



Unified Carrier Registration Plan
Education and Training Subcommittee Meeting
September 15, 2022

Subcommittee Members

Carol Fallin, Subcommittee Chair
Jessica Kines, Subcommittee Vice Chair
Bill Debord
Brenda Hassler
Jennifer Morgan
Crystal Stevens

Absent Subcommittee Members

Tamara Young
Brian Pederson

Others in Attendance:

UCR: Avelino Gutierrez, Alex Leath
Kellen: Matt Mantione, Jess Ku

**UNIFIED CARRIER REGISTRATION PLAN
EDUCATION AND TRAINING SUBCOMMITTEE MEETING**

MEETING MINUTES

- I. Call to Order** – Subcommittee Chair
The Subcommittee Chair welcomed attendees, called the meeting to order at 12:00pm ET, called roll 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 e-mail on September 7, 2022, followed by the subsequent publication of the notice in the *Federal Register* on September 12, 2022, in vol. 87, no. 175 on pg. 55892.
- 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 the agenda.

A MOTION was MADE by Crystal Stevens and SECONDED to approve the agenda for the September 15, 2022, Education and Training Subcommittee Meeting. The MOTION CARRIED.
- IV. Review and Approval of Subcommittee Minutes from the August 18, 2022 Meeting** – Subcommittee Chair
Draft minutes from the August 18, 2022 Subcommittee meeting were reviewed. The Subcommittee took action to approve.

A MOTION was MADE and SECONDED to approve the minutes from the August 18, 2022 Education and Training Subcommittee Meeting. The MOTION CARRIED.
- V. Roadside Enforcement Module Video Update** – Subcommittee Chair
The UCR Chief Staff Executive provided an update on the Roadside Enforcement Module that describes the steps a roadside law enforcement officer should use to enforce UCR.
- VI. UCR Education and E-Certificate Strategy** – Subcommittee Chair
The UCR Chief Staff Executive discussed the UCR E-Certificate and reviewed questions assigned to Subcommittee Members. Each member was requested to provide three Yes/No questions based on assigned section of the UCR Audit Training Module. The list assignments are provided below:
1. Conducting the Audit – Crystal Stevens
 2. Where to Begin the Audit – Carol Fallin
 3. Documenting the Audit – Jessica Kines
 4. Closing the Audit – Bill Debord
 5. Best Practices for UCR Audits – Brenda Hassler
 6. Who Should Watch this Training – Jennifer Morgan
- VII. UCR Volunteer Training Module** – Subcommittee Chair
The UCR Chief Staff Executive discussed the UCR Volunteer Training Module.

VIII. Other Business – Subcommittee Chair

The Subcommittee Chair called for any other items Subcommittee members would like to discuss. The Executive Director informed Subcommittee members that the next meeting is November 22, 2022 via teleconference. There was discussion about the creation of a policy that will review previous training modules and work with other committees to incorporate relevant training materials.

IX. Adjournment – Subcommittee Chair

The Subcommittee Chair adjourned the meeting at 12:20pm ET.