Unified Carrier Registration Plan
Education and Training Subcommittee Meeting
October 7, 2021

Subcommittee Members
Carol Fallin, Subcommittee Chair
Mathew Perkinson
Kacy Dunn
Tamara Young
Jennifer Morgan
Scott Morris
Bill Debord
Crystal Stevens

Absent Subcommittee Members
Jessica Kines, Subcommittee Vice-Chair
Brian Pederson
Brenda Hassler

States in Attendance:
AL, AK, GA, IN, KS, KY, MI, MN, NM, ND, OH, OK, WA

Others in Attendance:
UCR: Avelino Gutierrez
Kellen: Jess Ku
Seikosoft: Toby Piquet

UNIFIED CARRIER REGISTRATION PLAN
EDUCATION AND TRAINING SUBCOMMITTEE MEETING

<u>MINUTES</u>

I.   **Call to Order** – Subcommittee Chair
        The Subcommittee Chair 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 September 30, followed by the subsequent publication of the notice in the *Federal Register* on October 5, in vol. 86, no. 190, on pg. 55113.

III.   **Review and Approval of Subcommittee Agenda and Setting of Ground Rules** – Subcommittee Chair
        The Agenda was reviewed, and the Subcommittee took action to adopt the agenda.

        A MOTION was MADE and SECONDED to approve the agenda for the October 7, Education and Training Subcommittee Meeting. The MOTION CARRIED.

IV.   **Review and Approval of Subcommittee Minutes from the August 26 Meeting** – Subcommittee Chair
        Draft minutes from the August 26, 2021 Subcommittee meeting via teleconference were reviewed. The Subcommittee took action to approve.

        A MOTION was MADE and SECONDED to approve the minutes from the August 26, 2021 Education and Training Subcommittee Meeting. The MOTION CARRIED.

V.   **Audit Module 2 Development Discussion** – UCR Operations Manager
        The UCR Operations Manager discussed and provided updates on the development of the Audit Module 2. The following edits were requested:
        - Add two new bullets, "Option A" and "Option B" under Registration Method with additional NRS content provided by Carol Fallin to Jess Ku.
        - Add "Name of authorized user" as bullet under Registration Method
        - Change the voice pronunciation of the word "Placarded"
        - Change the voice narration to say, "Motor Carrier Management Information System" or "MCMIS".
        - Delete periods in MCMIS
        - Replace Shadow MCMIS with auditor must use NRS/IRP to determine if Motor Carrier is IRP
        - Rename "IRP Repository" to "IRP Data Repository" and delete Clearinghouse
        - Change "10 passengers" to "9 passengers" after confirmation from Carol Fallin to Jess Ku.
        - Correct spelling of "Utilize"
        - Color in New Hampshire in Interstate Commerce graphic to blue
        - Find different safety visuals for images at 1:03, 2:48, and 10:49.

       Action: Ensure edits are incorporated and reviewed by committee.

VI.   **New Module Development** – Subcommittee Chair and UCR Operations Manager
The UCR Operations Manager provided updates on the Roadside Enforcement and Roadside Officers and Focused Anomaly Reviews (FARs) modules.

VII.   **Other Business** – Subcommittee Chair
The Subcommittee Chair called for any other items Subcommittee members would like to discuss.

VIII.   **Adjournment** – Subcommittee Chair
The Subcommittee Chair adjourned the meeting at 1:10pm ET.