



Meeting Minutes

Name:	DRIVES Governance Committee		
Meeting Date:	March 7, 2018	Organizer:	Chris Hochmuth
Meeting Time:	9:30 – 11:30 a.m.	Location:	GoToMeeting 1(224) 501-3212 Access Code - 192-674-829

1. Attendance at Meeting					
Invited	Position	✓	Invited	Position	✓
Mike Dixon	Chair-DOR	X	Sheila Reiner	Member-Mesa	
Matt Crane	Member-Arapahoe	X	Sara Rosene	Member-Grand	X
Jean Alberico	Member-Garfield	X	Bo Ortiz	Member-Pueblo	
Krystal Brown	Member-Teller	X	Garland Wahl	Member-Washington	
Mike Hartman	Attending - DOR		Heidi Humphreys	Attending-DOR	
Amanda Ross	Attending- Kit Carson		Kristin O'Bryan	Attending - DOR	
Amy Harrison	Attending-DOR	X	Lacie Allen	Attending - Delta	
Beverly Wenger	Attending - Yuma		Lauren Silva	Attending - DOR	
Brent Spahn	Attending-DOR		Linda Shelton	Attending-Denver	X
Brian Honeycutt	Attending-OIT		Merlin Klotz	Attending -Douglas	
Bridget Gurule	Attending-Arapahoe		Maren Rubino	Attending – DOR	X
Carly Koppes	Attending-Weld		Michael Pfeiffer	Attending-Fast	
Chris Hochmuth	Attending-DOR	X	Noelle Peterson	Attending-DOR	X
Cindi Wika	Attending-OIT	X	Pam Bacon	Attending-Logan	
Chuck Broerman	Attending- El Paso		Pam Nielsen	Attending-Larimer	
Codie Winslow	Attending - Douglas		Pam Phipps	Attending-Clear Creek	X



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Colleen Stewart	Attending - Gilpin		Pam Samora	Attending-DOR	X
David Laursen	Attending-Montrose		Paul Nadeau	Attending-OIT	
David McCurdy	Attending-OIT		Regina O'Brien	Attending-Eagle	
Dayton Harbo	Attending-OIT		Rosalie Johnson	Attending-DOR	
Deanna Davis	Attending-DOR		Sarah Werner	Attending-DOR	
Diana Hall	Attending-Boulder		Sean Maxon	Attending-Fast	
Dylan Ikenouye	Attending-DOR		Sharon Carnefix	Attending - Jefferson	
Eric Deffenbaugh	Attending-Fast	X	Sharon Roberts	Attending-OIT	X
Eric Shannon	Attending-DOR	X	Sheri Allen	Attending-Clear Creek	X
Fran Long	Attending-OIT		Sherri Davis	Attending-Douglas	
Heidi McKenna	Attending - DOR		Tammy Raschke	Attending-Moffat	
Jackie Campbell	Attending-Mesa		Terri Krupke	Attending-OIT	
Jina Dunn	Attending-DOR	X	Tessa Borklund	Attending-Delta	
Julie Fall	Attending-OIT		Tiffany Parker	Attending-La Plata	X
Katy DeBoer	Attending - OIT		Tina Harris	Attending-Larimer	
Katya Eremich	Attending- DOR		Tiny Zapfe	Attending- Douglas	
Ken Gurule	Attending - OIT	X	Tony Anderson	Attending-DOR	X
Kevin Kihn	Attending - DOR		Tony Frazzini	Attending-Denver	X
Kevin Wyatt	Attending-Jefferson		Victoria Gallegos	Attending-Arapahoe	
Kim Bonner	Attending - Routt				
Kimberly Corell	Attending-DOR				
Lorri Dugan	Attending-DOR	X			



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2. Minutes from March 7, 2018 for Committee Review and Approval

Call to Order and Roll Call

- Mike called the meeting to order at 9:30 a.m. Roll was taken and a quorum was not present until the end of the meeting.

Working Group Reports (reports are available in the DRIVES Google folder)

- DRIVES System Letters and Forms Working Group Report (Tony Anderson)
 - Tony presented the report from the meeting that occurred on February 13
- DRIVES Requirements Clarification and Implementation Working Group Report (Tony Anderson)
 - Tony presented the report from the meetings that occurred on February 12, 26 and March 5

Old Business

- Site Survey Update (Cindi Wika) – Schedule should be finalized by next week, although some offices have already been completed. San Miguel will be added into the network test for connectivity.
- Deployment of Scanner and Bar Code Readers Schedule Update (Cindi Wika) – Schedule has been published to DRIVES and Cindi is working with DMV communications to publish the schedule to all counties. Deployment of desktop scanners and barcode readers will be completed by June 6, 2018
- Rollout 2 Conversion Records (Tony Anderson) – Working on 271 conversion items of which 80 have been completed

New Business

- Jean discussed the training schedule for DRIVES and how it differs from what was originally laid out
- Matt asked that DRIVES work with CCCA to ensure communications to the public is covered
- Eric noted that they are working closely with the SME's on the conversion timeline and how that will affect office closures. Further information will be forthcoming.

Review and Assignment of Action Items

- The project team will be preparing a list of critical items for R2 that will be presented at the CCCA regional conference. The critical items for R2 will be provided to the Committee members prior to the CCCA regional conferences.



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Approval of Previous Meeting Minutes

- Mike entertained a motion to approve the February 7, 2018 minutes. The motion was moved by Matt and seconded by Krystal. Motion was passed unanimously.

Public Testimony

Next meeting is scheduled for March 21, 2018 at 11:00 a.m.

Meeting adjourned at 9:48 a.m.

Approve versions of the Committee minutes are archived in the DRIVES Google folder "County DRIVES Governance Committee – Minutes".