



Unified Carrier Registration Plan Education and Training Subcommittee Meeting

May 18, 2023

12:00 PM – 3:00 PM Eastern Time

Subcommittee Members Present:

Carol Fallin, Chair
Crystal Stevens, Vice-Chair
William Debord
Brenda Hassler
Jennifer Morgan

Absent Subcommittee Members:

Brian Pederson

Others Present:

UCR: Avelino Gutierrez, Elizabeth Leaman, Alex Leath
Kellen: Matt Mantione, Jessie Yuhaniak
Seikosoft: Lori Lefai

**UNIFIED CARRIER REGISTRATION PLAN
EDUCATION AND TRAINING SUBCOMMITTEE MEETING
May 18, 2023**

APPROVED MINUTES

- I. Call to Order** – Carol Fallin, UCR Education and Training Subcommittee Chair
The Subcommittee Chair welcomed attendees, called the meeting to order at 12:02 PM ET, 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 May 8, 2023, followed by the subsequent publication of the notice in the *Federal Register* Vol. 88, No. 91, starting on page 30384 on May 11, 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 and approved by general consent.
- IV. Review and Approval of Subcommittee Minutes from the February 16, 2023 Subcommittee Meeting** – Carol Fallin, UCR Education and Training Subcommittee Chair
Draft minutes from the February 16, 2023 Subcommittee meeting were reviewed and approved by general consent.
- V. Audit 2 Module** – Carol Fallin, UCR Education and Training Subcommittee Chair
The Subcommittee reviewed updates to the Audit Training 2 video modules to ensure accuracy of updates to the modules. Following one correction noted in review, the Kellen team will post the new modules to the Education and Training Center on the UCR website.
- VI. Agency Head Brochure** – Carol Fallin, UCR Education and Training Subcommittee Chair
The Subcommittee Chair reviewed a draft version of the updated brochure and sought comments. No modifications were requested; the Kellen team will post to the Education and Training Center on the UCR website.
- VII. NRS Module Development** – Carol Fallin, UCR Education and Training Subcommittee Chair, and Lori Lefai, Seikosoft
The Subcommittee Chair and Seikosoft Representative discussed key reports generated in the NRS system for module consideration. The Subcommittee created a ranked list of new modules for development. UCR Board Chair Elizabeth Leaman requested that the Subcommittee also develop a plan for hosting training for State employees utilizing these modules and other resources available on the Education and Training Center.
- VIII. Other Business** – Carol Fallin, UCR Education and Training Subcommittee Chair
The Subcommittee Chair called for any other items Subcommittee members would like to discuss. It was suggested that all modules currently available on the Education and Training Center be reviewed on a quarterly basis to ensure continued accuracy of information as the tools are updated and adjusted.
- IX. Adjournment** – Carol Fallin, UCR Education and Training Subcommittee Chair
The Subcommittee Chair adjourned the meeting at 12:29 PM ET.