



# Minutes

<b>Name:</b>	Colorado DRIVES County RC&I Sub-Committee		
<b>Meeting Date:</b>	February 27, 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	
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		√
Meredith Jordon	√	Kate Krist		√
Jackie Harmon	√	Aarika Seat	Fast	√

## Meeting Minutes

### Meeting Agenda

1. Call to Order 1:30 pm
  - 1.1. Roll Call – Chris Hochmuth – a Quorum was not present at the start
2. Old Business
  - 2.1. Approval of Previous meetings Minutes (01-16-2019, 01-24-2019, 2-6- 2019, 2/13/2019)
  - 2.2. \$40,000 County Improvement Fund & Process – Pam & Jason – There were no requests for this meeting.
    - 2.2.1. Forms status – Cindi reviewed the form again and took some feedback. It will live on the DRIVES Intranet page for people to find. Held over pending a quorum for approval.
  - 2.3. DMV Proposal for Crediting of Vehicle Registration Fees and Taxes
    - 2.3.1. Redraft review – Adam was at the Capitol and was not available to present.
  - 2.4. SQR Testing/Production Update – Lauren talked about testing progression. There are five new ones that will be assigned. Communication on SQR testing is looking positive. New testers are being identified and processed. Currently have about 53 testers out there.
    - 2.4.1. FCR Access Update – Kevin indicated further revision of the list was low on the priority list, unless there was an urgent need.
    - 2.4.2. Scoping Document and Services Desk Process – Marissa Blackwell and Amy Harrison were not ready to present for this.
    - 2.4.3. Questions Prod Support asks to Triage calls – Marissa and Amy were prepared to take questions and discuss the scooping documents, but no one had questions. Amy and Marissa reviewed the Questions they ask when triaging phone calls and took the suggestions the committee had. The option to have users bookmark the record to the Prod Support staff for accuracy



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seemed really exciting and they were going to see if they could incorporate this into the mix.

- 2.5. SQR Review, Update on SQR Meetings – Lauren discussed the significant number of SQRs that have been reviewed and though it looks like progress is not happening quickly, it really is. Pam noted the last SQR meeting went really well.
- 2.6. DR 2393 Statement of Repossession Revision – Pam reported that Kevin would take the form back to the business group for review. It is probably not a priority at this point. Kevin noted that if there were going to be significant changes to a form it would be run through Requirements for input. The Department was also open to re-instituting the County/Dept. forms committee for major review of significant changes.
3. New Business
  - 3.1. Renewal Card Calculation errors - Pam Nielsen noted every month there are errors. Pam asked if they cards could be tested for accuracy before running them. Dylan discussed the old CSTARS process vs. how it is done in DRIVES now and how there is not a pre-extract. Evan noted that even if they were run two months in advance, there probably still was not enough time to find an error and get it corrected in time. Dylan did say that if there are still issues showing up, it might be possible to ask for the pre-extract, even though there may not be time to fix.
  - 3.2. Number of Administrators for Counties/County Offices – Kevin and Amy discussed the 542 users who had access to grant access to other users. The question is this too many. Amy said it was possible to find out who those people are within each County. Amy can provide you the information if you email her. Counties wish to make changes, OIT can make those changes. Amy said she could draft a communication (especially to those counties who do not participate on these calls) about how to get this information for making decisions.
  - 3.3. Ci Credit Card Readers - Kate Polesovsky discussed whether the county offices are ready for the new credit card readers. They have the inventory ready to go for distribution. They just need a decision on how and when to distribute them. The DL offices have already been delivered and are ready to go. They just need to know when they will be plugged in so they can “turn them on” behind the scene. Kate is looking for a recommendation of how/when to proceed. Cindy said she would need to check with Mike Dixon one more time. As there is no quorum, it will be held over.



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- 3.4. SQR review related to Training issues (Governance meeting) – Michelle discussed how they are working on desk aids for each time one of these comes up.
4. Open Discussion
  - 4.1. Patti asked if the rest of the months had been tested in the Temporary Permits process. Kevin said they had.
  - 4.2.
5. Public Testimony
6. Assignment of Action Items
  - 6.1. Cindy Wika will send the Equipment Request form around to the Committee
  - 6.2. Product Support will publish the finalized script for their questions in triaging phone calls
  - 6.3. Amy will draft a communication about Security Admins. To send to the County Clerks
  - 6.4.
7. Next meeting March 7, 2019
8. Adjourn at 3:29

Next Meeting					
<b>Date:</b>	February 20, 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>
<b>Purpose:</b>	TBD				