


Minutes

Name:	Colorado DRIVES County Requirements Clarification and Improvement Working Group		
Meeting Date:	April 9th, 2025	Organizer:	Tina Huesca
Meeting Time:	1:00 pm – 3:00 pm	Location:	 meet.google.com/rqm-pcrp-mny Join by phone (US) +1 413-758-2406 PIN: 919 085 711# More phone numbers

Attendance					
Member	Organization	✓	Member	Organization	✓
David Klippert	Weld/Larimer County	✓	Angelique Vallejos	Denver County (Traci Rodriguez, proxy)	✓
Cody Hurtado	Lincoln/Prowers County	✓	Lucia Gonzalez	Otero/Adams County	✓
Karissa Sanders	Douglas County	✓	Kara Dehart	Sedgwick/Jefferson County	✓
Shanielle Rodriguez	DOR ISD	E	Kevin Kihn	DOR-Vehicle Services	E
Cindi Wika	OIT	✓			

04.09.2025 Meeting Minutes

1. Call to Order
 - 1.1. Roll Call – Completed by Tina Huesca
2. Minutes approval
 - 2.1. [03.12.2025 Meeting Minutes](#)
 - 2.1.1. The chair asked if the committee had a chance to review the minutes and if so for a motion. Kara moved to approve, and Lucia seconded. The chair called for any objection to the motion. No one was opposed so the minutes were approved.

3. Equipment Request - David [FY25 County Improvement Budget Tracking](#)

The chair reviewed the equipment requests and budget with the impact from Pueblo County's request. Being that the total exceeded the County Improvement Budget the chair asked Cindi Wika to present the findings.

Cindi recapped the discussions which had occurred between Vehicle Services leadership, RC & I, and the DOR financial team. The result was for funding to be allocated from the county refresh and the remainder from the operating budget. Along with this, the request was negotiated with Pueblo County to change some of the items in the request as well as use some existing equipment.

3.1. Eagle - Trade 4 pc's for 4 laptops. Laptops in warehouse, no cost.

3.2. Otero - 9 Uninterrupted Power Supply (UPS) units. \$855.00 total.

3.3. Pueblo - New Office: 5 laptops and 15 complete workstations, 8 printers. Total \$52,998.48

The chair asked for any discussion on the equipment requests, if there was no discussion, a motion to approve. Lucia moved to approve, Karissa seconded. No one was opposed so the equipment requests were approved.

4. New Business:

4.1. RC & I Meeting Credentials and Invites (Business vs. SQR) - Tina

Tina confirmed that the calendar invites are current and up to date on the DRIVES Intranet and referred attendees to obtain the meeting credentials there. Tina highlighted the conflict between Google and Outlook which had been discussed in the 03.12.2025 Business meeting.

There was some additional discussion and back and forth regarding duplicated or old invites and other meetings which appear on calendars. Some tips were shared such as using the invite as a placeholder or deleting duplicates along with a comment on the Synced Google Calendar emails.

4.2. [Attendance](#) at RC & I Business Meetings, email the chair if unable to attend - David

4.2.1. [CDOR Policy](#) on the use of GenAI tools.

The chair reviewed the DRIVES County Governance Committee Bylaws - Amended Jan 15, 2025 in regards to Subcommittee or Working Group member attendance. This was displayed from page 6, section 6:

6. Attendance:

a. Subcommittee or Working Group members who miss more than three meetings, in whole or part, without being excused by the subcommittee or working chair may be removed by the DCGC Chair or a vote of the DCGC.

b. If removed, the vacated position will be filled by the represented DCGC member appointing a replacement.

CDOR's policy on the use of GenAI in meetings was also reviewed and discussed including the prohibition of the use of AI tools in the RC & I meeting.

- 4.3. Updated Communication: license plates with the letter "O" - Chris/Stephanie
4.3.1. Cannot be transferred, should not be assigned, will not affect renewal. See 04.02.2025 DMV Update.

Chris Hochmuth updated the committee regarding this subject: if inventory is on the shelf, it should be issued. The numbers show between the 125 offices and 64 counties, just short of a half a million plates and at \$9.40 a set, there is significant fiscal impact. Chris added that most of this inventory was regular plates such as passenger, farm, and the like.

Karissa asked if a customer could personalize a plate in order to transfer it even with the letter "O" and it was confirmed by Evan Scrutchins and Chris that there is not a restriction on personalization for these plates.

- 4.4. Demo/Example of Core21 Role Based Security plan (*My Groups to Functions Review Working Group*, Request) - Clark Allen

The chair introduced this subject by providing background for the request which came from the My Groups to Functions Review Working Group.

Clark Allen went through a presentation for the committee regarding the DRIVES Security Consultation project for Core21. The presentation is comprised in this [slidedeck](#).

- 4.5. v11 Development Feasibility. The development roadmap is full. RC & I will review SQR's for workaround but only emergency issues will be escalated. - David/Aimee

The chair provided an update to the committee regarding discussion which had occurred with the Vehicle Service BA's on development feasibility for v11. The conversation was about leveraging the Subject Matter Experts who attend the RC & I committees in an efficient manner to support the DRIVES Upgrade to Core21.

Two aspects of the shift in the committee's focus would be to first evaluate the priority of the current SQR's which RC & I has listed for post upgrade review. The second point would be to have the committee pivot the time appropriated for SQR refinement to regression test scenarios. The purpose of this would be to assess the written test descriptions for accuracy and ensure they capture what is needed to carry over the 85% like-for-like from v11 to Core21.

There was considerable discussion including timelines for post upgrade development,

changes to prioritization with programming fixes captured in the upgrade, and how evaluation would take place. Additional concerns were raised on how the work of reviewing the scenarios would be captured and put into place for ISD. Comment was made that the regression suite was not released at this point. Recommendation to loop the DRIVES Upgrade Testing Coordinator, Shannon Streif into this conversation was received.

Ultimately, the chair summarized by addressing that approval would be needed from the DCGC in order for RC & I to shift. The chair asked the committee members if there was any opposition to presenting the proposal to the DCGC for approval. Karissa provided comments which tied into the shift to a test scenario platform for RC & I.

There was no objection from the committee members towards presenting to the DCGC.

Within the discussion of 4.5 concern was raised regarding tickets submitted to User Support which had been closed referencing a workaround. Boulder and Larimer counties provided examples. Jessica Dickey was able to clarify that the incident reported from the ticket should still be logged into an existing SQR but counties may want to request SQR creation in their ticket.

This discussion left off with additional conversation needed between User Support and Vehicle Services. Jessica stated she would reiterate with the team regarding adding tickets to SQR's and the chair added that this topic would be passed along to Kevin Kihn.

5. Old Business:

5.1. Power of Attorney with Supplemental

5.1.1. [Resolution Document for review](#)

Pending Action Items:

- DOR - DMV update communication
- Stephanie and Michael Gerber. Review of a 2011 communication/conflict.

The chair commented that there were no updates to this resolution as it is pending AG review.

Assignments:

Name	Topic	Scope	Status	Complete Date
Kara	POA with a supplemental form	Send rejection information to Jim to research	Completed	08/14/2024
Jim	Research correct process	Should the owner's signature be required	Completed	09/11/2024

		once the POA is granted		
Kevin	DMV Update switched to Memo for means of communication.	To post information in the DMV update	Pending Stephanie and Mike working on Memo. 2011 memo with contradicting language?	
Attorney General	Attorney General review of the DMV decision.	Memo regarding POA's with a supplemental form.	Pending	
Pam - David as of 12.11.2024	Resolution Document	Add meeting notes	Pending	

5.2. Title application DR2395 -

5.2.1. [Resolution document for review](#)

Pending Action Items:

- Stephanie - DR2395 Review - Forms committee to review 2/26/2025.

The chair asked the committee if they had the opportunity to review the updated DR2395 Title Application and DR2383 Joint Tenancy form. Questions were asked surrounding some of the feedback over the last few months which had not altogether been incorporated into the updated form. Clarification was provided that the old forms are acceptable for 90 days from the published date. Other comments included the interstate versus intrastate questions for the commercial motor vehicle section and where to complete the names for multiple owners.

The DR2395A Instructions form will be coming out later.

The chair asked the committee if they were satisfied with the forms to where the resolution document could be closed out and submitted to the DCGC for approval. There was no objection.

Note: After the RC & I meeting, Stephanie Smith brought to the attention of the chair a required revision. A change is needed to address the omission of the compulsory insurance clause on the title application. The chair communicated this to the committee members 04.10.2025 via email with intent to delay the finalization of this document until after the May meeting when the revision is published.

Assignments:

Minutes

Action Items				
Name	Topic	Scope	Status	Complete Date
Kevin & Jim	Review requirements of the auditing process	If the DR2395 is not completed, rejections will be received. It was previously a worksheet, and the printed application is the final document.	To report back to the group after the meeting.	11/13/2024
Stephanie	DR2395 Review	Scheduled to be worked in the August 28th meeting (10:00 am).	Pending	8/28/2024
Members	DR2395 Review	Send any suggestions to Stephanie to be addressed	Deadline 8/27	8/27/2024
Forms Meeting	DR2395 Refinement	Finalize the decisions from stakeholder input.	On the agenda for the 2/26/25 meeting. The final version will be presented.	02.26.2025
RC & I	DR2395 Published DR2395A (instructions) Published DR2383 Published (JTWROS)	Review published forms	To be done at the 04.09.2025 meeting	04.09.2025
RC & I	Revision to include the compulsory insurance clause to the DR2395.	Review the revised form.	To be done at the 05.14.2025 meeting.	
Pam - David as of 12.11.2024	Create resolution document	Compiled summary of discussion and findings by RC&I	Pending: share with Governance	

6. Ongoing Reports

6.1. DRIVES Upgrade Project Updates - Kristen Rollins

Kristen Rollins updated the group on the progress for the DRIVES Upgrade since last month. The update included SQR capacity and the potential impacts to the project,

development moving forward and on schedule, and ongoing work for the demos ahead of tester tours.

Kristen also provided the timeline for UAT of new features which should be done in September and regression starting in October. There will be continued work on the rollout plan and opportunity to interact with the Core21 environment at the summer CCCA conference.

6.2. Rules update - Stephanie Smith

Nothing new to update.

6.3. Legislative update - David Klippert

The chair provided an update that there had not been a lot of movement due to the budget discussions but things would probably ramp back up. Also, highlighted SB25-258 with the temporary reduction of the road safety surcharge, HB25-1189 which is the CCCA bill, and HB25-1281 for Kei vehicles.

7. Open Discussion

Myrissa Wills brought up a question regarding timeline and expectation for resolution to RC & I topics. The chair reviewed the agenda process and resolution documents with tracking of action items.

8. Next business meeting - May 14th, 2025

8.1. Next SQR meetings: 4/16, 4/23, 5/7 as SQR's come up.

9. Adjourn meeting