



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

November 18, 2021

## **Subcommittee Members**

**Carol Fallin, Subcommittee Chair**

Jessica Kines, Subcommittee Vice-Chair

Mathew Perkinson

Tamara Young

Jennifer Morgan

Bill Debord

Crystal Stevens

Brenda Hassler

## **Absent Subcommittee Members**

Kacy Dunn

Scott Morris

Brian Pederson

## **States in Attendance:**

AL, KY, MA, OK, TX, WA

## **Others in Attendance:**

UCR: Avelino Gutierrez, Alex Leath

Kellen: Matt Mantione, Dave Scholz, Tom Lawrence, Jess Ku

Seikosoftware: Toby Piquet

**UNIFIED CARRIER REGISTRATION PLAN  
EDUCATION AND TRAINING SUBCOMMITTEE 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. During the roll call of states, external individuals joined the public zoom meeting and disrupted the call. Jess Ku, UCR Operations Manager, closed the meeting and created a new zoom meeting and sent link to Subcommittee Members. The meeting was called to order again at 12:28pm ET.

**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 November 9, followed by the subsequent publication of the notice in the *Federal Register* on November 16, in vol. 86, no. 218, on pg. 63452.

**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 and SECONDED to approve the agenda for the November 18, 2021, Education and Training Subcommittee Meeting. The MOTION CARRIED.

**IV. Review and Approval of Subcommittee Minutes from the October 7 Meeting** – Subcommittee Chair

Draft minutes from the October 7, 2021 Subcommittee meeting was postponed to approve at next meeting.

**V. Audit Module 2 Development Discussion** – UCR Operations Manager

The UCR Operations Manager discussed and provided updates on the development of the Audit Module 2. The following edits were requested:

- Check spelling of authorized
- Change to “10 or more passengers including the driver”

Action: Jess to send recommended edits to Creative Team for Audit Module 2 video revisions.

**VI. Other Business** – Subcommittee Chair

The Subcommittee Chair called for any other items Subcommittee members would like to discuss. The UCR Executive Director notified the committee that the next subcommittee meeting is scheduled for January 20, 2022. There was discussion of exploring new topics for the Roadside Enforcement Module and FAR’s module. There was recommendation for a Motor Carrier FAR’s module. The committee also discussed creating a welcome aboard email and viewing the Audit Module videos.

**VII. Adjournment** – Subcommittee Chair

The Subcommittee Chair adjourned the meeting at 1:21pm ET.