



Meeting Minutes

Name:	DRIVES Governance Committee		
Meeting Date:	May 3, 2017	Organizer:	Audrey M. Briel
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	X	Garland Wahl	Member-Washington	
Amanda Karger	Attending - DOR		Kevin Kihn	Attending - DOR	X
Amanda Ross	Attending- Kit Carson	X	Kimberly Corell	Attending-DOR	
Audrey Briel	Attending-DOR	X	Kristin VanDragt	Attending - DOR	X
Bridget Gurule	Attending-Arapahoe		Linda Bishop	Attending-Denver	X
Cindi Wika	Attending-OIT	X	Lorri Dugan	Attending-DOR	X
Dayton Harbo	Attending-OIT		Maren Rubino	Attending-DOR	
Deanna Davis	Attending-DOR	X	Mark Smith	Attending-DOR	



Meeting Minutes

Diana Hall	Attending-Boulder		Noelle Peterson	Attending-DOR	X
Dustin Armbrust	Attending-DOR	X	Pam Nielson	Attending-Larimer	X
Dylan Ikenouye	Attending-DOR	X	Paul Nadeau	Attending-OIT	
Eric Deffenbaugh	Attending-Fast	X	Sharon Roberts	Attending-OIT	X
Eric Shannon	Attending-DOR	X	Tamsin Totays	Attending-Adams	
Frank Dean	Attending-Fast		Terri Krupke	Attending-OIT	
Heidi Humphreys	Attending-DOR	X	Thomas Peace	Attending - Denver	X
Heidi McKenna	Attending - DOR	X	Tony Anderson	Attending-DOR	X
Jackie Campbell	Attending-Mesa	X	Tony Frazzini	Attending-Denver	X
Ken Gurule		X	Victoria Gallegos	Attending-Arapahoe	X

2. Minutes from May 3, 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 Meetings Minutes
 - Tony Anderson proposed amendments to the April 2017 meeting minutes. Mike entertained a motion to approve the meeting minutes as amended. Sara moved to approve the minutes, and Krystal seconded the motion. The minutes were approved as amended with a voice vote.



Meeting Minutes

- Working Groups Reports (available in the Google folder)
 - DRIVES Statute Review Working Group Report
 - Suspended.
 - DRIVES Financial Advisory Working Group Report
 - Tony Frazzini presented the DRIVES Financial Advisory Working Group report. The working group last met on April 22 to discuss financial items from the RFP. Additional time was needed for attendees to review and provide comments. The working will meet again on May 11 to continue discussion of the RFP.
 - DRIVES System Letters and Forms Working Group Report
 - Tony Anderson presented the DRIVES System Letters and Forms Working Group report. System Letters and Forms last met on April 11. Noelle presented a spreadsheet of the state letters reviewed internally by T&R. Audrey provided an update on county letter review progress over a three week period. The working group reviewers have reviewed six letters to date. Mike asked for clarification on the review process and timeline. Tony agreed to follow up with a more specific timeline and clarified that six reviewers are reading for comprehension, statutory compliance, and grammar (two per category). The working group will next meet May 9.
 - DRIVES Requirements Clarification and Implementation Working Group Report
 - Tony Anderson presented the DRIVES Requirements Clarification and Implementation Working Group report. The group met April 17. The working group finished review of the T&R requirements contained in the RFP / contract. The working group is also organizing the tour of New Mexico Motor Vehicles, including preparing a list of questions to pose, which is open to suggestions for additional questions. Open action items are: scanning of T&R documents at county offices scanners, and active recruitment of expert users and testers for Rollout 2. Scanners have been ordered, and more information on the use of scanners will be gathered during the New Mexico MV Tour. There is one future action item under consideration, DR 26: VIN Explosion, which will be reviewed during the next meeting, scheduled for May 8.



Meeting Minutes

- o DRIVES Future Initiatives Working Group Report
 - Tony Anderson presented the Future Initiatives Working Group Report. Tony had no formal updates. He announced that the group would meet on May 25. Jean asked Tony if he had access to the wish list created at the beginning of Rollout 1, which may inform action items under consideration for Future Initiatives.
- Old Business
 - None
- New Business
 - o Change Management and County Feedback Presentation –Deanna Davis
 - Deanna provided a presentation on change management, including mission statement, contact information, and information on upcoming county surveys to collect feedback. This presentation is available to view in the DRIVES Governance Committee Folder on Google Drive.
- Open Discussion
 - Sheila noted that her county is struggling with the turnaround time for reimbursement, and backfill challenges. Jean asked if the presentation could be made available for employees to review. Deanna responded that she would be providing more information on county surveys via email, and that the change management presentation will be made available. Mike added that this presentation, as well as a summary of working group progress would be added to his CCCA presentation, Dustin will also be discussing backfill and reimbursement as part of Tony's presentation.
 - Jean commented that she had concerns about county mileage reimbursement, which is not available to employees using county cars or rental cars when driving more than 100 miles. Mike responded that the project team is trying to figure out how to make reimbursement equitable while also remaining fiscally responsible. Mike added that reimbursement is available for public transportation. Sheila noted that the policy is the same in Mesa, and that it is less expensive to get a rental car than it is to pay for county mileage. Jean added that



Meeting Minutes

she is not asking for rental charge reimbursement, only the standard mileage. Mike noted that that seemed like a reasonable request, and offered to revisit the topic.

- Sheila noted that her employee living in the apartments near DRIVES stated that she is receiving meal reimbursement not covered by county policy. Sheila noted that the turnaround timeline of 2 weeks for reimbursement is closer to six weeks in practice. Lorri Duggan clarified that county policy dictates reimbursement for assigned employees. Employees who are on work assignment for 12 months or longer are treated as employees at a permanent work location rather than temporary assignment, which affects reimbursement. Lorri stated that no employees would receive reimbursement directly from the state; all transactions take place between the state and the county. Sheila stated she would follow up with her employees. Lorri also noted that reimbursements are not issued in two weeks. She stated that counties that submit reimbursement requests in the first five business days of the month would then be reimbursed at the end of the month. Requests received after the five-day cutoff date will be reimbursed in the following monthly disbursement. Kristin VanDragt noted that during orientation employees were notified that the county would provide reimbursement. She offered that confusion might arise with county staff speaking to state-employed coworkers, who will be reimbursed by the state. Jean asked that if counties do not provide a per-diem, but reimburse only for actual expenses, how is that reconciled with the state? Lorri stated that the state is limited by state policy, and can't reimburse by actual costs. Jean stated that the per-diem is much more than the actual costs incurred. Lorri said that the decision was made for efficiency reasons, because the national per-diem rate does not require documentation for actual costs.

- Sheila stated that when hiring temps in Mesa, they are hired through county human resources. For rollout, temporary employees were hired through temporary agencies contracted by the state, which Sheila noted was more expensive. Dustin stated that the state used this process because the temp agencies used already had contracts with the state. Dustin said that this process does not have to be used again, but that he anticipated more resources would be required in reaching out to counties to use their local hiring practices. Mike noted that he thought he recalled there were some financial restrictions involved in the



Meeting Minutes

decision to hire from the state, but that he was open to further discussion on the topic.

- Jean stated that she enjoyed the last issue of the DRIVES newsletter. She asked: In those states that have implemented DRIVES, how similar are their offices to the Colorado county clerk's offices, which perform multiple functions? Mike stated that this would be captured as an action item, and that he would explore gathering this information.
- Review and Assignment of Action Items
 - The Committee reviewed open action items.
See action item log in the Governance Google Drive folder.
- Public Testimony
 - None
- Next Meeting
 - Next meeting is scheduled for June 7, 2017.
- Meeting adjourned at 10:48 a.m.

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