



# Meeting Minutes

<b>Name:</b>	DRIVES Governance Committee		
<b>Meeting Date:</b>	April 4, 2018	<b>Organizer:</b>	Chris Hochmuth
<b>Meeting Time:</b>	9:30 – 11:30 a.m.	<b>Location:</b>	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	X
Matt Crane	Member-Arapahoe	X	Sara Rosene	Member-Grand	X
Jean Alberico	Member-Garfield	X	Bo Ortiz	Member-Pueblo	X
Krystal Brown	Member-Teller	X	Garland Wahl	Member-Washington	X
Mike Hartman	Attending - DOR		Heidi Humphreys	Attending-DOR	
Amanda Ross	Attending- Kit Carson	X	Kristin O'Bryan	Attending - DOR	X
Amy Harrison	Attending-DOR		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	X	Maren Rubino	Attending – DOR	
Carly Koppes	Attending-Weld	X	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	X
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	X
David McCurdy	Attending-OIT		Regina O'Brien	Attending-Eagle	
Dayton Harbo	Attending-OIT		Sarah Werner	Attending-DOR	X
Diana Hall	Attending-Boulder		Sean Maxon	Attending-Fast	
Dylan Ikenouye	Attending-DOR	X	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	X	Sherri Davis	Attending-Douglas	X
Jackie Campbell	Attending-Mesa	X	Tammy Raschke	Attending-Moffat	
Jina Dunn	Attending-DOR	X	Terri Krupke	Attending-OIT	
Julie Fall	Attending-OIT		Tessa Borklund	Attending-Delta	X
Katy DeBoer	Attending - OIT	X	Tiffany Parker	Attending-La Plata	X
Katya Eremich	Attending- DOR		Tina Harris	Attending-Larimer	
Kevin Kihn	Attending - DOR	X	Tiny Zapfe	Attending- Douglas	
Kevin Wyatt	Attending-Jefferson		Tony Anderson	Attending-DOR	X
Kim Bonner	Attending - Routt		Tony Frazzini	Attending-Denver	X
Kimberly Corell	Attending-DOR	X	Victoria Gallegos	Attending-Arapahoe	
Lorri Dugan	Attending-DOR				



## Meeting Minutes

### 2. Minutes from April 4, 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 present.
- Mike asked for approval of the March 7 minutes. Matt moved, Sheila 2<sup>nd</sup> and the Motion passed unanimously.
- Mike asked for approval of the March 27 minutes. Sheila moved, Krystal 2<sup>nd</sup> and the motion passed unanimously.

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

- DRIVES Financial Advisory Working Group Report (Sara Rosene/Tony Frazzini/Kimberly Corell) – Sara and Kimberly went through the items that are being reviewed and will proceed through their April 25 meeting.
- DRIVES System Letters and Forms Working Group Report (Tony Anderson) -- Tony presented their report discussing the progress on the forms cycles.
- DRIVES Requirements Clarification and Implementation Working Group Report (Tony Anderson) -- Tony presented the group's report and their ongoing work.

#### Old Business

- Update on Central Printing and Mailing (Tony Anderson) – Tony discussed the ongoing work with DPA and the tours that took place and the fiscal impact to the LPCF is being reviewed. A communication went out on March 28 regarding the whether the County's wish to opt in or out of the bulk printing. This is due to Dylan by April 9. Tony, Dylan and Eric then took questions.
- Update on Conversion (Tony Anderson) – Tony reviewed the items being reviewed as of April 2. 355 items have been identified 101 have been complete and the open items are being worked. Tony and Eric took questions.
- Decision on Cutover Plan Date (Mike Dixon) – Mike lead this discussion, summarizing the plan. Matt asked about the communication plan, which Mike discussed. Mike asked for a vote from the Committee to approve the plan as presented Mike = Yes, Sheila = Yes, Matt = Yes, Sara = Yes, Jean = Yes, Bo = Yes, Krystal = Yes, Garland = Yes. Plan was approved.

#### New Business

- Production Support Team Manager (Mike Dixon) – Mike discussed Sonja Sandoval will be the new DRIVES Technical Manager and her first day will be April 16.
- Jean asked what the future of the OIT Trainers would be. Mike discussed what the post R2 situation would look like for having trainers and support for the counties in the field.



## Meeting Minutes

### Review and Assignment of Action Items

- Review Communication plan regarding envelopes for those counties who opt out of bulk printing prior to the April 9 deadline.
- Communication plan for Office closure to Counties.

### Public Testimony

None

Next meeting is scheduled for April 18, 2018 at 11:00 a.m.

Meeting adjourned at 10:09 a.m.

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