



# Minutes

<b>Name:</b>	Colorado DRIVES County RC&I Sub-Committee		
<b>Meeting Date:</b>	February 6 & 11, 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	√



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Taylor Douglas	✓	Jean Alberico	Garfield	✓	
Julie Fischer	✓	Kelly Lundgrin	El Paso		
Mike Sexon	DPA	✓	Melissa Herek	Mesa	✓
Amanda Ross		✓	Jonathan Arebalos		✓
Evan Scrutchins		✓	Terri Douglas		✓

## Meeting Minutes

### Meeting Agenda

1. Call to Order
  - 1.1. Roll Call – Chris Hochmuth
2. Old Business
3. New Business
  - 3.1. Prioritization of SQR's
    - 3.1.1. Move Cards/NCOA changes by DPA? – Pam
      - 3.1.1.1. Review previous process -- had Mike Sexon review the move cards and the process they use. The most notable piece is they keep a spreadsheet of what has been returned to provide back to the Counties. Diana wanted to know how hard it would be to have the spreadsheet note the ownership account. Nicole thought it was possible to do so, but would need to research it a little. DPA/IDS then took some questions on their process. DPA is going to look at applying move cards to all of the mailing processes they do for DRIVES. Diana wanted to know how ownership accounts would get updated.
      - 3.1.1.2. Proposal to move forward – the Committee believed the move cards are important and need to move forward and an SQR should be developed for getting the information back to DRIVES.
    - 3.1.2. Adoption Report for Renewals – SQR updated – Pam
    - 3.1.3. Sales tax Collection on permits (3275519 & SQR 11971) – Lauren/Kimberly discussed how the system was designed correctly, just needed some guard rails and training to operate correctly, which is what FAWG is recommending and will be adjusting the SQR appropriately.
    - 3.1.4. Open Cash Drawers issue – Kimberly discussed how open drawer are preventing the State from disbursing funds to tax districts. She wants to put in



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a systematic method for closing/and finalizing any open cash drawers where everyone has already remitted to the State.

3.1.4.1. \*\*\*State Closed at 2:00 pm and rescheduled this meeting for 2/11/19\*\*\* Meeting Adjourned at 2:13

Meeting re-opened on February 11, 2019 at 1:30 pm

1. Call to Order

1.1. Roll Call – Chris Hochmuth – a quorum is present

2. Old Business

2.1. Move Cards/NCOA changes by DPA? – Pam

2.1.1. Review previous process -- Pam went through the Move Card Discussion and Options document and proposals:

Option 1: Renewal and Move Cards and/or other documents will be manipulated for the next month's expire date:

- Records will be extracted by DRIVES a month prior to the expiration month
- Records will be sent to DPA (and county vendors) for processing
- DPA will complete the manipulation of the files to allow the NCOA verification
- Records will be returned to DRIVES to create PDF and update DRIVES system with address modification flag
- PDF will be returned back to DPA
  - DPA will mail out renewal cards without address changes with fees
  - DPA will mail out Move card notices with address changes without fees
    - Within county
    - Outside of county
    - Out of state (Can verify a special coding for temporary addressing, i.e., student and snow birds)
- Should this be included?
  - DPA to send spreadsheet of records processed that would reflect:
    - Cards/Records processed
    - Cards/Records reflecting address moves within home county
    - Cards/Records reflecting address moves out of home county
    - Cards/Records reflecting address moves out of state

Option 2:



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Renewal Cards and/or other documents will be manipulated for the next months expire date and Move Cards for 3 months forward:

- Records will be extracted by DRIVES a month prior to the expiration month for Renewal Cards
  - Previously flagged records for address moves will be reviewed for update address record and be included in the renewal card print process (This will take 3 months from implementation date to be effective)
  - PDF will be returned back to DPA for Renewal Cards
  - DPA will mail out renewal cards without address changes with fees
- Records will be extracted by DRIVES for records with expiration date of 3 months forward for Move Cards
- Records will be sent to DPA (and county vendors) for processing
- DPA will complete the manipulation of the files to allow the NCOA verification
- Records will be returned to DRIVES to create PDF for Move Cards and update DRIVES system with address modification flag
- PDF will be returned back to DPA for Move Cards
- DPA will mail out Move card notices with address changes without fees
  - Within county
  - Outside of county
  - Out of state
- Should this be included?
  - DPA to send spreadsheet of records processed that would reflect:
    - Cards/Records processed
    - Cards/Records reflecting address moves within home county
    - Cards/Records reflecting address moves out of home county
    - Cards/Records reflecting address moves out of state

Option 3:

Renewal Cards and/or other documents will be manipulated for the next months expire date and Move Cards for 3 months forward:

- Records will be extracted by DRIVES a month prior to expiration month for Renewal Cards
  - Previously flagged records for address moves will be reviewed for update address record and be included in the renewal card print process (This will take 3 months from implementation date to be effective)



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- PDF will be returned back to DPA for Renewal Cards
- DPA will mail out renewal cards without address changes with fees
- Records will be extracted by DRIVES for records with expiration date of 3 months forward for Move Cards
- Records will be sent to DPA (and county vendors) for processing
- DPA will complete the manipulation of the files to allow the NCOA verification
- Records will be returned to DRIVES to create PDF and update DRIVES system with address modification flag
- PDF will be returned back to DPA for Move Cards
- DPA will mail out Move card notices with address changes without fees
  - Within county
- DPA will not mail Move card notices with address changes without fees:
  - Outside of county
  - Out of state
- Should this be included?
  - DPA to send spreadsheet of records processed that would reflect:
    - Cards/Records processed
    - Cards/Records reflecting address moves within home county
    - Cards/Records reflecting address moves out of home county
    - Cards/Records reflecting address moves out of state

Pam then took questions on the options. Diana moved to proceed with Option 2. It was seconded by Wendy. Motion passed unanimously. The move cards were then reviewed. Some modifications were suggested to and Pam will take this as an Item for the Wednesday meeting to re-present. The Committee also liked having the spreadsheet coming back to the Counties for review, and Driver's License was interested in getting a copy as well.

2.2. Review SQR's – Lauren reviewed the SQR spreadsheet.

3. New Business
4. Open Discussion
5. Public Testimony
6. Assignment of Action Items
- 6.1.
7. Next meeting – February 13, 2019 @ 1:30 pm
8. Adjourned at 4:30 pm



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Next Meeting					
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<b>Purpose:</b>	TBD				