



Name:	Colorado DRIVES County Governance Committee		
Meeting Date:	April 15, 2020	Organizer:	Chris Hochmuth
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					
Member	Organization		Member	Organization	
Linda Shelton	Denver County		Chuck Broerman	El Paso County	√
Jana Coen	Prowers County	√	Mike Dixon	DOR-DMV	√
Nathan Ruybal	Conejos County		Flavio Quintana	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	√	Kevin Kihn	CDOR	√
Dylan Ikenouye	CDOR	√	Jillian Miecielica		
Jacob Healy	FAST	√	Helen Manes	CDOR	
Carly Koppes	Weld		Will Graham	CDOR	√
Christi Coburn	Adams		Michael Palmisano	CDOR	√
Patti Bender	Jefferson	√	Michelle Martinez	AST	
Lori Dugan	CDOR		Sonia Sandoval	AST	√
Tammie Barnes			Brian Honeycutt	Broomfield	√
Meredith Jordan	Larimer	√	Katy DeBoer	Weld	
Jason Salazar	Denver	√	Molly Fitzpatrick	Boulder	
Kayla Pacheco	Jefferson	√	Traci Winchester		
Pam Nielsen	Larimer	√	Mike Lincoln	DPA	√
Wendy Milinazzo	Adams		Fran Noel		√
Cynthia Loftus	Weld		Pam Krupke	CDOR	
Amanda Wiers		√	Kyle Boyd	CDOR	
Susan Wilson-Madsen	CDOR	√	Jenny Adler	CDOR	√

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

Meeting Minutes

1. **Call to Order and Initial Business** – Chuck called the meeting to order at 9:01 am
 - Roll Call – Chris Hochmuth – a Quorum was
 - Approval of minutes from 02.19.2020 and 3.18.2020 were approved as presented.
 - COVID-19 Update – Chuck discussed what some of the Counties were doing given current circumstances and then turned it over to Mike and Adam for an update. Mike and Adam updated the committee on efforts being taken thus far and what re-opening will look like and what will the future of the DMV look like.

2. **Old Business**
 - CDOR Update –
 - Vehicle Services Section (VSS) – Adam Wilms & Dylan Ikenouye
 - COVID-19 (Corona Virus) Update – Adam updated the committee with efforts from VSS for supporting counties, IRP, other programs and the various waivers needing to be put into place.
 - Top 4 Transaction Times – Dylan
 - POD Update – Dylan
 - Call Center Metrics – Adam discussed the various levels of call volume pre and post COVID-10 crisis.
 - Online Services Report – Adam discussed the number of transactions and when they occur, pre and post COVID-19 crisis. There was also lengthy discussion regarding Late Fees.
 - Application Support Team (AST) – Sonia Sandoval gave her reports.
 - Call Center Support and Testing
 - Service Pack Update
 - Training Team – Michelle Martinez gave her reports.
 - Training Team Update
 - DRIVES Budget – Susan Wilson-Madsen made her reports.
 - Fy'20 Budget Period 8
 - OIT Update – Cindi Wika made her reports, noting she did not have time to prepare her usual presentations.

- Outage Report
 - Access Tracking Sheet
 - Password Self-Service – Jennifer Johnson discussed the implementation of this project.
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- DPA – Mike Lincoln made his reports, discussing picking up the pieces from Mike Sexon’s passing and introduced Jerry Gentry who will take over.
 - Centralized Print and Mailing Training
 - Sub-Committee and Working Group Update –
 - Requirements, Clarification & Improvement (RCI) – Pam Nielsen gave her updates.
 - Equipment Requests –None
 - List of Current Topics
 - Financial Advisory Working Group (FAWG) – Kimberly Corell updated the committee on their work.
 - Voting of recommended RCI Members – Chuck
 - Jana Coen (Prowers County) nominates Beth Zilla (of Phillips County) – approved by unanimous consent.
 - Lyn Scott (Otero County) nominates Lucia Gonzales of Adams County -- approved by unanimous consent.
- 3. New Business** – Chair
- Prioritization of Bulk Fleet Renewal Management – Mike Lincoln had no update on this, at this time. Jean remembered that they were looking for a sub-group to work on this. Chuck asked Sonia to take the lead.
 - DOR Business Innovation Group Transition update – Scott McKimmy/Josh Johnson – They introduced themselves to the Committee and what their plan for moving forward would be as the absorb Application Support.
 - Chuck discussed a request from Jefferson County (George Stern) regarding on-line services providing some sort of a receipt for people’s glove boxes for initial registrations. It was noted a confirmation email is sent out for these. Adam said they could look at the adding some language. Chuck asked for a motion to have Pam Nielsen to craft the language for Adam’s use for first time registrations. Jean made the motion. POD plates were discussed. Motion passed unanimously.
- 4. Public Comments** (Statements of interest or suggestions from the Public) – Chair In

trying to drive people to using on-line services there is an issue is regarding the Title Complete notice to change the language on the front of the cards to going on line rather than “seeing County Clerk & Recorder”. RC&I thinks they’ve addressed this, but will look it over again in light of current circumstances. Chucked moved to have RC&I provide appropriate language back to VSS, quickly. Motion carried.

5. **Open Forum** (suggestions for action by the committee) – Chair
 - Flavio discussed having a special Governance meeting for reviewing the budget (May 6). Committee agreed.
6. **Announce Next Meeting** – Chair
7. **Adjourn** – Chair adjourned the meeting at 10:51 am

Next meeting is scheduled for May 20, 2020 at 9:00 am

Meeting agendas and information are available at:

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