



# MEETING PLAN

<b>Name:</b>	DRIVES Requirements Clarification & Implementation Working Group		
<b>Meeting Date:</b>	August 15, 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		Victoria Gallegos	Arapahoe	
Tony Anderson (Co-Chair)	DOR		Frank Dean	DRIVES	
Sheila Reiner	Mesa		Sharon Roberts	DRIVES	
Garland Wahl	Washington		Paul Nadeau	OIT	
Chuck Broerman	El Paso		Cindi Wika	OIT	
P.J. Taylor	Denver		Dave Lindsay	DOR	
Eric Deffenbaugh	DRIVES		Dylan Ikenouye	DOR	
Dustin Armbrust	DRIVES		Noelle Peterson	DOR	
Pam Nielsen	Larimer		Amanda Ross	Kit Carson	



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Mark Williams	DRIVES		Tammy Aschenbrenner	DOR	
Chris Hochmuth	DOR		Mike Dixon	DOR	

### 3. Meeting Agenda

1. Old Business
  - a. Review CO DRIVES County Resource Requirements: R2-Vehicle Services
  - b. Review Decision Request 7 -- Use of National Change of Address Service for DRIVES.
  - c. Review the direction given the Working Group from the Governance Committee regarding the DRIVES Future Initiatives Working Group.
  - d. Recommend assignments for the DRIVES Future Initiatives Working Group
2. New Business
  - a. Review CARS Program Requests that have been assigned to DRIVES.
3. Review Action Items
  - a. Review analysis of standard documents to be scanned at the counties along with the statutory requirements.
  - b. Review the Mission Statement developed by Mike. Make the recommendation to the Governance Committee once Sheila and Matt have reviewed it.
  - c. Review DR 22 that was sent out for Comment.

### 4. Meeting Minutes

Meeting Minutes from July 28, 2016 for approval

- Called to order: 2:00 pm by Tony Anderson



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- Roll Call was taken and is as follows: Chris Hochmuth, Tony Anderson, Tammy Aschenbrenner, P.J. Taylor, Paul Nadeau, Dustin Armbrust, Pam Nielsen, Mike Dixon, Matt Crane and Victoria Gallegos
- Tony reviewed the minutes from 7/18
- Old Business
  - Reviewed Decision Request 7 for the National Change of Address document and what the current process is. Also the recommendation is that NCOA update the mailing address only. There was some general discussion about what the various counties actually do and refined the process.
  - Reviewed DRIVES Future Initiates Working Group's mission statement and how it is similar to CARS. Mike stated it is also a group to review changes to DRIVES post roll out 2. Mike added that the direction of the group is to not lose traction of items that are above and beyond the current scope of the project such as Cross County Transactions and those that might require changes in statute. Mike also stated that this group could provide updates at conferences. The key being POST ROLL OUT 2. The WG discussed the parameters for this new group. Mike and Tony will work on the Mission Statement. Matt noted that as an example, that there was already interest in the Motor Voter piece and how well it's being implemented.
    - Cross County transactions
    - Address Locator changes
    - Third Party transactions
  - Reviewed Programming requests from CARS that are being referred to DRIVES. There are a number of assignments that will need to be made to other Working Groups as well as a few decisions from the business group.
- New Business
  - CO Drives Resources Requirements - tabled until the 8/15 meeting.
- Reviewed the Action Item Log
  - Discussed the FTE staffing and backfills for the Counties and the budgetary concerns.



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- DRIVES Future Initiates WG mission statement was reviewed and will be forwarded to the Governance Committee along with request for assignment of the Co-Chairs.
- Tony encouraged the members to review the requirements for the Address Proof Document List (DR22).
- Reviewed the Action Items and Agenda for next meeting.

Tony adjourned the meeting at 2:52 pm

## 5. Action Items

1. Review analysis of standard documents to be scanned at the counties along with the statutory requirements
2. Review the Mission Statement and make recommendation to Matt & Sheila and then to the Governance Committee
3. Review DR 22 that was sent out for Comment

## 6. Next Meeting

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