



MINUTES

Date: July 19, 2023. 9:00am- 11:00am - Minutes

Location: Google Meet video [link](#)

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

Organizer: Deidra Tjerandsen, Interim DCGC Meeting Coordinator

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 - Deidra Tjerandsen - [We have a quorum](#)

Committee Members:			
Chair: Electra Bustle	✓	Vice Chair: Sheri Davis Absent; Proxy Emily Wren was present	✓

Henry Ammons		Michael Arrington		Jana Coen	✓	Carly Koppes	✓	Lynda Scott	✓	Ted Trujillo)	✓	Cristy Sulewski	
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Presenters:											
Deidra Tjerandsen (Interim Mtg. Coordinator)	✓	Mason Chaput	✓	Steven Crandall	✓	Cindi Wika	✓	Kevin Kihn	✓	Melissa Lineberger	✓
Michelle Martinez	✓	Pam Nielsen	✓	Sonia Sandoval	✓	Linda Stiles	✓	Sheneé Taylor	✓	Nate Sexton	✓

Opening Business- Chair

- Approval of Minutes from 06.21.23
 - *Motion to approve the 06.21.23 minutes made by Ted Trujillo and seconded by Jana Coen. Motion carried.*
- Chair Updates
 - VSS Director Hiring Update
 - *Electra Bustle announced that the new Vehicles Services Director is Benjamin Whittier. Ben comes to us from Jeffco DMV where he was the Director of Motor Vehicles*
 - DMV TLRC Presentation - August 21 or October 3

- *DMV will present July 24 to discuss Tows/Tow Operators as it relates to a bill last year regarding victims of crimes and waiving towing fees.*
- *Electra and a couple county participants provided a brief update regarding the EVTR Lean Event that was held July 17-18, 2023 that was part of the electronic vehicle titles and registration aka TPT. This was a joint meeting with DMV, Counties, DOR, OIT, Tax employees, vendors, and other stakeholders. Two days were spent discussing improvements to make this program better. The group was enthusiastic and had some very high level discussions. They hope to share next steps and further information with this group. There will be many additional meetings. Moreover, we will begin to see things come out of RC&I and FAWG.*

Items for Discussion and Vote

- **Equipment Requests from RC&I - Pam Nielsen**
 - *Pam Nielsen indicated that two (2) requests came in. The first from Garfield County. They are asking for one PC Ergonomic Keyboard and Mouse. Cynthia Wika identified that the equipment is in the warehouse, so there is no additional expense there. However, this does require \$1,400 in cabling.*
 - *The second request is from Las Animas. They are requesting a PC and a printer to print reports more efficiently with this new equipment being closer to the vehicle licensing area.*
 - *Motion to approve new equipment requests as submitted for Garfield and Las Animas Counties by Ted Trujillo and seconded by Emily Wren, Proxy for Sheri Davis. Motion carried.*
- **Bylaws and Charter**
 - *Electra Bustle is requesting a motion to accept the Bylaws and Charter as drafted and provided to the committee on 07.17.23.*
 - *Motion to accept the Bylaws and Charter as drafted and provided to the committee on 07.17.23 by Ted Trujillo and seconded by Jana Coen. Motion carried.*

Working Groups Update

- **Requirements, Clarification & Improvement (RC&I) Report - Pam Nielsen**
 - *The Business Meeting was held on 07.12.23. Pam provided an update of the items discussed at this meeting. Some highlights included:*
 - *In need of UAT testers. If interested, let Pam know; training will be made available.*
 - *The state is working on updating the website for the license plate reissue program that many of the counties use as a resource (this will address the 1388 House bill)*
 - *CCi is behind on printing of plates and distributing those plates due to their annual audit. CCi used to see about 1200 requests for license plates a day and that has increased to 2-3 thousand a day, partially due to the historical plates and some new activities*

- *CA Tickets opened in June: 425*
 - *CA Tickets resolved in June: 690*
 - *Open CA Tickets as of June 1: 1,761*
 - *View report [here](#)*
- **Training Team - Michelle Martinez**
 - *Michelle provided a brief training update. [Please review here.](#)*
 - *[FAQ for New Hire Training and DRIVES Access Document](#)*
 - *[Saving Completion Certificates in LMS Instructions](#)*
- **OIT Update - Cindi Wika**
 - [Outage Report](#)
 - [Access Tracking Sheet](#)
 - [Office 365 Update/Status/Procedure](#)

Electra asked if Cindy would please add an Office 365 piece to her monthly report. Cindy indicated, yes.
- **DPA Update - Linda Stiles**
 - *Provided a reminder of new postage rates: letters: 53.7 cents and postcards: 37.6 cents.*
 - *The state budget committee is working on new rates. Linda hopes to report on this at the August 19 meeting.*
 - *They are still working on some bugs in an effort to alleviate current invoice issues.*
- **DRIVES Budget: May & FY24 Budget Update - Shenee Taylor**
 - *Fiscal Year '23-'24 Spending Authority: \$2,603.965*
 - *[View here](#)*

Old Business

- None

Action Item	Responsible Party	Due
<i>Correct/Update April reporting numbers (year end over/under) - and share out again.</i>	<i>Shenee' Taylor</i>	<i>By 08.16.23 DCGC Meeting</i>
<i>Fix links on DCGC Agenda as folks could not access</i>	<i>Deidra Tjerandsen</i>	<i>By 08.10.23</i>

New Business

- **Website Update - DMV Comms**
 - *We ran out of time. DMV Comms will present on the Website Updates at the 8/16/23 DCGC meeting.*

Member Comment

None

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

None

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

None

Announce Next Meeting - Chair

August 16, 2023, 9:00am-11:00am

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

Adjourned at 11:19 AM

<i>Additional Attendance:</i>						
Jerod Roth	Jenny Adler	Jason Salazar	Dylan Ikenouye	Heather Cobler	Karissa Saunders	Anne Engle
Jim Gilchrist	Christopher Hochmuth	Noelle Meade	Jennifer Bruner	Veronica Roach	Cassandra Robertson	Shanielle Rodriguez
Crystal Cordova	Jessica Dickey	Ben Whittier	Daniella Gosselova	Kevin Wyatt	Paul Vana	Jeremy Scott
Tammy Barnes	Rosalie Johnson	Shannon Casillas	Stacy Gomez	Tessa Borklun	Shannon Casillas	Crystal Cordova
Rebecca Ferrell	Tricia Gall	Dustin Hoover	Brandon Huseman	Virginie Plett	Kate Polesovsky	Sara Rawley
Shannon Streif	Debbie Lininger					