



Unified Carrier Registration Plan

Audit Subcommittee Meeting Minutes

April 14, 2022

Subcommittee Members

Mike Hoeme, Chair
Ryan Nance, Vice-Chair
William Debord
Suzanne Stillwell
Amanda Shehane
Verna Jackson
Chip Moser
Jessica Kines
Kristen Burch
Abe Droste

Absent Subcommittee Members:

Eric Belford
Inga Johnson
Debbie Garcia

Others in Attendance:

UCR: Avelino, Gutierrez, Scott Morris, Crystal Stevens, Suzanne Stillwell, Alex Leath
Kellen Company: Dave Scholz, Tom Lawrence, Matt Mantione, Jess Ku
Seikosoft: Toby Piquet, Lori Lefai
DSL: Dave Lazarides

**UNIFIED CARRIER
REGISTRATION PLAN AUDIT
SUBCOMMITTEE MEETING**

MINUTES

I. Call to Order – Subcommittee Chair

The Subcommittee Chair welcomed attendees, called the meeting to order at 12:00 pm ET, called role for the Subcommittee, confirmed a quorum was present, and facilitated self-introductions.

II. Verification of Publication of Meeting Notice – UCR Executive Director

The UCR Executive Director verified the publication of the meeting notice on the UCR website and distribution to the UCR contact list via email on April 5, 2022, followed by the subsequent publication of the notice in the *Federal Register* on April 8, 2022, in volume 87, number 68, starting on page 20937.

III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules – Subcommittee Chair

The Agenda was reviewed, and the Subcommittee took action to adopt.

A MOTION was MADE by Bill Debord and SECONDED by Suzanne Stillwell to approve the agenda for the April 14, 2022 Audit Subcommittee Meeting. The MOTION CARRIED.

IV. Review and Approval of Subcommittee Minutes from the December 2, 2021 Meeting – Subcommittee Chair

Draft minutes from the December 2, 2021 Subcommittee meeting via teleconference were reviewed. The Subcommittee took action to approve.

A MOTION was MADE by Jessica Kines and SECONDED by Amanda Shehane to approve the minutes from the December 2, 2021 Audit Subcommittee Meeting. The MOTION CARRIED.

V. Proposal to Revise the UCR Handbook Regarding Calculating Fees and New Market Entrants – Audit Subcommittee Chair

The Audit Subcommittee Chair discussed potential revisions to the UCR Handbook regarding terminology used for calculating the UCR fees based on the 6-tier system, and new entrants into the market. The Audit Subcommittee took action to recommend revisions to the UCR Board of the UCR Handbook calculating UCR fees and when new market entrants are subject to payment of UCR.

A MOTION was MADE and SECONDED to recommend to the Board to approve the revisions to the UCR Handbook as presented regarding: a) Calculating UCR Fees b) New Operations. The MOTION CARRIED.

VI. Proposal to Revise the Relevant Time-Period Described in the UCR Handbook – UCR Audit Subcommittee Chair

The Audit Subcommittee Chair discussed potential revisions to the UCR Handbook regarding the relevant time-period to use for determination of the size of a carrier fleet, for purposes of its UCR tier used to register for UCR. The Audit Subcommittee took action to recommend revisions to the UCR Board of the UCR Handbook regarding relevant time-period to use for determination of the size of a carrier fleet for purposes of its UCR tier used to register for UCR.

A MOTION was MADE and SECONDED to recommend to the UCR Board to approve the revisions to the UCR Handbook as presented regarding the relative time-period for determining fleet size for UCR purposes. The MOTION CARRIED.

VII. Proposal to Revise the UCR Handbook Regarding Lightweight or Other Non-Commercial Motor Vehicles – Audit Subcommittee Chair

The Audit Subcommittee Chair discussed potential revisions to the UCR Handbook regarding the definition of lightweight or other non-commercial motor vehicles. The Audit Subcommittee took action to recommend revisions of the UCR Handbook to the UCR Board regarding lightweight or other non-commercial motor vehicles.

A MOTION was MADE and SECONDED to recommend to the UCR Board to approve the revisions to the UCR Handbook as presented regarding lightweight or other non-commercial motor vehicles. The MOTION CARRIED.

VIII. Maximizing the Value of the Shadow MCMIS Tools – Audit Subcommittee Chair and DSL Transportations Services, Inc. (“DSL”)

The Subcommittee Chair and DSL provided an update on the value achieved by utilizing the Shadow MCMIS tools in the National Registration System. The discussion highlighted the financial value to the states by vetting businesses for UCR compliance, commercial registration, IFTA, intrastate, and interstate operating authority.

IX. Review States’ Audit Compliance Rates for Registration Years 2021 and 2022 – Audit Subcommittee Chair

The Subcommittee Chair reviewed audit compliance rates for the states for registration years 2021 and 2022 and related compliance percentages for Forced Anomaly Reviews (“FARS”) Module, retreat audits and registration compliance percentages.

X. Open Discussion Regarding Ways and Means to Increase UCR Registration Percentages – Audit Subcommittee Chair

The Subcommittee Chair led a discussion to share state resources (auditors and other contacts), leveraging partner relationships, auditing tools, and other ideas to increase UCR registration percentages to promote compliance and fairness within the industry.

XI. Introduction of the New UCR Depository Auditors Review – UCR Depository Manager

The UCR Depository Manager led a discussion to introduce the new independent auditing firm, Warren Averett CPAs and Advisors, to the Audit Subcommittee. The Audit Subcommittee is the UCR subcommittee which has governance oversight for the Depository audit process.

XII. Other Items – Subcommittee Chair

The Subcommittee Chair called for any other items Subcommittee members would like to discuss. UCR Executive Director noted about hotel reservation and registration for the June Audit Training and Subcommittee Meeting.

XIII. Adjournment – Subcommittee Chair

The Subcommittee Chair adjourned the meeting at 1:54 pm ET.