



Unified Carrier Registration Plan

Audit Subcommittee Meeting

March 14, 2024
12:00 PM – 3:00 PM Eastern Time

Subcommittee Members Present:

Mike Hoeme, Chair
Abe Droste, Vice-Chair
Kristen Burch
Joshua Clemons
Debbie Garcia

LaBrina Matthews
Rod Moser
Ryan Nance
Patrick Remfrey
Amanda Shehane

Subcommittee Members Absent:

Eric Belford
William Debord
Monte Wiederhold

Others Present:

UCR: Elizabeth Leaman, Jessica Kines, Alex Leath, Avelino Gutierrez
Kellen: Tom Gooding, Michelle Hall, Matt Mantione
Seikosoftware: Lori Lefai, Toby Piquet

**UNIFIED CARRIER REGISTRATION PLAN
AUDIT SUBCOMMITTEE MEETING
March 14, 2024**

APPROVED MINUTES

- I. Call to Order** – UCR Audit Subcommittee Chair
The UCR Audit Subcommittee Chair welcomed attendees, called the meeting to order, called roll for the Audit Subcommittee, confirmed whether 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 March 5 followed by the subsequent publication of the notice in the *Federal Register* on March 8, Vol. 89, No. 47, starting on page 16816.
- III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules** – UCR Audit Subcommittee Chair
The agenda was reviewed. A MOTION to approve the agenda was made and SECONDED. The motion CARRIED.
- IV. Review and Approval of Subcommittee Minutes from the November 9, 2023 Meeting** – UCR Audit Subcommittee Chair
Draft minutes from the November 9, 2023 Subcommittee meeting via teleconference were reviewed.

A MOTION to approve the minutes was made and SECONDED. The motion CARRIED.
- V. Discussion of the Auto-renew Policy Developed for the Annual Renewal of UCR Registration** – UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair, UCR Executive Director and SeikoSoft Representatives
The Subcommittee Chair, Vice-Chair, UCR Executive Director, and Seikosoft Representatives led a discussion on the issues involved in drafting the auto-renew policy for the voluntary annual automatic renewal of UCR registrations and options for SeikoSoft to design and implement a system that allows for the voluntary annual automatic renewal of UCR registrations using business rules defined by the Subcommittee.

A MOTION was made and SECONDED that the Audit Subcommittee recommend that the UCR Plan Board adopt the Auto-Renew Policy as presented at the Audit Subcommittee meeting on March 14, 2024. The motion CARRIED.
- VI. Discuss Options to Review and Update the Definition of the Focused Anomaly Review (FAR)** – UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair, DSL Transportation Services, Inc.
The Subcommittee Chair, Vice-Chair, and DSL Transportation Services, Inc., led a discussion on options to update/expand the definition of a FAR.

- VII. Review how the process to clean up the Unregistered Motor Carrier UCR Universe in Shadow MCMIS is working for States** – UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair and SeikoSoft Representative
The Subcommittee Chair, Vice-Chair and Seikosoft Representative led a discussion on the steps necessary for the NRS and State Auditors to review and clean up the 2022/2023 unregistered motor carriers with no activity in the previous 365 days.
- VIII. Update on Retreat Audit Program with a Program that Relies on the NRS Roadside Inspection Data** – UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair, DSL Transportation Services, Inc., and SeikoSoft Representative
The Subcommittee Chair, Vice Chair, DSL Transportation Services, Inc., and SeikoSoft Representative led a discussion on the status of the new Retreat Audit Program that utilizes roadside inspection data for an automated driven audit for non-IRP and IRP plated commercial motor vehicles (CMVs).
- IX. Update the Subcommittee on the recent Monthly Question and Answer Session for State Auditors** – UCR Audit Subcommittee Chair and UCR Audit Subcommittee Vice-Chair and Executive Director.
The Subcommittee Chair, Vice-Chair, and UCR Plan Executive Director led a discussion on the next date, time, and subject matter, in the series of 60-minute virtual question and answer sessions concerning UCR Plan audits.
- X. Other Business** – UCR Audit Subcommittee Chair
The UCR Audit Subcommittee Chair called for any other items Subcommittee members would like to discuss.
- XI. Adjournment** – UCR Audit Subcommittee Chair
The UCR Audit Subcommittee Chair adjourned the meeting.