



COLORADO
Department of Revenue

Meeting Minutes

Name:	Colorado DRIVES County Governance Committee		
Meeting Date:	March 18, 2020	Organizer:	Trina McCray
Meeting Time:	9:00 a.m. – 11:00 a.m.	Location:	Go To Meeting 1 (872) 240-3311 Access Code – 288-969-941 https://global.gotomeeting.com/join/288969941

Attendance

<u>Member</u>	<u>Organization</u>		<u>Member</u>	<u>Organization</u>	
Linda Shelton	Denver County	√	Chuck Broerman	El Paso County	√
Jana Coen	Prowers County	√	Mike Dixon	DOR-DMV	√
Nathan Ruybal	Conejos County		Ted Trujillo	DOR-DMV	√
Lyn Scott	Otero County		Debbie Thibault	OIT	√
Jean Alberico	Garfield County	√			
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Adam Wilms	CDOR	√	Debra Nunn	San Miguel	
Russell Castegnaro	OIT		Crystal Solano	Adams	√
Chris Hochmuth	CDOR	√	Bo Lewis	CDOR	
Kimberly Corell	CDOR	√	Amy		
Dylan Ikenouye	CDOR	√	Kevin Kihn	CDOR	
Jacob Healy	FAST	√			
Carly Koppes			Jillian Miecielica		√
Christi Coburn	Adams		Helen Manes	CDOR	
Patti Bender	Jefferson	√	Will Graham	CDOR	
Lori Dugan	CDOR		Michael Palmisano	CDOR	
Tammie Barnes		√	Michelle Martinez	AST	√
Meredith Jordan		√	Sonia Sandoval	AST	√
Jason Salazar	Denver	√	Brian Honeycutt	Broomfield	
Kayla Pacheco	Jefferson	√	Katy DeBoer	Weld	
Pam Nielsen	Larimer	√	Molly Fitzpatrick	Boulder	
Wendy Milinazzo	Adams		Traci Winchester		
Cynthia Loftus	Weld		Mike Sexson	DPA	
Amanda Wiers			Fran Noel		√
Susan Wilson-Madsen	CDOR	√	Pam Krupke	CDOR	√



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Tasha Gomez	Elbert		Kyle Boyd	CDOR	
Isaac Robinson	Denver		Jenny Adler	CDOR	√
James Wood	Arapahoe		Selina Baschiera	Arapahoe	√
Barbara Galitz			Kevin Wyatt		√
Jim Gilchrist	CDOR-VSS	√	Dina Smith	CDOR-VSS	√
			Josh Johnson	OIT	√

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1. **Call to Order and Initial Business** – Chair 9:00 – 9:05 am
 - Roll Call – Chris Hochmuth a quorum was present
 - Approval of minutes from 02.19.20 Tabled until next month.
 - Chuck and Mike took an opportunity to give a brief overview of the County Closings and operations due to COVID-19 virus. Further information will be forthcoming.

2. **Old Business**
 - OIT Update – Cindi Wika 9:05 – 9:20 am
 - Outage Report
 - Access Tracking Sheet
 - Password Self-Service – Jennifer Johnson discussed the roll-out of this (March 28, 2020) for County Users to manage their passwords. Notices will be sent.
 - After Hours Contact Info – Cindi updated this by noting the extremely high volume due to the COVID situation and to try using on-line before calling in.

 - CDOR Update – 9:20 – 10:00 am
 - Application Support Team (AST) – Sonia Sandoval (See presentations and Reports)
 - Call Center Support and Testing
 - Service Pack Update
 - Training Team – Michelle Martinez (See presentations and reports)
 - Training Team Update
 - DL Class Schedule -- March 16 – April 18 classes have been cancelled due to the COVID Virus. These will be rescheduled.
 - Vehicle Services Section (VSS) – Adam Wilms & Dylan Ikenouye (See presentations and reports)
 - Top 4 Transaction Times – Dylan
 - Call Center Metrics – Adam reported on hiring and the excellent performance of the unit. Calls will obviously increase given the

situation.

- Online Services Report – Adam
- DRIVES Budget – Susan Wilson-Madsen (See presentations and reports)
 - Fy'20 Budget Period 7
- DPA – Mike Sexson 10:00 – 10:05 am
 - Centralized Print and Mailing Training – Mike Lincoln reported for DPA it is business as usual given the COVID-19 situation at the moment. USPS may have some service interruptions which may affect service.
- Sub-Committee and Working Group Update – 10:05 – 10:20 am
 - Requirements, Clarification & Improvement (RCI) – Pam Nielsen
 - Equipment Requests -- Pam reported that Arapahoe County will purchase 11 monitors and donate them back. Alamosa County is asking for 4 PC's. There was discussion as to actual need. Jean moved to approve 2 for now and if they need more, can come back for more. Jana agreed and 2nd the motion. Motion carried unanimously.
 - List of Current Topics – Pam detailed out their discussions from their last meeting.
 - Financial Advisory Working Group (FAWG) – Kimberly Corell detailed the discussions of their previous meeting.

3. **New Business** – Chair 10:20 – 10:45 am

- Governance/RCI Charter – Adam detailed the proposed changes to the Charter. (See presentations and reports.) Chuck asked for a motion to approve. It was moved by Mike Dixon. Motion passed unanimously
- Voting of recommended RCI Members – Chuck asked for recommendations. There were none at this time and it was tabled to next month.
- Prioritization of Bulk Fleet Renewal Management – Tabled until next month.
- POD Update – Dylan reported on the process, letters, and law enforcement interaction. He also reported on the processing of the backlog (see weekly DMV Communication for update schedule). Embossed PODs have no backlog. The equipment is on ordered and should be delivered to on or about CCI on 4-6-2020. Dylan also reported on the COVID-19 virus at CCI who appears to be in a better position than the rest of us.
- Meeting Schedule during Elections – Chuck discussed the June and October schedule Governance schedule given elections. Jean suggested moving them

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to an earlier date. Chuck though postponing was a good idea. Jana thought shorter agenda meetings without updates – the Committee agreed.

- COVID-19 (Corona Virus) Update – Mike appreciated everyone being flexible and to keep an eye open to the updates.

4. **Public Comments** (Statements of interest or suggestions from the Public) – Chair 10:45 – 10:50 am

- Linda Shelton noted this was her last meeting and wished everyone luck.
- Mike noted that Ted Trujillo would be moving to Denver County and taking Linda's position.
- Various people asked clarifying questions about POD issues.
- Jana asked about the pre-renewal on the HVUT letters – Pam N. discussed the changes RC&I had proposed.

5. **Open Forum** (suggestions for action by the committee) – Chair 10:50 – 11:00 am

6. **Announce Next Meeting** – Chair

7. **Adjourn** – Chair adjourned the meeting at 10:44 am.

Next meeting is scheduled for April 15, 2020 at 9:00 am

Meeting agendas and information are available at:

<https://www.colorado.gov/pacific/dmv/colorado-drives-county-governance-committee>