MEETING PLAN

Name:	Colorado DRIVES County Governance Committee		
Meeting Date:	January 16, 2019	**Organizer:**	Chris Hochmuth
Meeting Time:	9:30 a.m. – Noon	**Location:**	**Go To Meeting** 1 (872) 240-3311 Access Code – 288-969-941 https://global.gotomeeting.com/join/288969941

Purpose of Meeting

The purpose of this DRIVES County Governance Committee meeting is to review recommendations regarding procedural and programming changes that will be necessary for implementing Colorado DRIVES. The Committee receives updates and reports from the DRIVES Working Groups and makes decisions as appropriate. An open discussion forum is afforded to all attendees. Finally, all action items are identified and an updated status is given to all in attendance.

Attendance

Member	Organization	√	Member	Organization	√
Chuck Broerman – Chair	El Paso County		Linda Shelton	Denver County	
Mike Dixon – Vice Chair	DOR-DMV		Susan Bailey	Morgan County	
Nathan Ruybal	Conejos County		Flavio Quintana	DOR-DMV	
Beverly Wenger	Yuma County		Elaine Hill	OIT	
Jean Alberico	Garfield County				

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Meeting Agenda

1. **Call to Order** – Chair 9:30 am
   a. Roll Call – Chris Hochmuth 9:30 – 9:35 am
   b. Approval of previous meeting's minutes (01/02/19) 9:35 – 9:40 am

2. **Old Business**
   a. <u>OIT Update</u> – Elaine Hill 9:40 – 9:50 am
      i. Access timeline for County and State New Hires in Test Environment
      ii. Access timeline for County and State New Hires in Production
      iii. Present data for both Test and Production:
         a) Number of individuals waiting for access
         b) How long these individual have been waiting for access
         c) Number of individuals given access since August implementation
         d) Average wait time to get access since August
   b. <u>DOR Update</u> – 9:50 – 10:20 am
      i. Production Support – Sonia Sandoval
         a) Arapahoe Ticket – 3261116
         b) Flow chart for new proposed question and answer process
         c) Process for communicating SQRs that impact all counties
         d) SQR Overview Update
            1) Count and status of SQR's by Area, Subject Matter, and Where they are in the Process
            2) Status on hot topic SQR's (SOT, Fleets, etc…)
      ii. Training – Michelle Martinez
      iii. Vehicle Services Section
         a) December SOT Root Cause Analysis – Adam Wilms
         b) Age of Vehicle – Adam Wilms
         c) Premies Into Correct Tax Year – Adam Wilms
         d) Inventory Update – Dylan Ikenouye
         e) Fleet Program Update – Kevin Kihn
            1) What issues are being experiences – SQRs summary
            2) What is being fixed and how

      iv.   Budget – Ryan Reather
- c. <u>Sub-Committee and Working Group Update</u> – 10:20 – 10:35 am
  - i.   Requirements, Clarification & Improvement – Pam Nielsen
    - a)   Equipment requests
  - ii.   Financial Advisory Working Group – Kimberly Corell
    - a)   CCCA Conference
    - b)   Revenue Accounting Rounding
    - c)   Personalized Plate Rejection Processing
- d. <u>DRIVES / FAST Update</u> – Eric Deffenbaugh - 10:35 – 11:00 am
  - i.   December SOT Query results of Special Meeting 01-04-2019
  - ii.   Update of SLA Performance Metrics
  - iii. Warranty Work Update
- e. <u>Other Entities</u>
  - i.   myColorado App – Anita Dill

3. **New Business** –Chair 11:00 – 11:20 am

4. **Open Discussion** – Chair 11:20 – 11:30 am

5. **Public Testimony** – Chair 11:30 – 11:35 am

6. **Assignment of Action Items** – Chair 11:35 – 11:40 am

7. **Next meeting** – Chair 11:40 – 11:45 am

8. **Adjourn** - Chair

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Next Meeting					
Date:	November 21, 2018	**Time:**	9:30 a.m. – Noon	Location	**Go To Meeting** 1 (872) 240-3311 Access Code – 288-969-941 https://global.gotomeeting.com/join/288969941
Purpose:	The purpose of this County DRIVES Governance Committee meeting is to review recommendations regarding procedural and programming changes that will be necessary for implementing Colorado DRIVES. The Committee receives updates and reports from the DRIVES Working Groups and makes decisions as appropriate. An open discussion forum is afforded to all attendees. Finally, all action items are identified and an updated status is given to all in attendance.				