



# **Unified Carrier Registration Plan Education and Training Subcommittee Meeting**

**February 16, 2023  
12:00 PM – 3:00 PM Eastern Time**

**Present Subcommittee Members:**

**Carol Fallin, Chair**  
**Crystal Stevens, Vice-Chair**  
Brenda Hassler  
Jessica Kines  
Jennifer Morgan

**Absent Subcommittee Members:**

William Debord  
Brian Pederson

**Others in Attendance:**

UCR: Avelino Gutierrez  
Kellen: Matt Mantione, Jessie Yuhaniak  
Seikosoftware: Lori Lefai, Toby Piquet

**UNIFIED CARRIER REGISTRATION PLAN  
EDUCATION AND TRAINING SUBCOMMITTEE MEETING  
February 16, 2023**

**MINUTES**

- I. Call to Order** – Carol Fallin, UCR Education and Training Subcommittee Chair  
The Subcommittee Chair welcomed attendees, called the meeting to order, called roll for the Subcommittee, confirmed a quorum, and facilitated self-introductions.
- II. Verification of Publication of Meeting Notice** – Avelino Gutierrez, 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 February 7, 2023, followed by the subsequent publication of the notice in the *Federal Register* Vol. 88, No. 30, starting on page 9596 on February 14, 2023.
- III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules** – Carol Fallin, UCR Education and Training Subcommittee Chair  
The Subcommittee Agenda was reviewed. No corrections were made, and the agenda was adopted.
- IV. Review and Approval of Subcommittee Minutes from the December 8, 2022 Subcommittee Meeting** – Carol Fallin, UCR Education and Training Subcommittee Chair  
Draft minutes from the December 8, 2022 Subcommittee meeting were reviewed. No corrections were made, and the minutes were approved.
- V. Audit 2 Module** – Carol Fallin, UCR Education and Training Subcommittee Chair  
The Subcommittee completed the review of the assigned questions from the Audit Training 2 video modules.
- VI. State Auditor Onboarding Letter** – Carol Fallin, UCR Education and Training Subcommittee Chair  
The Subcommittee Chair reviewed a draft version of the letter. No corrections were provided.
- VII. Agency Head Brochure** – Carol Fallin, UCR Education and Training Subcommittee Chair  
The Subcommittee reviewed a draft version of the brochure and provided feedback and corrections.
- VIII. Module Development** – Carol Fallin, UCR Education and Training Subcommittee Chair  
The Subcommittee members and Seikosoftware team will identify key reports generated in the NRS system for module consideration.
- IX. Other Business** – Carol Fallin, UCR Education and Training Subcommittee Chair  
The UCR Executive Director shared that the next Subcommittee meeting will take place on May 18, 2023 via teleconference.
- X. Adjournment** – Carol Fallin, UCR Education and Training Subcommittee Chair  
The meeting was adjourned at 12:14 PM ET by general consent.