



COLORADO DRIVES COUNTY GOVERNANCE
COMMITTEE

CHARTER

September 10, 2018

Purpose: This document contains the Charter for the Colorado Driver License, Record, Identification, and Vehicle Enterprise Solution (DRIVES) County Governance Committee (DCGC). The Charter documents in writing the organization of each committee/subcommittee, the current participants, background, and general description of authorities.

History: Prior to January 1, 1984 each county processed motor vehicle title and registration transactions using their own separate independent processes. A copy of the ownership and registration documents were sent to the state for retention.

Beginning January 1, 1984, all counties were required to utilize the Distributive Data Processing System developed by the Department of Revenue (DOR) for motor vehicle registration and titling. The County Clerk Distributive Data Processing Advisory Committee was originally created in statute around 1982. Pursuant to HB01-110, the committee was renamed the Colorado State Titling and Registration Advisory Committee and has operated as the Colorado State Titling and Registration System (CSTARS) Committee since that time.

Additionally, the CSTARS Committee created a sub-committee, the CSTARS Advisory Review Sub-committee (CARS). The general practice has been for each member of the CSTARS Committee serving on the committee to appoint one county motor vehicle employee to represent them on the CARS Committee. The purpose of the CARS is to provide technical expertise and recommendations for programming changes and equipment changes to the CSTARS Committee for decision.

From July 2012 – June 2013 the Department of Revenue and Governor’s Office of Information Technology jointly completed an infrastructure assessment and feasibility study to replace the Driver’s License System (DLS) and CSTARS.

On January 2014 the General Assembly approved \$41M with HB14-1336 and \$52M with SB15-234 for a capital development project to replace DLS, CSTARS, and supporting IT Systems. A committee consisting of representatives for the DOR, OIT, and Colorado County Clerks Association evaluated vendor submissions and selected Fast Enterprises as the vendor in April 2015. The contract was executed on July 2015 and project initiated on August 31, 2015.

The DRIVES project was completed in two phases often referred to as roll-outs. The first phase was the replacement of DLS which was accomplished from August 2015 – February 2017. The second phase was the replacement of CSTARS which was scheduled from March 2017 – August 2018.

During the second rollout, in January 2016, a joint DMV and CCCA work group requested the CSTARS Committee establish a Colorado DRIVES County Governance Committee and working groups to prepare for Roll-out 2 of the project and provide governance during the conduct of the second phase of the project. There were four working groups that contributed to the DRIVES

project: Statute Review, Financial Advisory, System Letters and Forms, and the Requirements Clarification & Implementation working groups. This committee and its working groups' service ended with the establishment of the new DCGC on August 15, 2018.

Committee Organization: The DCGC consists of eight members appointed by the Executive Director of the Colorado Department of Revenue (CDOR) and one member appointed by the Executive Director of the Governor's Office of Information Technology pursuant to Colorado Revised Statute (CRS) 42-1-211 (4)(a). Members appointed consist of:

1. Two authorized agents from a category I or category II county as established in Section 30-2-102(1)(a) and (1)(a);
2. Two authorized agents from a category III or category IV county as established in Section 30-2-102(1)(c) and (1)(d);
3. Two authorized agents from a category V or category VI county as established in Section 30-2-102(1)(e) and (1)(f);
4. Two employees of the CDOR;
5. One employee of the Governor's Office of Information Technology who is familiar with the division of motor vehicle systems and processes.

Pursuant to CRS 42-2-211 (4)(b), the Executive Director may appoint an authorized agent from another category to fill an appointment from any county category in the event an authorized agent is not nominated from a Category, I/II, III/IV, or VI/V county.

When a vacancy occurs, notification is provided to the respective agencies of the available seat along with a request for nominations. The Executive Director appoints an individual from the nomination list.

Inaugural Committee Members:

Member	County/ Agency	County Category	Term	Term Start Date
Chuck Broerman	El Paso	I	15 months	September 19, 2018
Linda Shelton	Denver	I	15 months	September 19, 2018
Jean Alberico	Garfield	II	15 months	September 19, 2018
Susan Bailey	Morgan	III	15 months	September 19, 2018
Beverly Wenger	Yuma	IV	15 months	September 19, 2018
Nathan Ruybal	Conejos	V	15 months	September 19, 2018
Mike Dixon	DOR	-	15 months	September 19, 2018
Flavio Quintana	DOR	-	15 months	September 19, 2018
Elaine Hill	OIT	-	15 months	September 19, 2018

Inaugural committee members shall serve until December 31, 2019.

Board Positions (all positions currently vacant):

Chair – The committee chair is responsible for:

1. Approving scheduling dates, times, and locations of meetings;

2. Facilitation of meeting ensuring meeting is called and held in accordance with the Charter;
3. Establishes meeting agenda;
4. Providing leadership to committee and ensuring members are aware of their obligations and responsibilities;
5. Ensuring meeting minutes are complete and accurate.

Vice Chair – The committee vice-chair is responsible for:

1. Serving as chair in during chair's absence;
2. Assisting the chair as needed.

Committee Authorities:

The authorities of the DCGC are specified in Part 2 of Article 1 of Title 42. CRS 42-1-211(4)(d) authorizes the committee to:

1. Approve the annual operation budget proposal for the appropriations for the following categories of Colorado DRIVES
 1. Personal Services
 2. Operating Expenses
 3. County Office Asset Maintenance, and;
 4. County Office Improvements.
2. Fix the time when and place where meetings are held, and;
3. Establish subcommittees and working groups to report to the committee.

Additionally, the committee or sub-committee delegates are responsible for the approval of all motor vehicle services related programming changes made to the Colorado DRIVES system.

All decisions require the approval of the majority of committee members. Any act of the committee is void unless a majority of the appointed members voted in favor of the act, pursuant to CRS 42-1-211 (4)(c).

DRIVES County Governance Committee Meeting Attendance:

Committee members are expected to participate in all meetings. A simple majority represents a quorum. In the event a committee member is unable to attend a meeting, they may send a proxy to cast their vote provided the committee member notifies the committee, via e-mail, they are unable to attend and the name of the proxy voting in their place. Members who miss two consecutive meetings without being excused by the chair may be removed by the Executive Director of the DOR after being contacted by the chair recommending removal.

DRIVES County Governance Committee Member Terms:

With the exception of the Vice Chair, committee appointees shall serve one year terms with appointments being made in December of every year. Another exception is this year with the implementation of the new committee in September, appointees will serve 15 months. The Vice Chair will serve 27 months.

Committee members must reapply at the end of their term if they want to be reappointed.

The initial Committee Board (Chair and Vice Chair) will be nominated and voted on by members at the initial meeting on September 19, 2018. Following the initial board, the board positions rotate with the Vice Chair assuming the Chair and the committee nominating and voting on the new Vice Chair.

In the event a board position is vacated during a term, the committee will vote a committee member to fill the vacated position for the remainder of the term. At term completion, the board will rotate normally.

Resignation and Vacancies:

A committee member may resign his or her membership at any time by providing a written or email notice to the chair of the committee and the Executive Director of the CDOR. Vacancies shall be filled in the same manner as the original appointment and described earlier.

DMV Vehicle Services Section Support and Responsibilities:

The DMV Vehicle Services Section shall support the committee by assisting as required by the Chair. Assistance includes, but is not limited to, serving as the custodian of committee records, scheduling/coordinating meetings, and creating/ mailing agendas/minutes.

OIT Responsibilities

OIT is responsible for providing updates on OIT related concerns, issues and resolutions as it relates to DRIVES.

DOR Budget Team Responsibilities

The DOR Budget Team is responsible for providing updates on the DRIVES budget.

Organization of Meetings:

The chair of the committee is responsible for approval of meeting agenda items. In coordination with the DMV Vehicle Services Section administrative support staff, chair approved agenda and appropriate meeting materials shall be compiled and distributed electronically to the committee members at least 24-hours prior to the regularly scheduled meetings. Agendas can be found at <https://www.colorado.gov/pacific/dmv/dcgc-committee>.

Sub-Committees

The committee has the authority to create sub-committees and working groups that will be responsible for completing specific tasks. Sub-groups created temporarily under the authority of the DCGC working on issues will need to comply with reporting requirements created by the committee. All committees are required to develop a charter for approval by the DCGC. A separate annex will be added to the charter for each sub-committee/working group created.

Meeting Guidelines:

DRIVES County Governance Committee

A public meeting is noticed by the CDOR and a meeting held on the third Wednesday each month. Attendance by phone/webinar is available for members and participants and in person meetings may be held periodically as determined by the committee.

Sub-Committee / Working Group

A public meeting is noticed by the CDOR and meeting held as scheduled. To allow for efficient sub-committee / Working Group meetings, minutes may not be required per the updated and approved charter. All meetings shall be recorded and the recording provided to the CDOR (DMV Vehicle Services Section) to archive.

Emergency Votes and Decisions

A time sensitive issue may necessitate an emergency meeting and committee vote. Emergency votes may be taken via conference call, in person, or via email. When time prohibits the calling of an emergency committee meeting or vote, the State in coordination with the Chair or Vice Chair may take action to address the issue on behalf of the committee.

Amendments to the Charter:

Changes to these procedures must be documented and approved by a majority vote of the Committee. The charter should be reviewed on an annual basis to verify it still supports the purpose of the DCGC.

Custodian of Committee Records

CDOR is responsible to retain all minutes and recordings of committee meetings. CDOR will be responsible to respond to all Colorado Open Records Acts (CORA) relating to the committee records. DMV will serve as the custodian of all records.