

Minutes of Board Meeting  
April 12, 2017  
10:00 a.m.

**Present**

David Connell, Chairman  
Jeff Wigington  
Jeff Markey  
Bob Pierce  
Rachel Little  
Wallace Coopwood

**Not Present**

Hubert Parker  
Jim Cole

Also, attending the meeting from the State Attorney's Office was Tina Piper, Donald Kirkland from OPB, and the DDS Staff.

**Establish Quorum/Call to Order**

Chairman David Connell confirmed the presence of a quorum and called the meeting to order at 10:04 a.m.

**Approval of Minutes**

Chairman Connell called for a motion to approve the minutes from the February 8, 2017 Board meeting. A motion was made by Wallace Coopwood to approve the regular meeting minutes as presented; Jeff Markey seconded the motion with unanimous approval by the remaining Board members.

**Presentation by Chairman and the board**

Chairman Connell presented Cynthia Stewart a plaque on behalf of the Board for her invaluable service provided to the Board from June 2013 – January 2017.

**Commissioner's Report**

Commissioner Moore thanked the Board for their continuous support. He also indicated the agency has been very busy over the last 2 ½ months and he is very pleased with agency's accomplishments. The Commissioner reported that DDS held its first ever statewide Fastest Typist Contest with winners from each of the 9 districts competing in the finale on March 23<sup>rd</sup> at the Atlanta CSC. The event was very well received by the Field Team and created a morale boost for the agency.

- Winner – Lucy Nash (Conyers CSC – District 5) – served 30 plus customers in 2:15
- 2<sup>nd</sup> Place (Tie) – Janiqua Campbell (Fayetteville CSC – District 4) – time 2:52  
Michelle Anderson (Savannah CSC – District 9) – time 2:52
- 3<sup>rd</sup> Place – Martha Olivas (Gainesville CSC – District - 1) – time 2:54

The contest was on Facebook Live so other staff could view it in real time and it had 2,200 views.

Additional accomplishments and information reported by the Commissioner were:

- DDS Partnered with Justice Federal Credit Union – Opened a branch here on HQ campus, March 15<sup>th</sup>
- Launched the first DDS Newsletter, called the DDS Scoop, in April – a 13-page document highlighting our wonderful staff
- May is Public Employee Recognition; DDS will celebrate May 8-13, we will do a lot of different and fun things that week. We will have a cook out and Theme days (50's, super hero, etc.)
- Launch of the new website has taken place since the last board meeting. The entire overhaul of the website took over a year to revitalize content and display. It is now much more customer friendly.
- DRIVES technology project is entering the final phase of negotiation.

Commissioner Moore updated the board on the 2017 amended and 2018 budget. The items included were:

#### 2017 Amended Budget

- Salary increases to retain criminal investigators
- Card Production System Implementation (funding for mainframe and training)
- CDL pad in Rome
- Ten (10) vehicle replacements

#### 2018 Budget

- 2% Pay for Performance Increase for Employees
- Salary increases to retain criminal investigators
- Criminal Intelligence Unit – Funds added to replace Federal Funds (5 FT and 1 PT positions)
- Sandy Springs CSC Staffing – 2 FT and 2 PT positions

George Theobald gave an update on DRIVES.

- Replacement of the mainframe
- Organizational change management meeting with DDS and DOR led by GTA

Brett Young gave an update on the Online Appointment System.

- To reduce infrastructure cost, the Q-matic system was migrated to Microsoft's Azure cloud environment.
- DDS upgraded the product to prepare the Lobby Management system for adding on the Appointment module.
- Piloting of the Appointment System for non-commercial skills test appointments began in the Contact Center on April 10<sup>th</sup>.
- Will be available for the public to book their own skills test appointment on the DDS website in May.

- Will add CDL skills test appointments and collect the testing fee later this summer.

Mike Mitchell updated the board on legislation.

#### House

- **HB 136** (Carter)—DDS agency bill; will eliminate interim licenses effective July 1, 2018.
- **HB 38** (A. Powell)—Attached to HB 136 in the Senate; effective July 1, 2017; will allow DDS to issue a Class C license (rather than Class M) for three-wheel motor vehicles controlled by a steering wheel (i.e. autocycles).

#### Senate

- **SB 95** (Stone)—Will expand data DDS must provide to Superior Court Clerk’s Council for creation of statewide master jury list to include the last 4 numerical digits of a customer’s SSN (encrypted format). Effective July 1, 2017.
- **SB 128** (Wilkinson)—DNR agency bill; will authorize DDS to share certain driver data with Department of Natural Resources for purposes of detecting fraud. Effective July 1, 2017.
- **SB 176** (Kennedy)—One of three criminal justice reform bills. All effective July 1, 2017.
- **SB 219** (Gooch)—Lays the groundwork for the operation of autonomous vehicles on Georgia roadways. Effective July 1, 2017.

Bob Griffin gave an update on facilities.

- The address for the new Sandy springs location is 11575 Maxwell Road. The Commissioner stated this will be an Alpharetta address and not a Sandy Springs address. This location will go from 14 to 20 counters with 2 part-time and 2 full-time personnel.
- Rome will receive \$500,000 to increase their CDL Pad.

Commissioner Moore concluded his report highlighting the great work of the entire DDS team. March 2017 marks the highest customer volume in DDS history in a single month. 415,093 customers were served face to face. We surpassed the previous record by 799 customers, which was a year ago in March 2016, when we served 414,294. The average statewide wait-time for the month was 0:10:29 and 96% of the customers were served in 30 minutes or less.

#### Rules for Final Approval

Angelique McClendon, General Counsel, presented the following rules:

- 375-3-1-.34** Applications for Minors
- 375-5-5-.03** For-hire Endorsement Requirements

Wallace Coopwood motioned to approve the final rule for adoption; Jeff Wigington seconded the motion with unanimous approval by the remaining Board members.

## **Citizen Waivers**

Sheila Adams – She is seeking a driver's license in the name of Sheila Paulette Adams. She is 66 years old. She was born in Osaka Japan. Her parents are both US citizens. She has her mother's birth certificate, passport, marriage license, death certificate. She has a Numident, S/S card and father's death certificate.

Wallace Coopwood motioned to approve the waiver; Bob Pierce seconded the motion with unanimous approval by the remaining Board members.

Renate Aubrey – She is seeking a driver's license in the name of Renate G. Aubrey. She is 59 years old. She has a copy of certificate of Naturalization, copy of birth certificate, military papers, adoption paperwork, school record, immunization record, high school diploma, marriage license, birth certificate of child and father's death certificate.

Rachel Little motioned to approve the waiver; Wallace Coopwood seconded the motion with unanimous approval by the remaining Board members.

Eleanor Lynn Bush – She is seeking a driver's license in the name of Eleanor Lynn Bush. She is 72 years old. She has a copy of her birth certificate, her child's birth certificate, marriage license, marriage application, Florida driver's license and S/S card.

Wallace Coopwood motioned to approve the waiver; Jeff Markey seconded the motion with unanimous approval by the remaining Board members.

Jacklyn Cobb – She is seeking a driver's license in the name of Jacklyn Woodcock Cobb. She is 61 years old. She is common law married to Stephen T. Cobb. She has a birth certificate, child birth certificate, Montana driver's license, insurance ID card, vehicle registration, bank check, blue cross card and S/S card.

Wallace Coopwood motioned to approve the waiver; Rachel Little seconded the motion with unanimous approval by the remaining Board members.

Peter Luchina – He is seeking a driver's license in the name of Peter Luchina. He is 70 years old. He has a certificate of confirmation, father's obituary, 8<sup>th</sup> grade diploma, high school diploma, child birth certificate, Medicare card, voter card, Florida driver's license, blue cross medical doc and S/S card.

Bob Pierce motioned to approve the waiver; Wallace Coopwood seconded the motion with unanimous approval by the remaining Board members.

Walter Ray Scott Jr. – He is seeking a driver's license in the name of Walter Ray Scott Jr. He is 46 years old. He served 20 years in prison. He has Immunization records, school records (Tenn. and Georgia), child birth certificate and corrections data summary.

Wallace Coopwood motioned to approve the waiver; Jeff Wigington seconded the motion pending the department's receipt of the customer's Numident.

Karen Mae Waters – She is seeking a driver’s license in the name of Karen Mae Waters. She is 64 years old. Both parents are US citizen. She has a birth certificate, military papers, divorce decree, mother’s birth certificate, driver’s license, death certificate and father’s amended birth certificate, Military card and death certificate.

Jeff Markey motioned to approve the waiver; Bob Pierce seconded the motion with unanimous approval by the remaining Board members.

### **Driving School Waivers**

Gary Lee Phillips - Georgia Commercial Driver Training – seeking certification for CDL instructor.

Jeff Wigington motioned to deny the waiver; Bob Pierce seconded the motion with denial by most of the remaining Board members. Wallace Coopwood opposed the motion.

Thomas County Schools – They want to use our driving course.

Jeff Wigington motioned to approve the waiver; Wallace Coopwood seconded the motion with unanimous approval by the remaining Board members.

### **New or Old Business**

Review the Board Accountability; Strategic Plan; Recognition of our Employees. The next Board meeting will be a Conference call on May 10, 2017.

### **Adjournment**

There was no further business to discuss; Chairman David Connell called a motion to adjourn. A motion was made by Wallace Coopwood and seconded by Rachel Little with unanimous approval by the Board.

Respectfully Submitted,

---

Jeff Wigington