

# CSTARS COMMITTEE MEETING MINUTES

March 9, 2016

GoToMeeting Conference Call

Lakewood, CO 80214

## CSTARS Committee Members Present:

Member	County	Present:	Via telephone:	Absent:
Chair-Shelia Reiner	Mesa County		√	
Jean Alberico	Garfield County		√	
Bo Ortiz	Pueblo County		√	
Garland Wahl	Washington County		√	✗
Matt Crane	Arapahoe County			√
Sara Rosene	Grand County			√
Krystal Brown	Teller County		√	

Name	County/Agency	Representing	Present:	Via telephone:
Tony Anderson	Division of Motor Vehicles	Title and Registration Section		√
Mike Dixon	Division of Motor Vehicles	DOR & DMV		√
Libby diZerega	Governor's Office of Information Technology	Trainers		√
Tony Frazzini	Denver County	DRIVES Steering Committee		√
Royal Taylor	Division of Motor Vehicles	Budget		√
Diana Hall	Boulder County	CARS Committee representing Washington County		√
Terri Krupke	Governor's Office of Information Technology	OIT		√
Pam Nielsen	Larimer County	CARS Committee representing Chaffee County		√
PJ Taylor	Denver County	CARS Committee representing Grand County		√
Norma Trickey	Boulder County	DRIVES Steering Committee		√
DeDe Shallert	Teller County	CARS Committee		√
Noelle Peterson	Division of Motor Vehicles	Title and Registration Section		√
Patrick Flanagan	Division of Motor Vehicles	Title and Registration Section		√
Kevin Kihn	Division of Motor Vehicles	Title and Registration Section		√
Ken Gurule	OIT	OIT		√
Pam Anderson	Colorado Clerks Association			√
Sharon Roberts	OIT			√

# CSTARS COMMITTEE MEETING MINUTES

March 9, 2016

GoToMeeting Conference Call

Lakewood, CO 80214

---

Sheila convened the meeting at 2:00 pm

Roll Call was taken

## **CSTARS Committee & County DRIVES Governance Committee Charter:**

Shelia started the discussion by looking at the additions that Dylan had made as well as Matt's comments. After reviewing the statute 42-1-211(4)(a) C.R.S. Sheila wanted to take it back to the wording since it made it sound like it was the 7 appointed County Clerks and Records as well as the Cities and Counties of Denver and Broomfield, where it was meant to be inclusive of their structures, for a total of 7.

There was then discussion about the Statute Review committee and whether or not it was a sub-committee of CSTARS or the County Clerks Association. The consensus seemed to be that it would be a working group of CSTARS and DRIVES focusing on Colorado Revised Statutes. At the moment it's make up is more "of the willing" than anything. There seemed to be consensus in approaching CARS and the Motor Vehicle Statute Review Committee Co-Chairs for membership suggestions.

Shelia asked Mike about the Requirements Review committee and if it wasn't a Change Control Board. Mike wasn't sure, but thought it would be for items that were going to change procedures and provide recommendations back.

For FAC Pam is going to send the list of current members for suggestions as to participants. Mike would find someone to replace Bob Morse and Libby would work with the OIT Trainers to ensure coverage.

The Forms & Letters Group is already up and going, Bo wanted to be a part of this and said that he could chair it.

The DRIVES Requirements and Contract Review Working Group ~~is already up and going and Bo wanted to be part of this~~ needs formed. For participants, should probably be people who are familiar with the RFP and the contract. Matt and Shelia had both expressed interest in this one. Jean suggested Sara and Garland as they had experience with the previous endeavor.

For Sub-Committees and Working Groups, there will be no need for minutes, only the recordings. This will keep them in compliance with the Open Records requirements. Dylan confirmed this. Dylan will also be working with the Groups to get their Schedules together so they can be posted on the website.

Matt had asked about sub groups created by CARS wondering if they shouldn't be created by CSTARS instead. Mike thought it could be either way.

## CSTARS COMMITTEE MEETING MINUTES

March 9, 2016

GoToMeeting Conference Call

Lakewood, CO 80214

Shelia mentioned that it would be helpful if each one of the CSTARS Committee members were to Chair or Co-Chair these working groups to help out. Specifically: Matt and Garland to serve on Requirements Review, Bo to serve on Forms and Letters, Sara to serve on Financial Review, Shelia to serve on Statute Review.

It was suggested that perhaps these four committees should report directly to the CSTARS committee even though they are sub committees of CARS. Also since the CSTARS Committee and the Colorado DRIVES County Governance committee are one in the same couldn't the group's report to them? Mike clarified that the County Governance committee would have additional members and not just those as appointed according to statute, so a CSTARS +. Sheila will work with Dylan to get the Org Chart re-aligned.

An updated version will be sent out prior to the CSTARS Meeting.

### Action items:

- Shelia will talk to MVSRC CO-Chairs about who will serve on the Statue Review committee as well as any CARS members.
- Pam is going to provide a list of the FAC regulars for the Financial Group
- Shelia will get with Garland and Matt to target participants for the DRIVES Requirement and Contract Group.
- Shelia will work with Dylan to get the revised Charter out prior to the CSTARS meeting on 3/16

### Public Comment:

None

Meeting adjourned at 2:53 pm.

The Next meeting will be Wednesday, March 16, 2016 9:30 a.m. via GoToMeeting only.