



MEETING PLAN

Name:	DRIVES System Letters and Forms Working Group		
Meeting Date:	August 9, 2016	Organizer:	Noelle Peterson
Meeting Time:	10:00 am	Location:	<i>GoToMeeting</i> 1(571)317-3122 356-215-349

1. Purpose of Meeting

- Reviewing C.R.S., Rules and procedures to identify requirements for systems letters, forms, and correspondence
- Establishing a library of all system letters, forms, and correspondence of current CSTARS, Counties and DOR items and afterwards for DRIVES
- Standardizing all systems letters, forms, and correspondence for DRIVES

2. Attendance at Meeting

Invited	Position	✓	Invited	Position	✓
Bo Ortiz (Co-Chair)	Pueblo		Noelle Peterson	DOR	
Tony Anderson (Co-Chair)	DOR		Paul Nadeau	OIT	
Diana Hall	Boulder		Chris Hochmuth	DOR	
PJ Taylor	Denver		Tammy Aschenbrenner	DOR	
Victoria Gallegos	Arapahoe		Cindi Wika	OIT	
Candace Powers	Routt		Jason Salazar	Denver	
Dylan Ikenouye	DOR		Michael Pfeiffer	FAST	



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3. Meeting Agenda

1. Call to Order and Roll Call – Bo Ortiz or Tony Anderson
2. Approval of Minutes – Bo Ortiz or Tony Anderson
3. Old Business
4. New Business
 - a. Discuss Logo / Information Placement – Review Sample Letters From Other Jurisdictions
5. Action Items – Bo Ortiz or Tony Anderson
6. Public Comments, Questions and Statements – Bo Ortiz or Tony Anderson
7. Meeting Adjourned

4. Meeting Minutes

Meeting Minutes from July 12, 2016 for approval

- Members that were in attendance were: Diana Hall, PJ Taylor, Victoria Gallegos, Candace Powers, Dylan Ikenouye, Noelle Peterson, Chris Hochmuth, Tammy Aschenbrenner and Paul Nadeau.
- Members that were not in attendance were: Tony Anderson, Cindi Wika and Bo Ortiz.
- Meeting convened at 9:59am by Dylan Ikenouye
- Minutes reviewed and approved
- Fast provided an e-mail response that Utah and Washington does put county logos on their letters only the State seal. The return address is the county's address. They are waiting to hear from other jurisdictions.
- Should this group evaluate forms and look at consolidation, or wait until business writer hired and let them handle it.
 - It is recommended that someone review the NSF letters and group them to prepare them for the business writer. Diana volunteers to consolidate the County Letters.
 - Renewal Cards and Dec Sheets have been worked on by CARS recently; need to get them into same format with Core Values. Mark this Old Business as complete.
 - SMM Letters needs to be consolidated as well. Diana will review this as well.
- Reviewed Core Values
 - Should we send this list to the counties to get their approval?
 - They need to know that the letters are going to need to work for all 65 counties



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- Should we send letters from business writer to counties for review?
- Noelle & Dylan will take core values and make presentable to the counties and send it out to have them make comments, additions and a chance for input. Then the letters will fit the core values and not be evaluated by each county.
- Counties that decide to use Word to write their own letters need to know that those letters are not attached to the customer's account and therefore are not visible to others looking at the account.
- Noelle will talk to PACS – do we need agreements in place if we decide to use County Logos in DRIVES?
- Logo – waiting for more information on other jurisdiction placements.
- ADA Guidelines – is a large website of information ... all should review this information, familiarize self with the guidelines. The business writer will need to make sure letters are in compliance. Council is willing to work with us and review forms.
- List of all letters – How to tackle consolidating them? Working Group believes that the Business Writer can take the letters and consolidate them. They'd bring the working group their recommendations for approval. Approved by Working Group. NSF & SMM letters will be for the business writer as well. This would be a standing agenda item to review these once this person is hired.
- Form per 42-3-123 to recall plates/registration is assigned to the business writer.
- Reviewed Action Item Log
- Meeting adjourned at 10:55am

5. Action Items

1. Review Action Item Log

6. Next Meeting

Date:	September 13, 2016	Time:	10:00am	Location:	GoToMeeting 1(571)317-3122 356-215-349
Purpose:	<ul style="list-style-type: none"> ● Reviewing C.R.S., Rules and procedures to identify requirements for systems letters, forms, and correspondence ● Establishing a library of all system letters, forms, and correspondence of current CSTARs, Counties and DOR items and afterwards for DRIVES ● Standardizing all systems letters, forms, and correspondence for DRIVES 				