



MEETING PLAN

Name:	DRIVES System Letters and Forms Working Group		
Meeting Date:	June 14, 2016	Organizer:	Noelle Peterson
Meeting Time:	10:00 am	Location:	GoToMeeting 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		Libby diZerega	OIT	
Tony Anderson (Co-Chair)	DOR		Paul Nadeau	OIT	
Diana Hall	Boulder		Chris Hochmuth	DOR	
PJ Taylor	Denver				
Victoria Gallegos	Arapahoe				
Candace Powers	Routt				
Dylan Ikenouye	DOR				
Noelle Peterson	DOR				



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3. Meeting Agenda

1. Call to Order and Roll Call – Bo Ortiz
2. Approval of Minutes – Bo Ortiz
3. Old Business
4. Reports and Updates
5. New Business
 - a. Define expectations and time lines for working group assignments – Bo Ortiz
 - b. County request – is this correct group to evaluate use of DR2421 *Statement of One and the Same* / can it be retired
6. Action Items – Bo Ortiz
7. Public Comments, Questions and Statements – Bo Ortiz
8. Meeting Adjourned

4. Meeting Minutes

Meeting Minutes from May 10, 2016 for approval

- In attendance were: P J Taylor (Denver), Victoria Gallegos (Arapahoe), Noelle Peterson (DOR), Candace Powers (Routt), Chris Hochmuth (DOR)
- Meeting convened at 10:00am by Noelle Peterson
- General Open Meeting Law Refresher by Noelle Peterson
- PJ suggested an email be sent to the Counties Clerks requesting information on the documents. A Google list has been compiled of all the documents to be sent to the clerks for review once it is completed by the working group.
- The list was reviewed and it was determined PJ Taylor & Diana Hall would work on completing the information needed in the log prior to the next meeting.
- Review of the committee schedule. It is recommended to move the November 8, 2016 meeting to November 15, 2016 due to Election Day and Veterans Day.

5. Action Items

1. PDF file to be sent to Diana Hall (Boulder) and PJ Taylor (Denver) for review and to address the “Why” these documents are used and when.



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6. Next Meeting					
Date:	July 12, 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 				