



**Unified Carrier Registration Agreement**  
**Meeting Minutes for UCR Subcommittees**

June 3 & 5, 2018  
Ft. Lauderdale, FL

**Procedures Subcommittee**

- Chair Adam Anderson reported that the Subcommittee plans to update the new UCR Handbook to include references to the UCR Act
- The Subcommittee also plans to update the UCR Agreement to align with new national registration system scheduled to launch October 1, and to-be-determined audit requirements for states

**Audit Subcommittee**

- Chair Mike Hoeme, with assistance from Operations Manager Jon Krueger, reported on a pilot training session for state auditors held in Atlanta, May 23-24 and answered questions
- Mr. Hoeme reported that the next state auditor training session is scheduled for July 31-Aug. 1 in Chicago
- Staff recommended that an annual plan for all UCR audit-related business (state auditor training; compliance audits for states; financial review/audit of Depository accounting by independent third-party) should be implemented starting in 2019

**Finance Subcommittee**

Chair Scott Morris reported on the following:

- Year to date, total UCR expenses are trending behind budget through May 31
- 2019-2021 budgets are being planned
- Financial policies (reserve use, investment, refund and contractor reimbursement) are being planned
- 2018 fees are tracking as expected, given the late start to the registration year
- Mr. Morris plans to submit updated data for 2019 fee when notice of proposed rulemaking is published
- 2020 fee levels are being discussed

- The Subcommittee, working with Procedures, plans to introduce clarified language for the UCR Agreement later this year
  - Section 14(c)
  - Section 16(b2ii, c2-4)
  - Section 17
- State accounts receivable will soon be publicized on website and in newsletter
- The Subcommittee will now be chaired by Elizabeth Leaman, MA DPU
- Reconciliation now complete on 2010, 2011, 2012 and 2014 registration years
- The Subcommittee plans to request the following Board actions:
  - Establish new savings account at Bank of North Dakota for UCR reserves
  - Approve the TX DMV's proposed audit procedure based on their earlier petition

#### Registration System Subcommittee

Chair Scott Morris reported on the following:

- Development of the new UCR national registration portal is ahead of schedule, according to Seikosoft
- The Subcommittee is working with Finance to develop a policy on refunds to align with the new system's functionality
- Meetings are underway with states with independent registration systems to communicate the technology requirements they must meet to integrate with the new national system
- A proposal to extend UCR's contract with Iteris is now on hold due to Seikosoft's current progress
- Discussions are underway to determine the optimal, most prudent flow of funds within the new national registration system
- The Subcommittee plans to present to the Board a recommendation that the 2017 UCR registration year officially end on September 30, 2018.

#### Dispute Resolution Subcommittee

- Chair Tina Thurman reported that the Subcommittee recently revisited the draft dispute resolution procedures developed in March 2017
- Ms. Thurman reported that her Subcommittee will likely present the draft procedures to the Board for approval later this year