Name:	Colorado DRIVES County Governance Committee		
Meeting Date:	August 19, 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	
Ted Trujillo Jason Slazar as Proxy	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 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	√
			Kyle Boyd	DOR	

Fran Noel		√	Jenny Adler	DOR	√
Tasha Gomez	Elbert		Mike Lincoln	DPA	√
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 a.m.
   - Roll Call – Chris Hochmuth a quorum was present.
   - Approval of minutes from 07.15.2020, 7.21.2020, 7.24.2020 – Jean moved approve 7-15 as corrected – no objection. Jean moved to approve 7-21 – no objection. Jean moved to approve 7-24 – no objection.

2. **Old Business**
   - CDOR Update –
     - Vehicle Services Section (VSS) – Kevin Kihn & Dylan Ikenouye
       - Call Center Metrics – Kevin presented the metrics for this
       - Online Services Report – Kevin presented the metrics for this
       - Top 4 Transaction Times – Dylan presented the metrics for this

     - Business Innovation Group – Josh Johnson
       - DRIVES County performance update – Josh made his presentation including links to where the Counties can access all of his information.
       - MIIDB not Verified on eServices (SQR 18415) This is completed and can be moved on.
       - Bulk Fleet Renewal taking 1-3 days (SQR 18394) is with RC&I for prioritization and will be a major push.
       - NCOA Change of Address not updating DRIVES (SQR 18703) – discussed how it related to 18701 and are working on it.
       - Update on Late Fee programming – Josh noted this is on time and going well. Should be in UAT testing next week.
       - Executive Summary on what the SCRUMs have provided – Josh showed where this could be found on the Intranet (sites.google.com/a/state.co.us/dor-sandbox/big) and discussed how his information was laid out.
       - User Support update – Sonia Sandoval was unable to attend her

presentation will be sent out.

- Training Team – Michelle Martinez
  - Training Team Update – Michelle made her presentation on training.

- DRIVES Budget – Ryan Reather
  - FY'20 Budget Period 12 – Ryan made the budget presentation.
  - License Plate Cash Fund Review – Ryan discussed the health and sustainability of the fund.

- OIT Update – Cindi Wika – .
  - Outage Report - Cindy made her presentation
  - Access Tracking Sheet - Cindy made her presentation
  - Cradle Point Survey update – Cindy has the survey ready for the Counties to review based on budget costs. Will go out next week.
  - Opportunities for DOR and Counties to reduce paper, forms and toner costs – Cindy discussed the budget cuts for next year, and wanted to discuss ways to reduce consumables, perhaps at the RC&I level.

- DPA – Jerry Gentry
  - Bulk Centralized Printing Decision Request issue – Mike Lincoln discussed the confusion around their pricing and took questions. Mike noted that DPA could not agree to the Decision Request discussed and passed at the previous Governance meetings. DPA will meet with their Budget office and come back with possible solution. Dylan discussed the impacts on the Opt in/out period and asked the Committee for some direction. The committee decided to hold the Opt in/out period as is. Dylan will report back next month.
  - House holding update – Mike Lincoln discussed implementation schedule for rolling this out.
  - There was also some discussion around some electrical outages at DPA to upgrade their systems – this will impact their data servers.

- Sub-Committee and Working Group Update –
  - Requirements, Clarification & Improvement (RCI) – Pam Nielsen
    - List of Current Topics – presented items discussed.
    - County Refresh – Desk top vs. Laptop
    - Equipment Requests
      - Weld County's previously approved request was able to be reduced from $17,000 to $12,000
      - Adams County asking for 11 PC's and 5 printers. This is

estimated to be about $21,000 – This may not be implemented until next fiscal year.

- Custer County is requesting an additional PC and some cabling.
- Freemont County will be opening a Penrose location and will be forth coming.
- Pam asked for approval of the Adams and Custer County equipment requests, based on the notion that several Counties will be turning in PC's for donations. It was moved by Jean to approve the request. Nathan 2nd the motion. Motion passed unanimously.
- Alamosa's request for remaining 2 PC's – Terry Carver mad the case for the remaining 2 PC's. Jean moved to allow them the additional PC's. Chuck 2nd the motion. Motion passed.
- Financial Advisory Working Group (FAWG) – Kimberly Corell
    - Kimberly updated the committee on their continued SQR prioritization work. Also the NSF letter is being reviewed for consistency and compliance.

3. **New Business** – Chair
    - Email Collection Process – Chuck Broerman asked how the State emails are being used and how the Counties can use it. Mike discussed how statute does not support the collection or use of email and how CCCA might entertain putting forth legislation. Discussion around this ensued.
    - Library for Driver's License – Chuck Broerman asked how addresses for driver's license are being managed to ensure accuracy, specifically with regards to voter registration. Mike discussed how this is really an issue for the citizenry providing accurate information. There was further discussion surrounding NCOAA and the Secretary of State's Office address library and other sources.
    - Decommissioning of Legacy systems – Kevin Kihn discussed the decommissioning of Starfish, EDW, NSP etc. (collectively the CSTARS systems) as it's expensive to maintain these. Discussion ensued. This will continued to be reviewed.
    - Security Access and Training Requirements – Kevin Kihn discussed how each county needs to have Security Administrators and their roles and duties.

4. **Public Comments** (Statements of interest or suggestions from the Public) – Chair
    - Kevin asked for the counties help in resolving customer feedback, when asked.
    - Selina discussed returned mail issues and asked the State to explore a PSA campaign. Mike said he'd look into it.
    - Jean expressed her disappointment in the length of time it's going to take to

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re-write the Bulk Fleet process.
5. **Open Forum** (suggestions for action by the committee) – Chair
   ● **None**

6. **Announce Next Meeting** – Chair

7. **Adjourn** – Chair adjourned the meeting at 11:35 a.m.

Next meeting is scheduled for September 16, 2020 at 9:00 am

Meeting agendas and information are available at:
https://www.colorado.gov/pacific/dmv/colorado-drives-county-governance-committee
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