



## **Unified Carrier Registration Plan**

### **Education and Training Subcommittee Meeting**

October 15, 2020

Noon – 2:00 p.m. ET

#### **Subcommittee Members in Attendance**

Carol Fallin, Subcommittee, *Chair*

Sandy Bowling, Subcommittee, *Vice Chair*

Kacy Dunn

Jessica Kines

Jessica Barnes

Tamara Young

Brenda Hassler

Bill Debord

Crystal Stevens

#### **Others in Attendance**

Avelino Gutierrez, UCR Executive Director

Alex Leath, UCR Chief Legal Officer

Elizabeth Leaman, UCR Board Chair

Suzanne Stillwell, UCR Board Member

Kellen Company: Dave Scholz, John Mazzaglia, Daniel Choppa, Tom Gooding

State Roll Call: AL, GA, KY, LA, MA, MI, MN, MS, OK, PA, TX, WA, WI

#### **Absent Subcommittee Members**

Jennifer Morgan

Brian Pederson

Scott Morris

Matthew Perkinson

**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, called roll for the Subcommittee, confirmed that 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 October 8, 2020, followed by the subsequent publication of the notice in the *Federal Register* Vol. 85, No. 201, on October 16, 2020.

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

The Subcommittee Agenda was reviewed, and the Subcommittee considered adoption.

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

**IV. Review and Approval of Minutes from the September 17, 2020 Meeting**

The draft minutes from the September 17, 2020 Subcommittee meeting via teleconference were reviewed. The Subcommittee considered action to approve.

A MOTION was MADE and SECONDED to approve the meeting minutes from the September 17, 2020 Education & Training Subcommittee Meeting.

**V. Audit Module Development Discussion with the Education and Training Subcommittee**

The Subcommittee discussed and were provided updates on development of the Audit Module. The Subcommittee provided comments and suggestions of the Audit Module script draft.

Action Item: UCR Staff to provide analytics of the video modules in future meetings.

Action Item: Seikosoft to add the training module links to the NRS web pages.

It was determined that all updates and comments will be provided by end-of-day on Friday Oct. 16.

**VI. Other Items**

The Subcommittee Chair will call for any other items committee members would like to discuss.

Tom Gooding discussed the progress of the decision tree logic flow, and wanted to provide an update on the ongoing expense of the platform. There are two options: to keep the plan that UCR is currently on track for, would cost \$3000/year, or UCR staff can create a custom platform within WordPress which would have a cost of \$100/year in operational costs, not including the \$5000 Kellen Management fee for the project.

Action Item: UCR Staff to add a decision tree topic onto the agenda for the November 19, 2020 Education and Training Subcommittee meeting.

**VII. Adjournment**

The Subcommittee Chair adjourned the meeting at 12:39pm ET.