Name: Colorado DRIVES County Governance Committee

Meeting Date: December 5, 2018
Organizer: Chris Hochmuth

Meeting Time: 9:30 a.m. – Noon
Location: Go To Meeting
1 (872) 240-3311
Access Code – 288-969-941
https://global.gotomeeting.com/join/288969941

Purpose of Meeting
The purpose of this DRIVES County 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.

Attendance

<table>
<thead>
<tr>
<th>Member</th>
<th>Organization</th>
<th></th>
<th>Member</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chuck Broerman –</td>
<td>El Paso County</td>
<td></td>
<td>Linda Shelton</td>
<td>Denver County</td>
</tr>
<tr>
<td>Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike Dixon –</td>
<td>DOR-DMV</td>
<td></td>
<td>Susan Bailey</td>
<td>Morgan County</td>
</tr>
<tr>
<td>Vice Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nathan Ruybal</td>
<td>Conejos County</td>
<td></td>
<td>Flavio Quintana</td>
<td>DOR-DMV</td>
</tr>
<tr>
<td>Beverly Wenger</td>
<td>Yuma County</td>
<td></td>
<td>Elaine Hill</td>
<td>OIT</td>
</tr>
<tr>
<td>Jean Alberico</td>
<td>Garfield County</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Meeting Agenda

1. **Call to Order** – Chair 9:30 am
   a. Roll Call – Chris Hochmuth 9:30 – 9:35 am
   b. Approval of previous meeting’s minutes (9-19, 10-11, 10-17, and 11-14-2018) 9:35 – 9:40 am

2. **Old Business**
   a. **OIT Update** – Elaine Hill 9:40 – 9:50 am
      i. County distribution list for outage notifications
      ii. Outage notifications processes and procedures
      iii. Network update
   b. **DOR Update** – 9:50 – 10:20 am
      i. Production Support – Sonia Sandoval
         a) Application support
         b) Major outage distribution lists and reporting
         c) Call Center update
         d) SQR Status - Bucket A
      ii. Training – Michelle Martinez
         a) Outreach efforts
         b) Reconciliation efforts
      iii. Vehicle Services Section – Adam Wilms
         a) County hotline
   c. **Sub-Committee and Working Group Update** – 10:20 – 10:35 am
      i. Requirements, Clarification & Implementation – Jason Salazar
         a) Equipment requests
         b) Centralized bulk printing recommendation
      ii. Financial Advisory Working Group – Lauren Silva
         a) Selection of members
   d. **DRIVES / FAST Update** – 10:35 – 11:00 am
      i. Lockbox issues and changes – Eric Deffenbaugh
         a) Lockbox report generated for El Paso County making it available to all counties
ii. Warranty SQR work and status – Eric Deffenbaugh

iii. Reports – Eric
   a) Report changes effective on specific date and not retroactive
   b) E-services usage
      1) Usage rates, fall outs, fall outs root causes, marketing

iv. Statement of accounts being sent out – Kimberly Correl

e. DPA – Mike Sexson 11:00 – 11:10 am

i. Centralized bulk printing tracking update

   ii. Training update

3. **New Business** – Chair 11:10 – 11:20 am
   a. Taxes and fees exemptions – Adam Wilms
   b. Transaction times - Chair

4. **Open Discussion** – Chair 11:20 – 11:30 am

5. **Public Testimony** – Chair 11:30 – 11:35 am

6. **Assignment of Action Items** – Chair 11:35 – 11:40 am

7. **Next meeting** – Chair 11:40 – 11:45 am

8. **Adjourn** - Chair
<table>
<thead>
<tr>
<th><strong>Next Meeting</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date:</strong> November 21, 2018</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**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.