



# MEETING PLAN

<b>Name:</b>	DRIVES Requirements Clarification & Implementation Working Group		
<b>Meeting Date:</b>	May 16, 2016	<b>Organizer:</b>	Noelle Peterson
<b>Meeting Time:</b>	10:00 a.m.	<b>Location:</b>	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				
Tony Anderson (Co-Chair)	DOR				
Sheila Reiner	Mesa				
P.J. Taylor	Denver				
Dylan Ikenouye	DOR				
Dustin Armbrust	DRIVES				
Sharon Roberts	DRIVES				
Noelle Peterson	DOR				

## 3. Meeting Agenda

1. Open Meeting Law Refresher
  - a. Posting Notices
  - b. Meeting Recordings
  - c. General Open Meeting Law Refresher
2. New Business
  - a. DR 15 Minor ID Expiration



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## 4. Meeting Minutes

Meeting Minutes from April 18, 2016 for approval

- In attendance were: Tony Anderson, Chris Hochmuth, Dustin Armbrust, PJ Taylor, and Sheila Reiner
- Meeting was convened at 10:00 a.m. by Tony Anderson
- Open Records was tabled until the next meeting.
- Meeting Logistics and Support – Tony went through the Google Drive and folders and how they worked.
- The meeting Schedule (3<sup>rd</sup> Monday of each month) was reviewed and approved.
- Tony discussed the arrangements for accessing DRIVES to review the plans for the working groups.
- Define Expectations and time lines for working group assignments. Sheila had a quick discussion on the scanning of documents at the County workstations rather than batching work and sending it to the state. But there was no real update for it. Tony discussed how Decision Requests were being handled and how they would be handled in the future. Nothing really going on at the moment for the working group to take action on. Dustin asked if the group was restricted to just T&R matters or would they handle DL requests that affect the Counties (i.e. bad checks-DL). Tony thought this was an issue for the Governance committee, Sheila thought Chuck Broerman from El Paso could help out. David Lindsay from Driver's License may have to be added to this, perhaps Merlin Klotz and Garland Wahl. Sheila was wondering how soon some of these issues might come up as the next meeting isn't until 5/16. Dustin didn't know just yet.
- Tony recapped what had taken place and reviewed the action items, noting there might have to be some email correspondence to address items with quick turn-around. Chris reminded the group, as they hadn't had their Open Meetings/Sunshine law refresher that all emails on these committees, action items and Decision Requests were subject to Open Records.
- There being no other items Tony adjourned the meeting at 10:28 am.

## 5. Action Items

1. Figure out where Decision Requests that include Driver's License or Driver Control (not T&R) are handled and reported.



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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					
<b>Date:</b>	June 20,2016	<b>Time:</b>	10:00 am	<b>Location:</b>	GoToMeeting 1-408-650-3123 Access Code 562-200-485
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