



MEETING PLAN

Name:	DRIVES System Letters and Forms Working Group		
Meeting Date:	September 13, 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	
Eric Deffenbaugh	FAST		Amanda Ross	Kit Carson	



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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
 - a. Discuss Business Writer position
4. New Business
 - a. Discuss Logo / Information Placement – Review Sample Letters From FAST
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 August 9, 2016 for approval

- Members that were in attendance were: Diana Hall, PJ Taylor, Victoria Gallegos, Tony Anderson, Dylan Ikenouye, Noelle Peterson, Chris Hochmuth, Tammy Aschenbrenner, Eric Deffenbaugh, Michael Pfeiffer and Amanda Ross.
- Members that were not in attendance were: Paul Nadeau, Cindi Wika and Bo Ortiz.
- Meeting convened at 10:00am by Tony Anderson
- Minutes were reviewed
- Old Business
 - Logos on letters
 - Washington and Utah do not use county logos, only state logos
 - Eric shared that all DL letters are using only State logo
 - Fast will be sending PDF file to printer, not a text file
 - Options
 - DOR logo only
 - County logo only
 - Both logos
 - No logos
 - Eric will have the four sample letters to review at the September 13th meeting
 - Spanish translation
 - Reviewed survey results, 2 of 50 respondents translate letters



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- It was agreed that forms need to be in English, for all staff and retention uses
 - Working Group recommends keeping all letters and forms in only English
 - Business Writer
 - There will be a posting this week to hire a position within T&R that will help in combining all these letters into standard formats
- Diana requested clarification on how letters are in DRIVES with ADA compliance
 - Business Writer will use MS Word and DRIVES will translate them to their software and print in PDF which can be printed or emailed
- Eric shared a sample DL letter and it was requested to have sample letters with county logo/DOR logo with the four options above for the next meeting.
- It was reiterated that letters done outside of DRIVES can be scanned, but not searchable in the system. Anything that has to do with DMV business should be done in DRIVES. This does not include inter office memos and information.
- Reviewed Action Item Log
- Meeting adjourned at 10:59am

5. Action Items

1. Review Action Item Log

6. Next Meeting

Date:	October 11, 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 				