



**COLORADO**  
Department of Revenue

## Meeting Minutes

<b>Name:</b>	Colorado DRIVES County Governance Committee		
<b>Meeting Date:</b>	May 20, 2020	<b>Organizer:</b>	Chris Hochmuth
<b>Meeting Time:</b>	9:00 a.m. – 11:00 a.m.	<b>Location:</b>	<b>Go To Meeting</b> 1 (872) 240-3311 Access Code – 288-969-941  <a href="https://global.gotomeeting.com/join/288969941">https://global.gotomeeting.com/join/288969941</a>

### Attendance

<u>Member</u>	<u>Organization</u>		<u>Member</u>	<u>Organization</u>	
Ted Trujillo	Denver County	√	Chuck Broerman	El Paso County	√
Jana Coen	Prowers County	√	Mike Dixon	DOR-DMV	√
Nathan Ruybal	Conejos County		Flavio Quintana	DOR-DMV	√
Lynda Scott	Otero County	√	Debbie Thibault	OIT	√
Jean Alberico	Garfield County	√			
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Adam Wilms	DOR		Sheri Krise		√
Dylan Ikenouye	DOR	√	Crystal Cordova	Denver	√
Chris Hochmuth	DOR	√	Sage Yazzilano	Jefferson	√
Kimberly Corell	DOR	√	Kevin Kihn	DOR	√
Cheala Hernandez	AFT	√	Jillian Miecielica		√
Jacob Healy	FAST		Helen Manes	DOR	
Carly Koppes	Weld	√	Will Graham	DOR	√
Tiffany Arnold	DOR	√	Michael Palmisano	DOR	√
Lori Dugan	DOR		Michelle Martinez	AST	√
Tammie Barnes		√	Sonia Sandoval	AST	√
Meredith Jordan	Larimer		Brian Honeycutt	Broomfield	
Jason Salazar	Denver	√	Katy DeBoer	Weld	
Kayla Pacheco	Jefferson		Selina Baschier	Arapahoe	√
Pam Nielsen	Larimer	√	Cindy Wika	OIT	√
Wendy Milinazzo	Adams		Mike Lincoln	DPA	
Cynthia Loftus	Weld		Fran Noel		√
Amanda Weirs		√	Pam Krupke	DOR	√
Susan Wilson-Madsen	DOR	√	Kyle Boyd	DOR	
Ramon Alvarado	DOR	√	Jenny Adler	DOR	√

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Tasha Gomez	Elbert		Selina Baschiera	Arapahoe	√
Isaac Robinson	Denver		Kevin Wyatt		√
Joan Lopez	Arapahoe	√	Dina Smith	DOR-VSS	√
Barbara Galitz	Boulder		Josh Johnson	BIG	√
Jim Gilchrist	DOR-VSS	√	Val Abramovich	Jefferson	√
Noelle Peterson	DOR-AST	√	Jerry Gentry	DPA	√
Kate Goff		√	Scott McKimmy	BIG	√
Matt Vigil	Mesa	√	Rafael Zapata	AST	√

### Meeting Minutes

1. **Call to Order and Initial Business** – Chair called the meeting to order at 9:02 am
  - Roll Call – Chris Hochmuth a quorum was present
  - Approval of minutes from 04.15.2020 and 05.06.2020. Jean moved to approve the 4-15-20 minutes. Motion passed unanimously. It was moved by Jean to approve the 5-6-2020 minutes and it passed unanimously.
  - COVID-19 Update – Mike and Adam gave updates on the current situation from CDPHE and how DOR is abiding by whatever the local guidelines are if more strict as well as the transitioning plans back to open. There were extensive discussions around the opening of Emissions and Air Care Colorado.
  
2. **Old Business**
  - DOR Update –
    - Vehicle Services Section (VSS) – Adam Wilms & Dylan Ikenouye
      - COVID-19 (Corona Virus) Update – Adam
        - Late Fee Discussion – Adam discussed CCCA's request regarding Late Fees and how electronic/online late fees were being handled and when the programming would cease. He also discussed the Emergency Rule which would continue to waive Late Fees 60 days after the State of Emergency expires. Extensive discussion ensued. It was moved to send this to RC&I for review and Recommendation. Motion passed unanimously. Existing programming to stay in place until July 1.
      - Call Center Metrics - Adam reported on the volume given the current situation.
      - Online Services Report – Adam reported on the volume given the current situation.
      - Top 4 Transaction Times – Dylan made his presentation
      - POD Update – Dylan – Updated the committee on this
    - Business Innovation Group – Josh Johnson
      - BIG's move into DMV – Josh presented the transition of DRIVES into

- the Business Innovation Group (BIG)
  - Service Pack Update – Josh gave an update on Service Pack and its current status, on schedule, Code Freeze is 5-22-2020.
  - Prioritization of Bulk Fleet Renewal Management – Josh discussed how this will be reviewed and prioritized once Service Pack is completed and run through the new process.
  - Application Support Team (AST) – Sonia Sandoval
    - Call Center Support and Testing – Sonia discussed the new phone numbers and call center.
  - Training Team – Michelle Martinez
    - Training Team Update was presented (See presentation)
  - DRIVES Budget – Susan Wilson-Madsen
    - Fy'20 Budget Period 9 was presented (See presentation)
  - OIT Update – Cindi Wika gave her report at (9:30 before she had to leave see Presentations)
    - Outage Report
    - Access Tracking Sheet
  - DPA – Jerry Gentry – presented on the below listed topics
    - Centralized Print and Mailing Training
    - FY'21 Bulk Centralized Printing Opt In/Out Period – Dylan/Jerry
      - Dylan and Jerry discussed rates and the Opt In/Out period and the various factors involved in making decisions. As soon as DPA publishes their rates, Dylan will create a comparison sheet for Counties to review. They will then have sufficient time to make their decision for a January 1 execution date.
  - Sub-Committee and Working Group Update –
    - Requirements, Clarification & Improvement (RCI) – Pam Nielsen
      - List of Current Topics were updated. Pam asked if there was a nomination from Governance to RCI for Conejos County. This will be followed up on. Chair & Co-Chair positions will continue as they currently are.
      - Equipment Requests -- None
    - Financial Advisory Working Group (FAWG) – Kimberly Corell presented her update. They will start reviewing Best Practices.
3. **New Business** – Chair 10:25 – 10:45 am

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- Background checks for DRIVES and VPN – Flavio discussed the testing and implementation of County VPN and the standards for allowing access for VPN.
  - Setting a Working Group to establish standards for background checks for DRIVES access with County, OIT & DOR input. It was moved to set the group from Governance (with the similar small, medium and large representation) and have them move quickly. Nominations to Flavio to report back next month. No objections.
  - Appointment of New Members – Chuck
    - Ted Trujillo was taking Linda Shelton's slot
    - Flavio Quintana will take Ted Trujillo's slot
  - Late Fees during the Governor's State of Emergency – Adam (Covered above)
  - Emergency Rule to extend Grace Period – Adam (Covered above)
- 4. **Public Comments** (Statements of interest or suggestions from the Public) – Chair
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- 5. **Open Forum** (suggestions for action by the committee) – Chair
  - Jean asked about bulk fleet renewals taking 2-3 days to complete, she noted a ticket/SQR had been logged. Josh will look into this.
  - Matt asked about Quematic issues with the State firewall
- 6. **Announce Next Meeting** – Chair
- 7. **Adjourn** – Chair Adjourned at 11:21 am

*Next meeting is scheduled for June 17, 2020 at 9:00 am*

*Meeting agendas and information are available at:*

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