



# Meeting Minutes

<b>Name:</b>	DRIVES Governance Committee		
<b>Meeting Date:</b>	May 5, 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		Garland Wahl	Member-Washington	X
Mike Hartman	Attending - DOR	X	Heidi Humphreys	Attending-DOR	
Amanda Ross	Attending- Kit Carson		Kristin O'Bryan	Attending - DOR	X
Amy Harrison	Attending-DOR	X	Lacie Allen	Attending - Delta	
Beverly Wenger	Attending - Yuma		Lauren Silva	Attending - DOR	X
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	X
Chris Hochmuth	Attending-DOR	X	Noelle Peterson	Attending-DOR	X
Cindi Wika	Attending-OIT		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	
David Laursen	Attending-Montrose		Paul Nadeau	Attending-OIT	
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		Sharon Roberts	Attending-OIT	X
Eric Shannon	Attending-DOR	X	Sheri Allen	Attending-Clear Creek	X
Fran Long	Attending-OIT		Sherri Davis	Attending-Douglas	
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	
Katy DeBoer	Attending - OIT		Tiffany Parker	Attending-La Plata	
Katya Eremich	Attending- DOR	X	Tina Harris	Attending-Larimer	
Kevin Kihn	Attending - DOR	X	Tiny Zapfe	Attending- Douglas	
Kevin Wyatt	Attending-Jefferson		Tony Anderson	Attending-DOR	
Kim Bonner	Attending - Routt		Tony Frazzini	Attending-Denver	X
Kimberly Corell	Attending-DOR		Victoria Gallegos	Attending-Arapahoe	
Lorri Dugan	Attending-DOR	X			



## Meeting Minutes

### 2. Minutes from May 5, 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 April 04 minutes. Matt moved, Jean 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 reported on the presentation by FAST for the accountant training. Tony also mentioned a workshop at the summer CCCA conference regarding balancing. Mike asked if the counties thought the workshop would be sufficient. Sara thought they were on the right track but would need to see the whole thing to be sure.
- Future Initiatives – Jean gave the update from their April 26 meeting.
- DRIVES System Letters and Forms Working Group Report (Tony Anderson) -- Dylan presented the group's report discussing the progress on the forms cycles from the April 10 meeting.
- DRIVES Requirements Clarification and Implementation Working Group Report (Tony Anderson) – Dylan presented the group's report and their ongoing work from the April 9, 16, 23 and 30<sup>th</sup> meetings.

#### Old Business

- Update on Central Printing and Mailing – Before Dylan updated the committee, Mike asked the project team to review the DR. Dylan gave an update on the IGA. CCI has figured out a combined registration receipt and are working with DPA for the tipping of the year tabs. Schedules for shipping and storage are being worked out, files and layouts are being worked on today with Eric and DPA. DPA had concerns about accepting .pdf files for postal concerns. FAST will make sure addresses are updated, move notifications and closed PO boxes prior to file generation. DPA will then do a second verification and then print and mail.
- Update on Conversion – Dylan updated the committee further noting, of the 356 conversion items 135 are completed as of April 24. Communications are being developed and sent on the disposition of duplicate plates, short checks and holds and how to deal with them. The conversion meetings are every Tuesday afternoon and may be attended either in person or by conference calls. Anyone wishing to attend may contact Dylan for the meeting information.



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### New Business

- DR 38 County e-Service Participation – Dylan presented the DR to the committee. Option 1 – All Counties must participate. Option 2 – Counties may opt out of various pieces. Requirements Working Group and Title and Registration both agreed on recommending Option 1. There was discussion. Mike asked for a vote of the Committee: Option 1 Yes or no: Bo – Yes; Sara R – Yes; Jean – Yes; Matt – Yes; Mike – Yes; Sheila – Yes; Garland – Yes; Krystal – (not present).
- PRG – Auto Renewal – Dylan presented the PGR and noted the Governance Committee did not need to vote unless they disagreed with the Requirements Working Group. Requirements Working Group and Title and Registration both recommended Option 1. Dylan took questions on the process after his presentation.

### Review and Assignment of Action Items

- Mike requested a focus group be put together to make sure the financial training will cover what it needs to with an emphasis on possible new procedures.
- Summer CCCA Conference to have a workshop on balancing for the financial teams.
- Clarification on where in the training Back Office work will be covered.

### Public Testimony

- Sara asked when/where the training for the back office work for the front line tech.'s would be.
- Pam asked about the cutover schedule for the bookkeepers as there seems to be mixed dates floating around. Mike noted there is a communication getting ready to go out which will clarify the cutover schedule. Mike Pfeiffer clarified that no later than midnight on Tuesday July 31, everything has to be balanced and on Wednesday August 1, the state must be finished processing by midnight. Between Wednesday and Thursday Fast will be extracting and converting all data.

Next meeting is scheduled for May 16, 2018 at 11:00 a.m.

Meeting adjourned at 10:25 a.m.

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