



Unified Carrier Registration Plan Education and Training Subcommittee Meeting

September 17, 2020
Noon – 2:00 p.m. ET

Subcommittee Members in Attendance

Carol Fallin, Subcommittee Chair
Sandy Bowling, Subcommittee Vice Chair
Jessica Kines
Jessica Barnes
Tamara Young
Jennifer Morgan
Bill Debord
Crystal Stevens
Scott Morris

Absent Subcommittee Members

Matthew Perkinson
Kacy Dunn
Brian Pederson
Brenda Hassler

**UNIFIED CARRIER REGISTRATION PLAN
Education and Training Subcommittee Meeting**

Minutes

I. Call to Order

Carol Fallin, the Education & Training Subcommittee Chair, welcomed attendees, called the meeting to order at 12:01pm ET, called roll for the Subcommittee, confirmed a quorum was present, and facilitated self-introductions.

II. Verification of Publication of Meeting Notice

Avelino Gutierrez, 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 September 9, 2020. This was followed by the subsequent publication of the notice in the *Federal Register* on September 15, 2020 in Vol. 85, No. 179.

III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules

The Subcommittee agenda was reviewed, and the Subcommittee considered adoption of the proposed agenda.

A MOTION was MADE and SECONDED to approve the proposed meeting agenda. The MOTION CARRIED.

IV. Approval of Minutes from August 20, 2020 Meeting

The draft minutes from the August 20, 2020 Education and Training Subcommittee meeting via teleconference were reviewed. The Subcommittee considered action to approve.

A minor change in item VI of the August meeting minutes was recommended for adoption.

A MOTION was MADE and SECONDED to approve the August meeting minutes with proposed amendment. The MOTION CARRIED.

V. Discuss with the Education & Training subcommittee about the Audit Module Development

The Subcommittee discussed and provided comments on the development of the Audit module.

A MOTION was MADE and SECONDED to move the target date from the first of November to mid-December for the completion of the Audit module. The MOTION CARRIED.

A MOTION was MADE and SECONDED to approve the fee associated with the Audit Module. The MOTION CARRIED.

It was determined that William Debord, Jennifer Morgan, and Sandy Bowling will be the subject matter experts for the Decision Tree Widget project.

VI. Other Items

Carol Fallin, the Education & Training Subcommittee Chair, called for any other items that subcommittee members would like to discuss.

Avelino Gutierrez, the UCR Executive Director, reviewed the upcoming Education & Training Subcommittee meetings, and noted that there will be an additional meeting on December 17, 2020.

VII. Adjournment

Carol Fallin, the Education & Training Subcommittee Chair, proposed to adjourn the meeting.

A MOTION was MADE and SECONDED to adjourn the meeting at 1:11pm ET.