



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

August 20, 2020
Noon – 2:00 p.m. ET

Zoom Meeting and Screenshare

Meeting URL: <https://kellen.zoom.us/j/97859328076>

+1 929 205 6099

+1 669 900 6833

877 853 5247 (Toll Free)

888 788 0099 (Toll Free) Meeting

ID: 978 5932 8076

Subcommittee Members Present:

Carol Fallin, Subcommittee Chair
Sandy Bowling, Subcommittee Vice Chair
Suzanne Stillwell
Jessica Kines
Tamara Young
Jennifer Morgan
Brenda Hassler
Crystal Stevens

Absent:

Scott Morris
Bill Debord
Brian Pederson
Jessica Barnes
Kacy Dunn
Matt Perkinson

UNIFIED CARRIER REGISTRATION PLAN

Education and Training Subcommittee Meeting

Minutes

I. Call to Order

The Subcommittee Chair welcomed attendees, called the meeting to order at 12:00pm ET, called roll for the Subcommittee, confirmed the presence of a quorum, and facilitated self-introductions.

II. Verification of Publication of Meeting Notice

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 August 12, 2020. This was followed by the subsequent publication on August 17, 2020 in Vol 85, No 151, starting at page 50068 of the *Federal Register*.

III. Review and Approval of Subcommittee Agenda

The Subcommittee Agenda was reviewed and discussed. A MOTION to adopt the agenda was MADE and SECONDED. The MOTION CARRIED.

IV. Approval of Minutes from May 14, 2020 Meeting

Draft minutes from the May 14, 2020 Education and Training Subcommittee meeting via teleconference were reviewed and discussed. A MOTION to approve the minutes, including minor changes to the draft made by the UCR Chief Legal Officer, was MADE and SECONDED. The MOTION CARRIED.

V. Discussion regarding potential new training modules on audit procedures & enforcement

The Subcommittee discussed and provided comments on future education and training modules. Upon conclusion of the discussion, the Subcommittee decided that the next training module will focus on the audit process.

Additionally, the Subcommittee decided that a flow chart highlighting the necessary decisions for motor carriers to determine whether they must register with the UCR should be developed and incorporated into the website as an interactive page.

It was further discussed that a user guide should accompany all training modules. In some cases, UCR will be able to utilize existing information on the website. In other cases, new information must be developed and incorporated into the website.

Action Items:

- Seikosoftware and Kellen to develop the architecture for the motor carrier decision tree
- Dave Lazarides, Mike Hoeme, and Dave Scholz to serve as Subject Matter Experts for the development of the Audit Training Module
- Schedule Subcommittee calls for September 17 at Noon EDT and October 15 at Noon EDT in addition to the November 19 meeting
- Develop user guides for each training module and include the guides in the training section of the website

- Incorporate relevant articles into the UCR Dispatch publication such as the article on the refund procedure. Reach out to the Subcommittee members prior to every issue for possible topics for inclusion in the UCR Dispatch.

The following ideas were captured for training modules to be developed in 2021:

- Guideline for States when answering carrier questions (example: MCS150 guide and exempt commodities)
- IRP Clearing house (recommendation from MI Enforcement)
- Refunds – partial and full refunds
- Depository
- UCR Reports – explain purpose and how they work
 - Submodules to supplement what has already been done (example: NRS Training)

VI. Discussion Regarding the timetable for developing additional training modules

The Subcommittee discussed and provided comments on the timetable for developing additional training modules. The Subcommittee established a goal to release in November 1 additional training module this year on the audit process. The timetable for developing future training modules will be discussed and decided upon in a future meeting.

VII. Other Items

The Subcommittee Chair called for any other items committee members wanted to discuss. No other items were brought before the Subcommittee.

VIII. Adjournment

The Subcommittee Chair adjourned the meeting at 3:00pm ET