs status (number of requests) – Lauren & Pam – Lauren quickly updated the group that there are a total of 40 that have been or need to be reviewed, 6 being held for more information, 13 reviewed and are in progress, 7 reviewed and closed, and 14 new SQRs that need review. There are 61 current, valid SQR's on Fleets. More to come on the Fleet situation. Diana



# Minutes

talked about a fleet of 14 vehicles that were renewed when they had been sold or junked. **[There was a network disruption for about 5 minutes.]** Diana then discussed the pre-renewal sheets that used to go out to government fleets for updating prior to the renewals. Kevin suggested scoping it in the SQR and marking it as a Change in the DRIVES. Diana will log the SQR. Diana thought it would just need to be a verbiage changed on the Fleet Declaration. The Subcommittee then reviewed the HVUT Registration Renewal Notice, draft that Pam had sent. Lauren will download the letter into the SQR for review at the SQR meeting next week.

- 2.9.2. Adoption Report for Renewals – SQR updated – Pam –tabled due to time constraints
- 2.9.3. Sales tax Collection on permits (3275519 & SQR 11971) – Lauren reported there was a note to refer this to FAWG as there are financial impacts. Diana wanted to know how the bookkeepers and the system users were going to reconcile this. Lauren was hoping to get feedback from FAWG to discuss their reasoning and bring it back here to discuss. Pam talked about a tax correction on permits SQR and wondered if it could not be piggybacked on this one. Lauren would check.
- 2.9.4. Specific Language for Refund Letter – Diana tabled due to time constraints
- 2.10. CCCA Conference topics – Pam reviewed the Presentation to be given at Conference.
- 2.11. Future Initiative – Remove restrictions between DL and VS Cash drawers. Counties have voiced their desire to have one cash drawer but this would take programming. Other hardware issues (State vs. Gemalto equipment) would hinder the ability to complete. Counties are supportive but this requires prioritization from the Sub-Committee. Tabled to SQR Meeting.
- 2.12.
- 3. New Business
  - 3.1.
- 4. Open Discussion
  - 4.1. Diana discussed her SOT testing and the preemie issue and asked for clarification, as she had gotten confused. Kevin and Jean tried to help her understand it and the explanation of the Attorney General's ruling. Kevin asked her to send it over a specific example and he would look at it.



# Minutes

5. Public Testimony -- None
6. Assignment of Action Items
  - 6.1. Nicole (from DRIVES) will check to see if and how NCOA is interacting with DRIVES.
  - 6.2. Lauren will check with Dylan on DPA and Move Cards
  - 6.3. Pam will finish the Charter
  - 6.4. Lauren will send out test program information for the SQR meeting on 1-10-2019
  - 6.5. Diana will do an SQR to generate Fleet declarations on Government Vehicles.
  - 6.6. Pam will send Lauren the SQR on the Temp Tax correction
  - 6.7. Lauren will send SQR 11971 to FAWG for additional review
7. Next meeting – The meeting scheduled for 01-23-2019 will be moved to 1-24 @ 2:00 pm to accommodate the Conference.
8. Adjourned at 3:47

Next Meeting					
<b>Date:</b>	January 16, 2019	<b>Time:</b>	1:30 pm	<b>Location</b>	<b>Go To Meeting</b> 1 (872) 240-3412 Access Code – 264-104-285  <a href="https://global.gotomeeting.com/join/264104285">https://global.gotomeeting.com/join/264104285</a>
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