Minutes

Name:	Colorado DRIVES County RC&I Sub-Committee		
Meeting Date:	February 13, 2019	**Organizer:**	Chris Hochmuth
Meeting Time:	1:30 pm – 3:30 pm	**Location:**	**Go To Meeting** 1 (872) 240-3412 Access Code – 264-104-285 https://global.gotomeeting.com/join/264104285

Purpose of Meeting

TBD

Attendance

Member	Organization	√	Member	Organization	√
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	
Amanda Ross		√	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	
Tina Harris	√	Evan Scrutchins		√
Meradith Jordon	√	Kate Krist		√
Jackie Harmon	√	Aarika Seat	Fast	√

Meeting Minutes

Meeting Agenda

1. Call to Order at 1:30 p.m. a quorum was present
   1.1. Roll Call – Chris Hochmuth
2. Old Business
   2.1. Approval of Previous meetings Minutes (01-24-2019) Diana moved to approve, seconded by Wendy. Motion carried unanimously
   2.2. $40,000 County Improvement Fund & Process – Pam & Jason
      2.2.1. Equipment request from Weld County for three computers with scanners and bar code readers. $3,582 and want to deploy spring of 2019. No cabling is required. Pam noted we were pretty near the end of the fund balance for FY '19 and it might have to wait until FY '20. The Committee was wondering if weld currently had FTE to fill these stations. Pam emailed Weld County and we would wait for a response.
      2.2.2. Forms status – Cindi was not present, but Chris ran through the form briefly on her behalf. Committee will review and provide feedback.
   2.3. DMV Proposal for Crediting of Vehicle Registration Fees and Taxes
      2.3.1. Redraft review – Adam was not present and Jason reminded everyone that we were on hold until some of the financial issues were resolved.
   2.4. Title Complete notice period on e-Services– Jason summarized the issue particularly noting the requirement of needing 30 days on your permit in order to register on line once Title Complete notice was received. As dealers are taking at least their 30 days, the causes a problem and makes it hardly worth the effort. Jason wanted an SQR to shrink the period left on the permit. Evan suggested doing it the same was renewals are done when they renew on the last day of the grace period – letter generation saying they had registered. Jean thought it should

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be done like renewals as well. Jason said Denver could log the SQR so it could be prioritized, unless there was an objection from this Committee.

2.5. Move Cards/NCOA changes by DPA? – Pam presented her draft of the sample move card. Jason moved to accept Pam's mockup of the card. Diana seconded. Pam called the vote, motion carried unanimously. Pam then reviewed the process that was voted on and approved at the last meeting discussing the process of how these will be processed from DPA. This process should also be used when there is an invalid address according to the locator. Pam will pass this all on to Lauren to be added to the SQR.

2.6. SQR Testing/Production Update – Lauren was not available to present an update. Jason provided feedback that there were test scenario has but not test plans. In addition, the SQRs were going to be sent to originating counties for testing, and Denver was not comfortable testing Rio Blanco's tax issues. He felt there were missing tools and mechanisms for a solid test solution. Pam asked if Jason had sample test plans he could share. Jason said he would look. Jason thought the weekly SQR calls were not effective and noted he had given his staff permission to miss them. Pam asked Jason to gather his feedback and send it to Lauren, to work on a proposal to bring back to the committee. Diana was not sure what the purpose of the SQR meeting was. Sonia wanted to be sure the meeting was service a useful purpose as well and was appreciative of the feedback and wanted to try to make these useful. This will be an agenda item for tomorrow's SQR meeting to discuss.

   2.6.1. FCR Access – Kevin discussed the report that can be generated from DRIVES from the County Reports option. Diana wished it would open the SQR to read the details, but did provide some basic information. The Committee thought it needed more detail to locate duplicates and have more transparency. Kevin noted it was still a work in progress. Prod. Support is working on being more detailed.

2.7. SQR Review, update on SQR Meetings – Lauren

   2.7.1. Adoption Report for Renewals – SQR updated – Pam was wondering if they were going to generate an SQR or if one needed to generate. SQR 14177 was generated for this. Patti wondered if this could not be used to help reconcile the DPA bill. Pam wondered if this should not be two different reports, one for reconciling the billing and one from CI as the adoption report. Kayla was OK

with having one report for both. Pam will review this as an agenda item for the next SQR meeting.

- 2.7.2. Sales tax Collection on permits (3275519 & SQR 11971) – Pam discussed Kimberly's report from FAWG and to use the system as it was designed with better guardrails and training.
- 2.7.3. Specific Language for Refund Letter – This has moved forward in the SQR and is proceeding.
- 2.8. 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. – Jason discussed the issue for those counties where they do both DL and T & R and that most counties that do both, really wanted it separate, as they could not have separate reconciliation reports. Pam wondered if there was an SQR that had all the details. Jason thought there was and that this is how it ended up here in the Committee. It was determined that SQR 13787 references this issue. Chris noted it was on the list of the 30 SQR's from last week to review, the Committee just did not get to it. Diana thought there was a printer issue. This affects Arapahoe, Douglas, El Paso and Lincoln.

3. New Business
   - 3.1. Running Jobs in the test environment and turnaround times – Pam asked if this should not be something for the SQR meeting. Jason thought it was OK to discuss there. Jason also discussed at length how the testing limitations were hindering timely results. Evan discussed running these tests in the CVT environment – the drawback being, unlike CVS, there is no data. Sonia thought this was a good discussion for tomorrow's SQR call.
   - 3.2. DR 2393 Statement of Repossession Revision – Evan discussed the form and the confusion from a county who was trying to fill out the form, especially around the Reception number. There are also issues surrounding original county vs. State issued duplicates and where the lien was actually filed. Evan wants to do away with the Reception number and a possibly the field about where the original lien was filed. That or have the county where the lien was filed in, listed on the Title. Pam was looking for some guidance about where to go with this. Pam will reach out to Kevin Kihn to see where to go next.

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3.3. Provide County Testers immediate access to run jobs for EOD/EOM reporting and review – This has been reviewed previously.

3.4. Scoping Document and Service Desk Process – Sonia Sandoval discussed the new process that is being implemented referring to the SQR Process flow charts and scoping documents. Chris will provide the documents out to the Committee.

3.5. Questions Prod Support asks to Triage calls – Sonia Sandoval carried over to next meeting

3.6. Renewal Card Calculation errors – Pam Nielsen carried over to next meeting

4. Open Discussion

   4.1. Chris mentioned the SQR meetings just really need to stay focused. Wendy thought maybe working on the new items and holding the review items towards the end of the meeting.

5. Public Testimony

   5.1. None

6. Assignment of Action Items

   6.1. Chris will send Cindi's Google form to the Committee for review, as well as all of Sonia's Scoping docuements.

   6.2. Jason will work on SQR for E Services

   6.3. Jason will look at testing scenarios to share

   6.4. Pam will meet with Lauren and Jason on testing after the SQR meeting

   6.5. Pam will get with Kevin on Forms review

   6.6. Scope documents will be reviewed by Committee for next meeting

   6.7. Move Cards and process will get sent to Lauren to be added to SQR

7. Next meeting

8. Adjourn 3:38 pm

Next Meeting					
Date:	February 20, 2019	Time:	1:30 pm	Location	**Go To Meeting** 1 (872) 240-3412 Access Code – 264-104-285 https://global.gotomeeting.com/join/264104285

Purpose:	TBD