



MEETING PLAN

Name:	DRIVES Governance Committee		
Meeting Date:	May 4, 2016	Organizer:	Chris Hochmuth
Meeting Time:	9:30-12:00	Location:	GoToMeeting Access Code = 192-674-829 224-501-3212

1. Purpose of Meeting

The purpose of the initial Colorado DRIVES Governance Committee meeting is to discuss the purpose of the committee and each of the 4 work groups, review planned meeting times and recommended chairs, and allow for questions and open discussion.

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	
Dianna Hall	Member-Boulder		Maren Rubino	Attending-DOR	
Tony Anderson	Attending-DOR		Dylan Ikenouye	Attending-DOR	
Royal Taylor	Attending-DOR		Dayton Harbo	Attending-OIT	
Libby diZerega	Attending-OIT		Paul Nadeau	Attending-OIT	



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3. Meeting Agenda

1. Call to Order and Roll Call
2. Old Business
3. Reports and Updates
 - CARS Committee
 - DRIVES Statute Review Working Group
 - DRIVES Financial Advisory Working Group
 - DRIVES System Letters and Forms Working Group
 - DRIVES Steering Committee
 - DRIVES Clarification and Implementation Working Group
4. New Business

4. Meeting Minutes

- In attendance were: J.R. Roth-PMO, Diane Hall-Boulder, Libby diZerega-OIT, Pam Nielsen-Larimer, PJ Taylor-Denver, Tony Frazzini-Denver, Sheila Reiner-Mesa, Dylan Ikenouye-DOR, Mike Dixon-DOR, Tony Anderson-DOR, Lorri Dugan – DOR-CFO, Garland Wahl— Washington, Matt Crane – Arapahoe, Dustin Armbrust—DOR, Paul Naduea—OIT, Heidi Humphries – DOR, Paul Kaufhold—DOR Acct., Noelle Peterson – DOR, and Chris Hochmuth – DOR.
- The Colorado State Titles and Registration System (CSTARS) Committee has been developing a Charter that includes the Colorado DRIVES Count Governance Committee. This was the initial meeting for this new committee.
- Meeting Convened at 9:31 am by Sheila Reiner
- Dylan gave a quick update on the Open Meeting Laws and the logistics of these meetings.
- Sheila nominated Mike Dixon as the Chair for this committee, Jean 2nd the nomination. Mike was agreeable. The motion carried.
- Dylan expanded on the Meeting logistics and how everything will be stored in Google Drive and how this will work.
- Mike discussed the purpose of the meeting – setting the ground work for the group. Mike and Dylan presented the DRIVES County committees and sub-committee timeline. Mike also suggested that updates from the work groups should be presented to the County Governance Committee. This would free up time for the CSTARS Committee to conduct



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- their already busy monthly agenda. Mike mentioned the County Governance Committee agenda would also include an update on the DRIVES project.
- Mike also suggested the possibility of including DRIVES system demos as part of future agendas.
 - Mike then mentioned items that were coming in Roll Out 1 that need to be resolved for Roll Out 2.
 - As an example: Batching of Title Work that comes back to DOR vs. having transactions scanned at the County and records looked at electronically for audit, etc.
 - Mike also led discussion to review the structure of the CSTARTS Committee, DRIVES Committee, associated Sub-Committees and work groups contained in the draft charter.
 - Mike then suggested the CSTARTS Committee focus on CSTARTS and County Governance Committee focus on Colorado DRIVES. There was support for this suggestion.
 - Mike asked if there were any comments or updates on any of the Groups:
 - Tony noted that the “DRIVES Requirements and Contract Review Working Group” be renamed to “DRIVES Clarification and Implementation Working Group”. After a brief review of the Charter, everyone was pretty much in agreement and recommended the change on up to the CSTARTS Committee.
 - For the Statute Review committee, Maren Rubino would be added to this. Mike also would have some recommended agenda items for this committee that he would get out.
 - Meeting adjourned at 10:27 a.m.

5. Action Items

1. Add Sara and Tony F. for any of the financial committee meetings to review pertinent items in Roll Out 1 for Roll Out 2.(Tony)
2. Revise County DRIVES Committees and sub-Committees structure (Tony)
3. Provide Agenda for Statute Review Working Group (Maren)
4. Develop a process for the presentations of each of the committees back to this group (Tony/ Mike)
5. Review committee assignments and recruit additional as needed.(All)
6. Create an Action Item Tracking Log. (Tony)



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6. Next Meeting

Date:	June 8, 2016	Time:	9:30 am	Location:	GoToMeeting Access Code = 192-674-829 224-501-3212
Purpose:	The purpose of the second Colorado DRIVES Governance Committee meeting will be to review the proposed agenda for subsequent meetings, review the final charter organization, obtain an update on the DRIVES project, receive an update from each work group, and open discussion.				