



Meeting Minutes

Name:	DRIVES Governance Committee		
Meeting Date:	June 6, 2018	Organizer:	Chris Hochmuth
Meeting Time:	9:30 a.m. – 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	X
Matt Crane	Member-Arapahoe	X	Sara Rosene	Member-Grand	X
Jean Alberico	Member-Garfield	X	Bo Ortiz	Member-Pueblo	
Krystal Brown	Member-Teller		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	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		Maren Rubino	Attending – DOR	X
Carly Koppes	Attending-Weld		Michael Pfeiffer	Attending-Fast	X
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	



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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	
			Sarah Werner	Attending-DOR	X
Diana Hall	Attending-Boulder	X	Sean Maxon	Attending-Fast	
Dylan Ikenouye	Attending-DOR		Sharon Carnefix	Attending - Jefferson	
Eric Deffenbaugh	Attending-Fast		Sharon Roberts	Attending-OIT	
Eric Shannon	Attending-DOR	X	Sheri Allen	Attending-Clear Creek	X
Fran Long	Attending-OIT		Sherri Davis	Attending-Douglas	X
Jackie Campbell	Attending-Mesa		Tammy Raschke	Attending-Moffat	
Jina Dunn	Attending-DOR		Terri Krupke	Attending-OIT	
Julie Fall	Attending-OIT	X	Tessa Borklund	Attending-Delta	
Katy DeBoer	Attending - OIT		Tiffany Parker	Attending-La Plata	
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	
Kim Bonner	Attending - Routt		Tony Frazzini	Attending-Denver	
Kimberly Corell	Attending-DOR	X	Victoria Gallegos	Attending-Arapahoe	
Lorri Dugan	Attending-DOR				



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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 May 2nd minutes. Matt moved, Sheila 2nd 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 did not have a report at this time. Mike noted he had a request from a County Clerk regarding some security concerns. Mike further updated that there were no security concerns, but there will be a meeting on June 12th to address best practices for cashiering and accounting at the counties. Information regarding best practices will be forth coming.
- Future Initiatives – Jean Alberico. No update given.
- DRIVES System Letters and Forms Working Group Report (Adam Wilms) -- Adam reported Cycle 23 is in process; forms are being compiled and sent to Graphics. Patti asked about the honoring of old forms for 90 days. Maren noted we would continue this practice.
- DRIVES Requirements Clarification and Implementation Working Group Report (Adam Wilms) – Adam reported on some conversion items and the Bulk/Central printing timelines. Testing is currently underway.

Old Business

- Update on Central Printing and Mailing – Adam reported on the counties that had opted in/out/or no response. Several counties want to opt in after the final response date. Kevin Kihn reported the counties now have until June 8th to opt in. Pam asked how the inventory would be affected with the additional counties opting in. Adam reported that DPA and CCI did not believe it would be a problem.
- Update on Conversion – Adam Wilms reported on the ongoing conversion items and the duplicate license plates that had been pushed out to the Counties to work on May 7th. Jean noted there had been some incorrect instructions, which Lauren Silva fixed. Sara will send out the corrected instructions to all the Counties.
- Training of Back Office transactions – Eric Deffenbaugh and Amy Harrison presented these items. Amy then took questions. There was also discussion on Sandbox, how long the counties will be able to utilize it and how it works.



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New Business

- Rec Truck fees being programmed in DRIVES at Rollout (Adam Wilms) – Adam discussed the Rec Truck fee schedule correction and how it will not roll out to CSTARS but will in DRIVES, due to resource constraints. Jean asked about renewal notices that go out prior to DRIVES rollout with the wrong information. Mike said a transition plan would be worked out.
- Selection of DRIVES County governance Committee (Adam Wilms) – Adam discussed the email sent by Mike Hartman for appointments to the committee, as well as the AG opinion to include Denver and Broomfield Counties participation.
- Production Support (Ted Trujillo) – Mike introduced Ted Trujillo to discuss these items. Ted discussed Production support in detail and how the help desk and field teams would work. Sonia Sandoval will oversee the Production Support team. Ted also discussed the ticketing/SQR process. Ted then took questions.
- Training Unit (Ted Trujillo) – Ted provided information on how this will look post Rollout. They are proceeding with hiring a Training Manager and transitioning the current OIT trainers into the new training team. Ted also noted how the Production Support and Training teams will work together.
- OIT Updates (Elaine Hill) – Elaine presented on the FAST Circuit Migration, Network Review (capacity and speed) and Login in and authentication.

Change Next Meeting Date from July 4th – Mike conducted this discussion suggesting the Wednesday either before or after (6/27 or 7/11). Jean suggested June 27th. Most people seemed to agree; consequently the next meeting will be June 27th at 9:30 a.m.

Review and Assignment of Action Items

- Mike Dixon requested a timeline about what happens after rollout with attention to when the different printing schedules are implemented, but sent out.
- Maren Rubino asked for an impact statement to the counties for conversion items that are not worked.
- Sara Werner to send out Lauren Silva's conversion instructions to Counties.
- Amy Harrison will send out additional information on Sandbox and how it works.
- Mike Dixon asked that a transition plan be worked out regarding the old fee schedules and the corrected fee schedules.
- Kevin Kihn will follow up on the Opt in/out with the counties.



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Public Testimony

- None

Next meeting is scheduled for June 27, 2018 at 9:30 a.m.

Meeting adjourned at 10:38 a.m.

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