



Meeting Minutes

Name:	Colorado DRIVES County Governance Committee		
Meeting Date:	July 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

<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	√			
-----	-----		-----	-----	
Adam Wilms	DOR		Sheri Davis		√
Dylan Ikenouye	DOR	√	Ryan Reather	DOR	√
Chris Hochmuth	DOR	√	Sage Yazzilano	Jefferson	
Kimberly Corell	DOR	√	Kevin Kihn	DOR	√
Jennifer Ketterman	AFT	√	Allie Paul	AFS	√
Jacob Healy	FAST		Helen Manes	DOR	
Carly Koppes	Weld	√	Bo Lewis	DOR	
Tiffany Arnold	DOR	√	Michael Palmisano	DOR	√
Lori Dugan	DOR		Michelle Martinez	AST	√
Sara Reasoner		√	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		Terry Salasky	DOR	√
Cynthia Loftus	Weld		Fran Noel		
Amanda Weirs		√	Pam Krupke	DOR	
Susan	DOR	√	Kyle Boyd	DOR	√



Meeting Minutes

Wilson-Madsen					
Fran Noel		√	Jenny Adler	DOR	√
Tasha Gomez	Elbert		Selina Baschiera	Arapahoe	
Beth Zilla			Shelbie Kris		√
Ted Chao		√	Dina Smith	DOR-VSS	√
Barbara Galitz	Boulder	√	Josh Johnson	BIG	√
Jim Gilchrist	DOR-VSS	√	Val Abramovich	Jefferson	√
Noelle Peterson	DOR-AST	√	Jerry Gentry	DPA	√
Ben Whittier	Jefferson	√	Scott McKimmy	BIG	√
Matt Vigil	Mesa		Sohini		√

Meeting Minutes

1. **Call to Order and Initial Business** – Chair called the meeting to order at 9:02
 - Roll Call – Chris Hochmuth a quorum was present
 - Approval of minutes from 06.17.2020 It was moved by Ted and 2nd by Lynda to approved the minutes. Motion was carried.

2. **Old Business**
 - CDOR Update –
 - Vehicle Services Section (VSS) – Kevin Kihn & Dylan Ikenouye
 - Call Center Metrics – Kevin provided the presentation
 - Online Services Report – Kevin provided the presentation
 - Top 4 Transaction Times – Dylan provided the presentation
 - POD Update – Dylan updated the committee on the installation of the new license plate machine. It's almost complete, it's being calibrated now. Should be fully operational within a week or so.
 - Business Innovation Group – Josh Johnson
 - Service Pack Schedule update – Josh presented on this.
 - MIIDB not Verified on eServices (SQR 18415) – Josh discussed and clarified the issue for this being first time registrations being completed on line. Should be in production on August 12.
 - Bulk Fleet Renewal taking 1-3 days (SQR 18394) – Josh talked about the analysis for this. There is no short term fix, sending to RC&I to discuss a prioritization of a re-do of Bulk Fleet at its roots.
 - User Support update – Sonia Sandoval made her presentation.
 - Training Team – Michelle Martinez

Meeting Minutes

- Training Team Update – Michelle made her presentation.
- DRIVES Budget – Ryan Reather
 - FY'20 Budget Period 11 – Ryan presented the report for period 11.
 - FY'21 Budget Approval (Vote required) – Ryan presented the budget for approval. Jean wanted an update for next month on the License Plate Cash Fund and its health. Ryan recommended the approval of the budget (with the \$8,000 adjustment to the Weld County cabling project). Budget approved unanimously.
- OIT Update – Cindi Wika
 - Outage Report – Cindi made her presentation
 - Access Tracking Sheet – Cindi made her presentation
 - Cradle Point update – Cindi updated the Committee on the costs and billing. Survey will be sent reviewing the solution.
- DPA – Jerry Gentry
 - FY'21 Bulk Centralized Printing Opt In/Out Period Decision Request – Dylan/Jerry (vote required) – Dylan represented the Decision request and the pricing for review. After discussion and questions, a vote was taken – Motion passed unanimously.
- Sub-Committee and Working Group Update –
 - Requirements, Clarification & Improvement (RCI) – Pam Nielsen
 - List of Current Topics – Pam updated the Committee on their activities. Background Working Group is forming and will begin meeting. Jim Gilchrist will be the new NMVTIS Administrator.
 - Equipment Requests – Pam presented a request from Adams County – 11 PC's and 5 printers the county will provide the cabling for October. Larimer County is asking for 6 Laptops to donate back to the state (already approved), Douglas County is asking for 2 Laptops to donate back to the state; Arapahoe County is asking for 10 Laptops to donate back to the state; Fremont County is asking for 1 Laptop to donate back to the state. In all these instances they will be returning their Desk tops to be repurposed which could go toward the Adams County request. Adams County request was tabled until next month. For all of the County laptop-donation/Desk top return requests the motion passed unanimously.

Meeting Minutes

- Alamosa request for remaining 2 PC's – Terry Carver was not present to discuss this. There was some discussion. This was also held over until next month.
 - Discussion devolved to SQR prioritization, the new SCRUM process, how DRIVES programming is paid for and the work being done. Mike asked Josh to look at a better review process. Josh is willing to meet with individual Committee member and RC&I to make sure needs are being met. Josh would like to report back in September after the transition has finished and he's had an opportunity to meet with everyone. Flavio asked for an executive summary on what the SCRUMs have provided. Mike asked to have Josh update the Committee on what he's done to move us in a direction where we have a process to assess how DRIVES is performing for the Counties and other partners.
 - Financial Advisory Working Group (FAWG) – Kimberly Corell updated the Committee on their activities, Best Practices documents, and the fact that they have moved to one meeting per month.
3. **New Business** – Chair
 - Opportunities for DOR and Counties to reduce paper, forms and toner costs – Cindi Wika –Tabled until next month.
 - Registration Late Fees and programming as a result of COVID-19 – Kevin Kihn present the Summary and discussion ensued.
 4. **Public Comments** (Statements of interest or suggestions from the Public) – Chair
 - Nathan Ruybal nominated Kayla Pacheco to the RC&I working group. Kayla accepted the nomination. She was approved unanimously.
 5. **Open Forum** (suggestions for action by the committee) – Chair
 6. **Announce Next Meeting** – Chair
 7. **Adjourn** – Chair adjourned the meeting at 12:12pm

Next meeting is scheduled for August 19, 2020 at 9:00 am

Meeting agendas and information are available at:

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