



**COLORADO**  
Department of Revenue

## Meeting Minutes

<b>Name:</b>	Colorado DRIVES County Governance Committee		
<b>Meeting Date:</b>	June 17, 2020	<b>Organizer:</b>	Chris Hochmuth
<b>Meeting Time:</b>	9:00 a.m. – 11:00 a.m.	<b>Location:</b>	<b>Go To Meeting</b> 1 (872) 240-3311 Access Code – 288-969-941  <a href="https://global.gotomeeting.com/join/288969941">https://global.gotomeeting.com/join/288969941</a>

### Attendance

<u>Member</u>	<u>Organization</u>		<u>Member</u>	<u>Organization</u>	
Ted Trujillo	Denver County	√	Chuck Broerman	El Paso County	√
Jana Coen	Prowers County	√	Mike Dixon	DOR-DMV	√
Nathan Ruybal	Conejos County		Flavio Quintana	DOR-DMV	
Lynda Scott	Otero County	√	Debbie Thibault	OIT	√
Jean Alberico	Garfield County	√			
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Adam Wilms	DOR	√	Sheri Davis		√
Dylan Ikenouye	DOR	√	Crystal Cordova	Denver	
Chris Hochmuth	DOR	√	Sage Yazzilano	Jefferson	
Kimberly Corell	DOR	√	Kevin Kihn	DOR	√
Cheala Hernandez	AFT		Jillian Miecielica		√
Jacob Healy	FAST	√	Helen Manes	DOR	
Carly Koppes	Weld		Bo Lewis	DOR	√
Tiffany Arnold	DOR		Michael Palmisano	DOR	√
Lori Dugan	DOR		Michelle Martinez	AST	√
Tammie Barnes		√	Sonia Sandoval	AST	√
Meredith Jordan	Larimer		Brian Honeycutt	Broomfield	√
Jason Salazar	Denver	√	Katy DeBoer	Weld	
Kayla Pacheco	Jefferson	√	Selina Baschier	Arapahoe	
Pam Nielsen	Larimer		Cindy Wika	OIT	√
Wendy Milinazzo	Adams		Terry Salasky	DOR	√
Cynthia Loftus	Weld		Fran Noel		√
Amanda Weirs		√	Pam Krupke	DOR	√
Susan Wilson-Madsen	DOR	√	Kyle Boyd	DOR	
Ramon Alvarado	DOR	√	Jenny Adler	DOR	√

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Tasha Gomez	Elbert		Selina Baschiera	Arapahoe	√
Beth Zilla		√	Kevin Wyatt		√
Joan Lopez	Arapahoe		Dina Smith	DOR-VSS	√
Barbara Galitz	Boulder	√	Josh Johnson	BIG	√
Jim Gilchrist	DOR-VSS	√	Val Abramovich	Jefferson	√
Noelle Peterson	DOR-AST		Jerry Gentry	DPA	√
Kate Goff			Scott McKimmy	BIG	
Matt Vigil	Mesa		Rafael Zapata	AST	

### Meeting Minutes

1. **Call to Order and Initial Business** – Chair called the meeting to order at 9:02
  - Roll Call – Chris Hochmuth a quorum was present
  - Approval of minutes from 05.20.2020. It was moved by Ted and 2<sup>nd</sup> by Mike to approve the minutes. Minutes were approved unanimously
  - COVID-19 Update – Mike/Adam gave a quick overview of our current situation.
  
2. **Old Business**
  - CDOR Update –
    - Vehicle Services Section (VSS) – Adam Wilms & Dylan Ikenouye
      - Call Center Metrics – Adam provided a presentation about the metrics.
      - Online Services Report – Adam provided a presentation about the metrics.
      - Top 4 Transaction Times – Dylan provided a presentation about the metrics.
      - POD Update – Dylan updated the Committee with the situation surrounding the installation of the new equipment.
    - Business Innovation Group – Josh Johnson
      - Service Pack Update – Josh said it went really well and talked about upcoming Service Packs and the need for UAT Counties. He will also look at permissions for testers. There was also discussion around future schedules for service packs.
      - Bulk Fleet Renewal taking 1-3 days (SQR 18394) Josh discussed the research sprint for this and the path going forward.
      - Application Support Team (AST) – Sonia Sandoval provided her report
        - Call Center Support and Testing – Sonia Sandoval
    - Training Team – Michelle Martinez
      - Training Team Update gave her report and presentation
    - DRIVES Budget – Susan Wilson-Madsen

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- FY'20 Budget Period 10 gave her report and presentation
- FY'21 Budget Approval Review gave her report and presentation and asked for approval of the FY'21 Budget. Mike asked for preliminary approval now and formal approval next month. Moved by Jean and 2<sup>nd</sup> by Ted. Motion carried unanimously.
  
- OIT Update – Cindi Wika
  - Outage Report gave her report and presentation
  - Access Tracking Sheet gave her report and presentation
  - Chuck asked for an update with Cradle Point, and Cindi discussed the hang up being the billing. She also discussed a solution that Douglas County is testing.
  
- DPA – Jerry Gentry
  - Centralized Print and Mailing Training
  - FY'21 Bulk Centralized Printing Opt In/Out Period – Dylan/Jerry presented the Decision Request for the Opt In/Out period as a draft for review. Discussion ensued. Will be represented in July
  
- Sub-Committee and Working Group Update –
  - Requirements, Clarification & Improvement (RCI) – Pam Nielsen
    - List of Current Topics and discussions. Still looking for a Conejos committee member.
    - Equipment Requests – Jefferson is looking for an additional PC for their warehouse (no cabling needed). Clear Creek is looking for a laptop for VPN (they'll buy and donate back), Larimer is looking for 6 laptops for VPN (they'll buy and donate back.) It was moved by Jean and 2<sup>nd</sup> by Ted to approve the three requests as presented. Approved unanimously.
  - Financial Advisory Working Group (FAWG) – Kimberly Corell updated the committee on their progress on updating the new Financial Best Practices document.
  
- 3. **New Business** – Chair
  - None
  
- 4. **Public Comments** (Statements of interest or suggestions from the Public) – Chair
  - Selina from Arapahoe County discussed the Major Incident email bouncing back
  - Kayla asked about the increased call volume due to lack of insurance and wondered if there wasn't another MIIDB issue causing them to not be able renew on line.



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5. **Open Forum** (suggestions for action by the committee) – Chair
  - Adam noted this will be his last Governance meeting for about a year as he is being mobilized and Kevin Kihn will be taking over as of 7-1-2020 for the next year or so. All correspondence, etc. should go to Kevin.
6. **Announce Next Meeting** – Chair
7. **Adjourn** – Chair adjourned the meeting at 11:18 am

*Next meeting is scheduled for July 15, 2020 at 9:00 am*

*Meeting agendas and information are available at:*

<https://www.colorado.gov/pacific/dmv/colorado-drives-county-governance-committee>