



Colorado DRIVES Governance Committee

Date: April 19, 2023. 9:00am- 11:00am

Location: Google Meet video [link](#)

Call in number (audio only): +1 218-301-2763 PIN: 778 284 588#

Organizer: Helen Hayden

Meeting agendas and information are available at:

<https://dmv.colorado.gov/colorado-drives-county-governance-committee>

Presentation Materials for this meeting (and previous meetings) are available [here](#)

Call to Order

Roll Call- Helen Hayden

Committee Members:

Chair: Electra Bustle	✓	Vice Chair: Vacant	
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Henry Ammons	✓	Michael Arrington	✓	Jana Coen	✓	Sheri Davis	✓	Lynda Scott		Ted Trujillo	✓	Cristy Sulewski	✓
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Presenters:

Mason Chaput	✓	Steve Crandall	✓	Jessica Dickey	✓	Helen Hayden	✓	Brandon Huseman	✓	Jeremy Johnston	✓
Kevin Kihn	✓	Melissa Lineberger	✓	Debbie Lininger	✓	Michelle Martinez	✓	Pam Nielsen	✓	Danny Rheiner	✓
Sonia Sandoval		Linda Stiles	✓	Sheneé Taylor	✓	Cindi Wika	✓				

Additional Attendees Listed On Page 6

Opening Business- Chair

- Approval of Minutes from 03.23.23
- *Motion to approve by Jana, 2nd by Sheri, unanimous*
- Introductions- Cristy Sulewski and Michael Arrington
- Chair Updates
 - PockeTalk and Counties
 - *The state was able to offer two PockeTalks per county office and as of last count 41 counties had requested them.*
 - *The offer is still open to any county that hasn't yet signed up*

- Microsoft 365
- *Going to be deployed to all county staff, even if a county has Microsoft 2010 or 2019, now, it will eventually move to 365.*
- *Communications will go out today.*
- *Requesting information on employees as the license is tied to the user and not the machine*
- *User guide being created:*
 - *walkthrough if employee leaves employment and you have to transfer the license to the new employee and brand new positions/ brand new employee.*
 - *Then we will go into purchasing once we have a list of all the county users we will go through here, the licenses*
- *See Cindi's presentation [here](#)*
- Budget Requests- Operations Dollars
- *Operational funds are separate from equipment funds and different things can be purchased. There is still time as long as everything is delivered AND installed by the end of state FY23 (June 30, 2023).*
- VSS Director Recruitment Update
- *Adam Wilms resigned as of April 7; his position should be posted soon if anyone is interested*
- Proxies
- *Angela Myers is retiring from Larimer County and therefore resigned from the governance committee so a new Vice Chair will need to be elected at the next meeting*
- *Committee members, don't forget to send your appointed RC&I and FAWG proxies to Helen*

Presentation

- AG Boards and Commissions Presentation- Danny Rheiner, Attorney General's Office
- *Danny Rheiner and Jeremy Johnston gave a presentation on the Open Records Act (view [here](#))*

Items for Discussion and Vote

- Equipment Requests from RC&I- Pam Nielsen
- *Boulder County is relocating two desktop computers from their Boulder office to Longmont and six laptops. Their goal is to replace the current desktops that they have.*
- *\$6,600 total (operating expenses since the county improvement fund is very low)*
- *Motion to approve funds by Ted, 2nd by Sheri, approved unanimously.*
- County End of Year Spending Requests (Shenee and Rosalie)

- *Prowers requested seven battery backups totalling \$1120*
 - *Motion to approve funding by Sheri, 2nd by Michael, approved unanimously (Jana abstained since it was her request)*
- *Otero County requested five secrecy screens totalling \$500*
 - *Motion to approve by Michael, 2nd by Ted, passed unanimously*
 - *View presentation [here](#)*

Working Groups Update

- Requirements, Clarification & Improvement (RC&I) Report- Pam Nielsen
- *Pam provided updates on RC&I SQR and business meetings*
- *New proxies will start at the next business meeting, as well as an election for the new chair and vice chair.*
- Financial Advisory WG (FAWG) Report- Mason Chaput
- *Mason provided updates on the FAWG SQR and business meetings*

Partner Reports

- Vehicle Services- Kevin Kihn, VSS Deputy Director
 - Electronic Vehicle Title & Registration (EVTR) a.k.a. Third Party Transactions Update
 - *Changing unit name from Third Party Transactions (TPT) to Electronic Vehicle Title & Registration (EVTR)*
 - Call Center Metrics
 - *March 2023:*
 - *Call Center wait time: 07:27*
 - *Calls Answered: 19,534*
 - *Calls Abandoned: 4621*
 - Online Services Report
 - *Renew a Vehicle Registration March:*
 - *2023: 198,780*
 - *2022: 186,462*
 - *Address Change (VSS & DL) March:*
 - *2023: 35,687*
 - *2022: 35,687*
 - *Dealer Issued Temp Tag March:*
 - *2023: 63,214*
 - *2022: 64,426*
 - Top four Transaction Times
 - *View top four transactions times report [here](#)*
 - *View Document v. Transactions report [here](#)*
- Legislation Update- Brandon Huseman
 - *Legislative session ends in three weeks, don't expect any new bills, but there have been amendments.*
 - *Bill Highlights:*
 - *HB 1272 - tax policy advances Decarbonization that would create an SOT exemption affecting certain electric trucks*
 - *SB 280- Hazardous material mitigation, which would add a new*

registration fee for other diesel or other trucks

- *SB 200- automated vehicle identification systems which are speed cameras and red light cameras and as it's written now*

- Innovation, Strategy and Delivery Group
 - ISD Leadership Update- Melissa Lineberger
 - *Working on revamp of county intranet website, asked for informal feedback re: what is driving county employees there? (responses in chat)*
 - *New Project Manager to work on DRIVES upgrade starts May 8*
 - *Will reach out soon to counties that expressed interest in joining an upgrade focus group*
 - DRIVES Development Support- Steve Crandall
 - *View Steve's presentation [here](#)*
 - User Support Update- Jessica Dickey
 - *CA Tickets opened in March: 500*
 - *CA Tickets resolved in March: 580*
 - *Open CA Tickets as of April 1: 2204*
 - *View report [here](#)*
- Training Team- Michelle Martinez
- *Please let Michelle know if you have any topics you'd like presented during the Summer CCCA Conference*
- *Due to an error DPPA training is going to be reassigned and the due date extended.*
- OIT Update- Cindi Wika
 - Outage Report
 - *10 outages in March (view [here](#))*
 - Access Tracking Sheet
 - *View [here](#)*
- KCW Pass Update- Debbie Lininger
- *Average of 30% Opt in*
- *Top Counties:*
 - *Jefferson*
 - *Arapahoe*
 - *Denver*
 - *El Paso*
 - *Douglas*
- DPA Update- Linda Stiles
- *Current with tags and titles*
- *Successfully launched new MIS system, counties may see different-looking invoices soon*

Old Business

- Budget Request Forms- Due April 18th for review by DCGC at April 19 meeting
- *Extended through May*

- Proxies for working groups- send selections to Helen Hayden before April 19 meeting
- *Proxy lists have been sent*

Action Item	Responsible Party
MIM Plan and recommendation	Michael Arrington - DOR/ISD <i>Team member has been interviewed, working on onboarding. Employee will support the formal definition of our major incident management plan.</i>

New Business

- Update-County remote work charter - Kevin
 - *Hope to have recommendations completed by July*
- PWD- SQRs and online renewals- Kevin
 - *Issue with not being able to renew online. Working on resolution.*

Member Comment

Public Comment (Statements or suggestions from the Public)- Chair

Open Forum (suggestions for action by the committee)- Chair

Electra: identified a gap of when SQRs get prioritized and how they get translated over to selecting which SQRs are sent to production. How do we ensure counties that are at the table and that it's not state SQRs County SQRs? More information to come.

Announce Next Meeting- Chair

May 17, 2023, 9:00am-11:00am

Adjourn (Does not require a motion if agenda is complete)- Chair

Meeting adjourned at 11:10am

	<i>Additional Attendance:</i>					
Jace Bakkke	Jenny Adler	Tammie Barnes	Tessa Borklund	Jennifer Bruner	Shannon Casillas	Kahumo Chason
Heather Cobler	Jim Gilchrist	Stacey Gomez	Kara Graves	Christopher Hochmuth	Dylan Ikenouye	Jennifer Ketterman
Tiffany Lee	Noelle Meade	Virginie Pett	Kate Polesovsky	Payton Quistorff	Sara Rawley	Ryan Reather
Sara Reasoner	Veronica Roach	Cassandra Robertson	Shanielle Rodriguez	Jason Salazar	Jeremy Scott	Evan Scrutchins
Dina Smith	Stephanie Smith	Crystal Solano	Samantha Stroh	Travis Emily Wrenn	Kevin Wyatt	