



MEETING PLAN

Name:	DRIVES Statute Review Working Group		
Meeting Date:	May 19, 2016	Organizer:	Noelle Peterson
Meeting Time:	2:00pm	Location:	GoToMeeting 1(571)317-3112 877-335-437

1. Purpose of Meeting

This working group is tasked with reviewing Colorado Revised Statute (C.R.S.) and Code of Colorado Regulation (Rules) to identify potential issues with C.R.S. and Rules that may create problems with the replacement of CSTARs and the transition and implementation to DRIVES. This working group will provide recommendations to the County DRIVES Governance Committee and DOR to resolve these issues identified.

2. Attendance at Meeting

Invited	Position	✓	Invited	Position	✓
Sheila Reiner (Co-Chair)	Mesa		Tony Anderson	DOR	
Maren Rubino (Co-Chair)	DOR		Dylan Ikenouye	DOR	
Jean Alberico	Garfield		Noelle Peterson	DOR	
Thomas Peace	Denver		Libby diZerega	OIT	
Tammie Barnes	La Plata		Paul Nadeau	OIT	
Sharon Carnefix	Jefferson		Eric Deffenbaugh	DRIVES	
Pam Nielsen	Larimer		Royal Taylor	DOR	
Tricia Markley	Jefferson		Dave Lindsay	DOR	
Jackie Campbell	Mesa		Melissa Polk	SOS	
Chuck Broerman	El Paso		Cindy Wika	OIT	

3. Meeting Agenda

1. Identify C.R.S. that may be impacted by DRIVES and draft recommended amendments
2. Update Outline document with C.R.S. and prioritize individual C.R.S. for recommendation to County DRIVES Governance Committee and DOR
3. CRS 42-2-119 Input from OIT & FAST



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4. Meeting Minutes

Meeting Minutes from May 12, 2016 for Approval

- 201: meeting attendance and called to order
- Maren reviewed agenda
- Royal updated that Lori Dugan, DOR CFO has the document and will be reviewing it with the Executive Director and added definition of Enterprise Fund.
- Action item to add DL fee is moot point at this point as this group will not address fees.
- Royal has not had a chance to talk to Controller regarding “warrant”, others agree it is current terminology, but will confirm with Controller
- DC did review address notification. No issues reported
- Reviewing Proposed Legislation Draft Document
- 42-2-211 and cross references 1-2-302, all look fine. SOS is ok with strike throughs
- Locator discussion
- Eric suggested merging county locator information on conversion – discussion of how Colorado figures out where people live now.
- Maren will get Terri Krupke to meet with Eric to help Eric understand how locators function today.
- After that meeting they’ll bring back recommendations to this group for going forward.
- SOS locator is separate from tax locator and does not need anything from CSTARTS to maintain precinct locator. Or counties could consider combining and maintaining one locator.
- After Maren, Eric, and Terri meet, consider bringing in SOS to see how they can work together.
- Reviewed Enterprise Fund and appears DRIVES does not qualify.
- Do we need to address fees? DRIVES Maintenance is more than CSTARTS current budget can handle
- FAST Contract is not separated by Driver Services vs Vehicle Services.
- Budget – since it is one system, one maintenance cost, CFO will be meeting with EDO to review, maybe looking at system utilization to split cost, or how to allocate funds. Lori will bring ideas to group after meeting with Barbara Brohl.
- Maren will meet with Lori Dugan to get a better understand of Enterprise Fund in light of new legislation and help group understand.
- The original maintenance for 5 years of the system is in the original funding until FY2019. Need to plan within year / year and a half to propose changes to fund maintenance.
- Discussion on types of address change notification. DRIVES will support online updating. Depending on business decisions, DRIVES can support email notifications as well.
- Reviewed notes in document



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- Maren will review 42-3-113 & 42-3-113.5 to see if changes needed. No retention schedule in current CRS for paper, if paper retained by county. Maren will review SA194 to see if that schedule transfers to county. Retention for papers at State is only until electronic. Recommendation is that counties maintain paper until application is accepted at the State.
- Electronic signatures are acceptable, no need for signature pad at counters, but if form is electronic, an electronic signature is fine. DRIVES will check a box, not have a signature spot.
- DRIVES online form does not convert self to paper form, will just be electronic data. To review a signature, you would look at the data and see what PIN was provided and a shared secret.
- Noelle: Put on Systems Agenda to review electronic forms process
- Reviewed document, made updates and removed statutes that do not need to be changed
- Noelle Add wording for Title 1 CRS references to Working Document
- Outline updated
- Meeting closed at 3:54

5. Action Items

1. **Dylan** will edit 42-1-211(4)(a) based on referring to other Statutes on categorizing counties.
2. **Dylan** will review the working document and outline and make sure they match
3. Controller reviewing “warrant” terminology – Royal Taylor
4. Set up meeting between Terri Krupke & Eric Deffenbaugh regarding locators, and make recommendations to working group. Meet with SOS if necessary – Maren Rubino
5. Review 43-3-113 & 42-3-113.5 to see if any changes needed and if retention schedule transfers to counties – Maren Rubino
6. Request DRIVES System Letters & Forms Working Group to review Electronic Forms process – Noelle Peterson
7. Add Title 1 statutes to document - Noelle Peterson



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6. Next Meeting					
Date:	May 24, 2016	Time:	9:30pm	Location:	GoToMeeting 1(571)317-3112 877-335-437
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