



DRAFT Meeting Minutes

Name:	DRIVES Governance Committee		
Meeting Date:	November 1, 2017	Organizer:	Chris Hochmuth
Meeting Time:	9:30 – 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	X
Krystal Brown	Member-Teller		Garland Wahl	Member-Washington	
Mike Hartman	Attending - DOR		Heidi Humphreys	Attending-DOR	
Amanda Ross	Attending- Kit Carson		Kristin VanDragt	Attending - DOR	X
Amy Harrison	Attending-Fast		Lacie Allen	Attending - Delta	
Audrey Briel	Attending-DOR	X	Lauren Silva	Attending - DOR	X
Ashli Stuckman			Linda Bishop	Attending-Denver	X



DRAFT Meeting Minutes

Beverly Wenger	Attending - Yuma		Lorri Dugan	Attending-DOR	X
Brent Spahn	Attending-DOR		Maren Rubino	Attending-DOR	
Brian Honeycutt	Attending-OIT		Merlin Klotz	Attending -Douglas	
Bridget Gurule	Attending-Arapahoe		Michael Pfeiffer	Attending-	X
Carly Koppes	Attending-Weld		Noelle Peterson	Attending-DOR	X
Chris Hochmuth	Attending-DOR	X	Pam Bacon	Attending-Logan	
Cindi Wika	Attending-OIT		Pam Nielsen	Attending-Larimer	X
Chuck Broerman	Attending- El Paso		Pam Phipps	Attending-Clear Creek	
Cody Winslow	Attending - Douglas		Pam Samora	Attending-DOR	X
Colleen Stewart	Attending - Gilpin		Paul Nadeau	Attending-OIT	
David Laursen	Attending-Montrose		Regina O'Brien	Attending-Eagle	
Dave McCurdy	Attending-OIT		Rosalie Johnson	Attending-DOR	
Dayton Harbo	Attending-OIT		Sarah Werner	Attending-DOR	
Deanna Davis	Attending-DOR	X	Sean Maxon	Attending-DRIVES	
Diana Hall	Attending-Boulder	X	Sharon Carnefix	Attending - Jefferson	X
Dustin Armbrust	Attending-DOR		Sharon Roberts	Attending-OIT	X



DRAFT Meeting Minutes

Dylan Ikenouye	Attending-DOR	X	Sheri Allen	Attending-Clear Creek	
Eric Deffenbaugh	Attending-Fast		Sherri Davis	Attending-Douglas	
Eric Shannon	Attending-DOR		Tamsin Totays	Attending-Adams	X
Fran Long	Attending-OIT	X	Tammy Raschke	Attending-Moffat	
Heidi McKenna	Attending - DOR		Terri Krupke	Attending-OIT	X
Jackie Campbell	Attending-Mesa		Tessa Borklund	Attending-Delta	
Jina Dunn	Attending-DOR		Tiffany Parker	Attending-La Plata	X
Julie Fall	Attending-OIT	X	Tina Harris	Attending-Larimer	
Katy DeBoer	Attending - OIT	X	Tiny Zapfe	Attending- Douglas	
Katya Eremich	Attending- DOR	X	Tony Anderson	Attending-DOR	
Ken Gurule	Attending - OIT	X	Tony Frazzini	Attending-Denver	
Kevin Kihn	Attending - DOR	X	Victoria Gallegos	Attending-Arapahoe	
Kevin Wyatt	Attending-Jefferson	X			X
Kim Bonner	Attending - Routt				
Kimberly Corell	Attending-DOR	X			



DRAFT Meeting Minutes

2. Minutes from September 6, 2017 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; a quorum was present.

Approval of Previous Meeting Minutes

- Mike entertained a motion to approve the October 4, 2017 minutes. Sheila Reiner made a motion to approve the minutes as presented. Matt Crane seconded the motion. The motion was approved unanimously with a voice vote.

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

- DRIVES Financial Advisory Working Group Report
 - Sara Rosene presented the DRIVES Financial Advisory Working Group report. There was a presentation on the Cross County Credits and the working group voted to move it forward to the Governance Committee for decision. Other Fees were also discussed and how the fees will be identified. The SME's are working on the transition from CSTARS to DRIVES for the end of August for the roll out.
- DRIVES System Letters and Forms Working Group Report
 - Tony Anderson presented the DRIVES System Letters and Forms Working Group report. The working group met October 10, 2017 and they are finalizing the last few letters. The next meeting will be November 13, 2017 and it will be on site at DRIVES to begin working on the 114 forms.
- DRIVES Requirements Clarification and Implementation Working Group Report
 - Tony Anderson presented the DRIVES Requirements Clarification and Implementation Working Group report. The working group met four times in October on the 10th, 16th, 23rd, and 30th.
 - October 10th meeting the working group discussed DR 32 Centralized



DRAFT Meeting Minutes

Mail Printing and how that would be structured as well as the addition of bar coding to letters and forms.

- October 16th meeting, PACS joined the working group and let them know DPA would have authority over printing and mailing for bulk transactions. The working group reviewed the remaining items that were documented in DR 32. The working group also reviewed and voted on PGR 4572 for Payments for Air Care Colorado for DOR – Receipt of electronic payments. The working group voted for option 2 to have payments made to Air Care Colorado electronically. The logistics of sending customers notifications by email was also discussed.
- October 23rd meeting, DR 32 was further discussed – following up with PACS and a meeting; they set up with DPA for November 6 at 3:30. The working group also made a final recommendation on DR 35 Print on Demand Registration Cards and Tabs, which will happen post R2 by DRIVES Future Initiatives. Shredding for the Counties is being discussed as well as the retention times.
- October 30th meeting went through TR305 and TR306, which they are recommending to delete as these are addressed in existing processes.
- Action Items – DR 32 Centralized Printing, scheduled meeting with PACS and DPA on November 6th.

Old Business

- PRG 3059 Cross County Credit Transfers Presentation from DRIVES by Sean Maxon. (Presentation located at 23:14 – 48:07). Sean then answered questions about the presentation. Mike suggested that there be outreach to County Treasurers and will hold the vote on this for next month.



DRAFT Meeting Minutes

New Business

- DR 32 Centralized Printing – Tony Anderson presented that the Requirements WG will be meeting with DPA to discuss this further on November 6th.
- DR 35 – Print on Demand Registration Cards and Tabs. Tony noted that this will be an initiative for post R2.
- Electronic Registrations – Tony noted there might be legislation coming this legislative session that would allow third party vendors to process these types of transactions. This will be a topic of discussion for the DRIVES Future Initiatives Working Group.

Review and Assignment of Action Items

- DRIVES Governance members to reach out to their County Treasurers for cross county credit transactions.
- DOR will reach out to the Treasurers Association.

Public Testimony

- None.

Next meeting is scheduled for November 15, 2017 at 11:00 a.m.

Meeting adjourned at 10:26 a.m.

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