



MEETING PLAN

Name:	DRIVES Requirements Clarification & Implementation Working Group		
Meeting Date:	June 20, 2016	Organizer:	Noelle Peterson
Meeting Time:	10:00 a.m.	Location:	GoToMeeting 1-408-650-3123 Access Code 562-200-485

1. Purpose of Meeting

This working group is tasked with determining if any suggestions and/or decisions made by the County DRIVES Governance Committee, or other committees or working groups fall within the scope of the DRIVES requirements and contract and if not making recommendations to the DRIVES Steering Committee.

2. Attendance at Meeting

Invited	Position	✓	Invited	Position	✓
Matt Crane (Co-Chair)	Arapahoe		Victoria Gallegos	Arapahoe	
Tony Anderson (Co-Chair)	DOR		Frank Dean	DRIVES	
Sheila Reiner	Mesa		Libby diZerega	OIT	
Garland Wahl	Washington		Paul Nadeau	OIT	
Chuck Broerman	El Paso		Cindi Wika	OIT	
P.J. Taylor	Denver		Dave Lindsay	DOR	
Eric Deffenbaugh	DRIVES		Dylan Ikenouye	DOR	
Dustin Armbrust	DRIVES		Noelle Peterson	DOR	
Sharon Roberts	DRIVES				

3. Meeting Agenda

1. Old Business
 - a. All Decesion Requests will be reviewed by this working group
 - b. DL County testing fall 2016, testers needed for 3 weeks
2. New Business
3. Review Action Items



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4. Meeting Minutes

Meeting Minutes from May 16, 2016 for approval

- In attendance were: Tony Anderson, Dustin Armbrust, PJ Taylor, Sharon Roberts, Paul Nadeau, Frank Dean, Matt Crane and Noelle Peterson
- Meeting was convened at 10:00 a.m. by Tony Anderson
- Garland Wahl was going to try to have a member of her staff join this working group to represent a county that issues Driver's Licenses
- Noelle shared Open Meetings law refresher
- Decision Request #15 from DRIVES – Minor ID Expiration, raised May 5, due June 3, medium priority
 - Tony explained the decision request process and reviewed DR15
 - Matt supports option 2, as does PJ so that we are not in violation of the Real ID act
 - Tony will recommend option 2 on behalf of this group.
- Any new business to discuss?
 - Dustin – emailed May 3 to this group, could counties have involvement to test DL. 2 positions up to 3 weeks. DRIVES wants to test financial side of DL, want to account for different processes. Is this group the right place to request this?
 - Tony will take action requesting some counties that offer DL to help with testing this fall, there is some flexibility per Dustin
 - Matt will see what they can do. Dustin wants to start talking, but testing could be Sept-Dec. He will also talk to some counties to see if they could help
 - Testing would preferably be done at the DRIVES facility. Currently scheduling 3 weeks, 8hrs/day at DRIVES. DRIVES can help with travel expense, hotels and meals, depending on Budget team. Just cannot pay salary while testing.
- Decision request will be reviewed by decision makers on May 19
- There being no other items Tony adjourned the meeting at 10:21am

Meeting Minutes from May 31, 2016 for approval

- Called to order: 3:30pm
- Attendance: Tony Anderson, Sheila Reiner, PJ Taylor, Paul Nadeau, Dylan Ikenouye, Noelle Peterson, Sharon Roberts, Eric Deffenbaugh, Frank Dean, Chris Hochmuth and Tammy Aschenbrenner
- Tony shared why we needed to meet – sponsors are meeting Thursday and need our input prior to the meeting
- Tony shared the summary and background on the Decision Request. Including the 3 options and the pros and cons.
- Discussion:
 - Input from Sheila on Last Known Address and her choice is Option 3



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- Frank asked if we could choose multiple options. Tony replied that there is nothing making us choose one.
- Eric reminded that Option 2 is viable but no encryption and may not be safest
- Paul leans towards option 3 and recommended limiting print functionality to 1 hour
- PJ thinks option 3 is the only viable option
- Dylan likes allowing for different options but from Department standpoint, option 1 or 2 because it allows us more control to make sure DPPA and laws aren't being violated.
- Sheila is asking for more information on what confidentiality issues may be involved
- This DR is only for individual access, not for 3rd party access
- Eric shared that issuing a PIN may cause more delays and lack of customer service than just mailing the MVR. We're trying to balance the customers desire to have the information in their hands, and reducing the number of customers in the office.
- Frank would like to have the option for those that may not be able to print but thinks 3 is the right choice if it is only one choice
- Option 3 is the most desired – recommended
- Tony will draft a response and send it to the committee and present to the sponsors.
- Meeting closed at 3:51

5. Action Items

1. Figure out where Decision Requests that include Driver's License or Driver Control (not T&R) are handled and reported.
2. Identify and reach out to some smaller Counties to assist with Driver's License (item no.1 above) Tony will take care of this.

6. Next Meeting

Date:	July 18, 2016	Time:	10:00 am	Location:	GoToMeeting 1-408-650-3123 Access Code 562-200-485
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