



COLORADO

Parks and Wildlife

Department of Natural Resources

License, Reservations and Customer
Operations
6060 Broadway
Denver, CO 80216

MEMORANDUM

TO: Colorado Parks and Wildlife Commissioners
FROM: Danielle Isenhart, License, Reservations and Customer Operations Supervisor
DATE: July 6, 2023
SUBJECT: Draw Process Working Group Update

At the May 2023 Parks and Wildlife Commission Meeting, the Commission directed staff to form a Draw Working Group (Task Force) to analyze our current draw rules and processes in order to identify ways to reduce the complexities and find new solutions/alternatives to fix some of the preference point issues, as well as biological and sociological concerns. Director Davis had also asked the agency to undergo a lean process for our internal licensing system and technical draws operations, so these two efforts are proposed to be combined into one.

This memo provides the Commission with a high-level outline of the proposed draw working group process and timeline as recommended by staff. If supported by the Commission, staff will begin work immediately on step 1 of this 4-step process in order to complete this project by the end of calendar year 2024.

Step 1: Lean Process

The initial step of this process is to select and hire an outside contractor to facilitate and run the lean process, starting first with our draw processes. Outcomes of the lean process will be shared with the Working Group (formed as a part of Step 2 below) to direct and identify topics for specific solutioning and identification of alternatives. Working Group members may also be interviewed as a part of the lean process to help identify customer pain points. **Ideally the same contractor would be hired to complete both Step 1 and Step 2 of this process if a vendor can be found with both lean and facilitation skill sets.*

Step 1 is expected to be completed by the end of calendar year 2023, but this will need to be confirmed once a vendor is selected.

Step 2: Working Group Formation and Work Sessions

Staff is recommending a Working Group with 12-15 members and 2 administrators as outlined below:

- 2 Administrators from CPW Staff, one from Licensing and one from Policy and Planning.



- 5 Members from CPW Staff including a member from Licensing, Terrestrial, a District Wildlife Manager, a Park Ranger (with big game hunting on their park) and a Customer Service Representative.
- 2 Commissioners- with the Commission body voting or selecting the two representatives.
- 5-8 members from the general public or sportsperson organizations. To select these members, there will be an application process and the 5 staff members on the working group will review the applications and make recommendations to the Director for his final selection.

Application and final selection of the working group members will take place from roughly August through October 2023.

Once the Working Group is formed, 4-5 separate daylong work sessions will be held in a central location or rotating around the state. The first meeting would focus on selection of the major topics that the group would like to tackle. For the other work sessions, the group will focus on one topic per meeting with staff sharing outcomes from the lean process related to that topic as well as results from the recent public outreach efforts already conducted on that topic to help facilitate the conversation. These work sessions would be open to the public to listen, with also an opportunity to provide comments afterwards on Engage CPW. The first of these meetings would occur sometime in November.

Step 3: Commission Workshops

Outcomes or main discussion topics from each work session will be shared with the Commission as a part of a stakeholder panel workshop presentation. Potential alternatives, if identified, will also be shared with the Commission during these workshops but no formal decisions will be made until Step 4, during the regulatory process. The main purpose of the workshops is to share working group insights with the Commission as well as identify specific problems that should be addressed and establishing firm objectives.

Work sessions and Commission workshops would be spread out throughout the calendar year 2024, with one meeting taking place every month. We would alternate months with a work session one month, followed by the Commission workshop on that topic the following month. November, December, February, April, and June would be the months when work sessions would take place, with Commission workshops taking place during the January, March, May, and July Commission meetings. The ultimate goal is to have workshops completed by July/August 2024.

Step 4: Regulatory Process

To address the identified problems and established objectives from the workshops and work sessions, proposed regulatory changes would be presented to the Commission as draft/informational items in September with final regulations approved in November 2024. If approved in November, regulatory changes could be implemented as early as the 2025 draws for simple changes. If changes are more complex, implementation may be delayed to 2026 or beyond.