



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

February 4, 2021  
Noon – 2:00 p.m. ET

### **Subcommittee Members in Attendance**

**Sandy Bowling, Subcommittee Vice Chair**

Matthew Perkinson  
Jessica Kines  
Jessica Barnes  
Tamara Young  
Jennifer Morgan  
Brenda Hassler  
Bill Debord  
Crystal Stevens

### **Absent Subcommittee Members:**

Carol Fallin – Subcommittee Chair, Kacy Dunn, Scott Morris, Brian Pederson

### **States in Attendance:**

AL, IN, KS, KY, ME, MA, MI, MN, MS, OK, SD, WA, WI

### **Others in Attendance:**

UCR: Elizabeth Leaman, Avelino Gutierrez, Alex Leath, Mike Hoeme  
Seikosoftware: Toby Piquet, Lori Lefai  
Kellen Company: Daniel Choppa, Lori Cummings, Dave Scholz, Tom Gooding, Katherine  
Thurmond, Matt Manton

**UNIFIED CARRIER REGISTRATION PLAN  
EDUCATION AND TRAINING SUBCOMMITTEE MEETING**

**MINUTES**

- I. Call to Order – UCR Executive Director**  
Avelino Gutierrez 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.
- 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 January 27, 2021. The subsequent publication of the notice in the *Federal Register* occurred on February 1, 2021 in vol. 86 no. 19 at page 7784.
- III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules – UCR Executive Director**  
The Subcommittee Agenda was reviewed, and the Subcommittee acted to approve.  
  
A MOTION was MADE and SECONDED to approve the agenda of the February 4, 2021 Education and Training Subcommittee meeting. The MOTION CARRIED.
- IV. Review and Approval of Minutes from the December 17, 2020 Meeting – UCR Executive Director**  
Draft minutes from the December 17, 2020 Subcommittee meeting via teleconference were reviewed. The Subcommittee acted to approve.  
  
A MOTION was MADE and SECONED to approve the minutes from the December 17, 2020 Education and Training meeting minutes. The MOTION CARRIED.
- V. Audit Module Development Discussion with the Education and Training Subcommittee – UCR Operations Director**  
The UCR Operations Director discussed and provided updates on development of Audit Modules one (Basic Audit Training) and two (UCR Audits – A Step-by-Step Approach).  
  
An ACTION was determined for the Subcommittee to review the Audit Module scripts and outlines and provide feedback by February 12, 2021.  
  
An ACTION was determined for Mike Hoeme to review the Decision Tree widget and provide specific edits to Avelino Gutierrez, UCR Executive Director, and Lori Cummings, UCR Operations Director.
- VI. Discussion of the Audit Module Subject Matter Expert Interview – UCR Depository Manager**  
The UCR Depository Manager discussed and provided comments on the interviews conducted with Audit subject matter experts.  
  
Deadline for Subcommittee members to provide feedback on these items by EOD Friday, February 12, 2021.

Lori Cummings, the UCR Operations Director, provided updates on the Flow Chart/Decision tree and requested feedback and comments from the Subcommittee.

**VII. Other Items** – UCR Executive Director

The UCR Executive Director called for any other items committee members would like to discuss.

**VIII. Adjournment** – UCR Executive Director

The UCR Executive Director adjourned the meeting at 12:54 pm ET.