



MEETING PLAN

Name:	County DRIVES Governance Committee		
Meeting Date:	October 6, 2016	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. Purpose of Meeting

The purpose of this County DRIVES Governance Committee meeting is to review recommendations regarding procedural and programming changes that will be necessary for implementing Colorado DRIVES. The Committee receives updates and reports from the DRIVES Working Groups and makes decisions as appropriate. An open discussion forum is afforded to all attendees. Finally, all action items are identified and an updated status is given to all in attendance.

2. Attendance at Meeting

Invited	Position	✓	Invited	Position	✓
Mike Dixon	Chair-DOR		Sheila Reiner	Member-Mesa	
Matt Crane	Member-Arapahoe		Sara Rosene	Member-Grand	
Jean Alberico	Member-Garfield		Bo Ortiz	Member-Pueblo	
Krystal Brown	Member-Teller		Garland Wahl	Member-Washington	
Barbara Brohl	Attending-DOR		Heidi Humphreys	Attending-DOR	
Maren Rubino	Attending-DOR		Tony Anderson	Attending-DOR	
Dave Lindsay	Attending-DOR		Dylan Ikenouye	Attending-DOR	



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Michael Brown	Attending-DOR		Dayton Harbo	Attending-OIT	
Deanna Davis	Attending-OIT		Kimberly Correl	Attending-DOR	
Frank Dean	Attending-DOR		Paul Nadeau	Attending-OIT	
Mark Williams	Attending-FAST		Amanda Karger	Attending-DOR	
PJ Taylor	Attending-Denver		Amanda Ross	Attending-Kit Carson	
Noelle Peterson	Attending-DOR		Pam Nielsen	Attending-Larimer	
Jackie Campbell	Attending-Mesa		Norma Trickey	Attending-Boulder	
Terri Krupke	Attending-OIT		Eric Deffenbaugh	Attending-FAST	
Sharon Roberts	Attending-OIT		Lorri Dugan	Attending-DOR	
Cindi Wika	Attending-OIT		Tony Frazzini	Attending-Denver	
Dustin Armbrust	Attending-DRIVES		Jerrod Roth	Attending-DOR	
Thomas Peace	Attending-Denver		Victoria Gallegos	Attending-Arapahoe	
Diana Hall	Attending-Boulder				

3. Meeting Agenda

1. Call to Order and Roll Call (Mike Dixon / Tony Anderson)
2. Approval of Previous Meetings Minutes (Mike Dixon)
3. Colorado DRIVES Project Update (Mike Dixon / Dustin Armbrust)
4. Old Business
 - Appointment of the balance of the DRIVES Future Initiatives Working Group Co-Chairs (Matt



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Crane)

--Scanning of documents at county offices, assigned to DRIVES Requirements, Clarification and Implementation Working Group (Tony Anderson)

5. Working Group Reports

-DRIVES Statute Review Working Group Report (Sheila Reiner / Maren Rubino)

-DRIVES Financial Advisory Working Group Report (Sara Rosene / Kimberly Corell / Tony Frazzini)

-DRIVES System Letters and Forms Working Group Report (Bo Ortiz / Tony Anderson)

-DRIVES Requirements Clarification and Implementation Working Group Report (Matt Crane / Tony Anderson)

-DRIVES Future Initiatives Working Group Report (TBD / Tony Anderson)

6. New Business

-Vote on System Letters & Forms Working Group's recommendation regarding Logo's on letters.

7. Open Discussion (Mike Dixon)

8. Review and Assignment of Action Items (Tony Anderson)

9. Next Meeting (Tony Anderson)

4. Minutes

5. Old Business



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1) Working Groups Action Items:

- a) Financial Advisory – Complete process mapping for county back office functions
 - i) Sara R, Tony F or Kimberly C
- b) Financial Advisory – Review draft language for payment by bad check
 - i) Sara R, Tony F or Kimberly C
- c) Requirement Clarification & Implementation – Present the CO DRIVES County Resource Requirements: R2 Vehicle Services
 - i) Dustin A
- d) Requirement Clarification & Implementation – Analysis for standard documents for routine transactions and mortgage mail
 - i) Tony A
- e) Requirement Clarification & Implementation – Travel reimbursement / per diem
 - i) Lorri D
- f) Requirement Clarification & Implementation – Co-Chair and members for the Futures Initiative Working Group
 - i) Matt C
- g) Requirement Clarification & Implementation – Scanning of T&R documents at County Offices
 - i) Tony A
- h) Requirement Clarification & Implementation – Demo of DRIVES of DRIVES Vehicle Services solution
 - i) Dustin A & Eric D

Action items log is located in the shared Google Drive folder “County DRIVES Governance Committee – Action Items”



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6. Next Meeting

Date:	November 2, 2016	Time:	9:30 am	Location:	GoToMeeting 1(224) 501-3212 Access Code - 192-674-829
Purpose:	The purpose of this County DRIVES Governance Committee meeting is to review recommendations regarding procedural and programming changes that will be necessary for implementing Colorado DRIVES. The Committee receives updates and reports from the DRIVES Working Groups and makes decisions as appropriate. An open discussion forum is afforded to all attendees. Finally, all action items are identified and an updated status is given to all in attendance.				