Colorado DRIVES Governance Committee

Date: March 23, 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

Chair- Electra Bustle	Vice Chair- Angela Myers	Henry Ammons - OIT	Michael Arrington- ISD	Jana Coen- Prowers
Sheri Davis- Douglas	Lynda Scott- Otero	Ted Trujillo- Denver	Vacant	

Opening Business- Chair
- Approval of Minutes from 12.21.22, 02.15.23
- Resignations and Introductions
  - Introduce Michael Arrington
  - Cindy Hill Resignation
- Microsoft 365 App- Counties
- Review of Current Charter

Items for Discussion and Vote
- Equipment Requests from RC&I- Pam Nielsen

Working Groups Update
- Requirements, Clarification & Improvement (RC&I)- Pam Nielsen
- Financial Advisory WG (FAWG)- Mason Chaput

Partner Reports
- Vehicle Services- Kevin Kihn, VSS Deputy Director
  - Third Party Transactions Update
  - Call Center Metrics
  - Online Services Report
  - Top four Transaction Times

- Legislation Update- Dylan Ikenouye

- Innovation, Strategy and Delivery Group
  - ISD Leadership Update- Melissa Lineberger
  - DRIVES Development Support- Steve Crandall
  - User Support Update- Sonia Sandoval

- Training Team- Michelle Martinez

- DRIVES Budget- January Overview - Sheneé Taylor

- OIT Update- Cindi Wika
  - Outage Report
  - Access Tracking Sheet

- KCW Pass Update- Debbie Lininger

- DPA Update- Linda Stiles

Old Business
- Budget Request Forms- Due April 14th for review by DCGC at April 19 meeting
- Proxies for working groups- send selections to Helen Hayden before April 19 meeting

Action Item	Responsible Party
DRIVES Upgrade- Any chances to view other states' upgraded systems (maybe virtually), or attend any conferences?	Melissa Lineberger, ISD
Provide written steps/guidance about current SQRs and what will happen to them with the upgrade	Steve Crandall, Sonia Sandoval, ISD
Provide a year to year comparison for the User Support Summary statistics	Sonia Sandoval, ISD
Make sure all counties are on the major incident report and/or know how to sign up for it	Sonia Sandoval, ISD
MIM Plan and recommendation	Michael Arrington – DOR/ISD

New Business
- New Member Packets- Electra Bustle
- Review/Update of DCGC Charter and roles and responsibilities of RC&I and FAWG- Electra Bustle
- Training Working Group- Angela Myers
- DCGC Member Survey- Electra

Member Comment

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

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

Announce Next Meeting- Chair
April 19, 2023, 9:00am-11:00am

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