



Unified Carrier Registration Plan
Subcommittee Meeting Agendas

June 3, 2019
9:00 a.m. – 4:15 p.m. MDT

Ramkota Hotel
2111 North Lacrosse Street
Rapid City, SD 57701

Teleconference
1-866-210-1669
5253902#

UNIFIED CARRIER REGISTRATION PLAN

Procedures Subcommittee Meeting

Proposed Agenda

PORTIONS OPEN TO THE PUBLIC

- I. **Call to Order** – Subcommittee Chair
The Subcommittee Chair will call the meeting to order.
- II. **Verification of Meeting Notice** – Operations Manager
Publication of notice for the meeting in the *Federal Register* will be verified.
- III. **Approval of Minutes from January 28, 2019 Meeting** – Operations Manager
Minutes from the January 28, 2019 meeting will be reviewed and Subcommittee will consider approval.
- IV. **Direct Access to *Federal Register*** – Chief Legal Officer
For Discussion and Possible Subcommittee Action
 - Subcommittee will receive a report on the effort to obtain direct access to the *Federal Register* for publication of meeting announcements and consider recommending to the Board ratification of the Chief Legal Officer’s actions in obtaining direct access to the *Federal Register*.
- V. **UCR Agreement Amendment** – Subcommittee Chair
For Discussion and Possible Subcommittee Action
 - **Succession Plan in Event of Chair and Vice Chair Vacancy**
Proposal for amending the UCR Agreement to address Chair and Vice Chair vacancies will be reviewed and the Subcommittee will consider recommending action to the Board.
- VI. **UCR Handbook Amendments** – Subcommittee Chair
For Discussion and Possible Subcommittee Action
 - **School Buses**
New language for the handling of school buses for UCR purposes will be reviewed and the Subcommittee will consider whether to recommend to the Board approval of the language and placement in the Handbook.
 - **Refund Procedure**
New language describing the UCR refund procedure will be reviewed and the Subcommittee will consider whether to recommend to the Board approval of the language and placement in the Handbook.
 - **State Carrier Audit Procedure**
New language describing the state carrier audit procedure will be reviewed and the Subcommittee will consider whether to recommend to the Board approval of the language and placement in the Handbook.

PORTIONS CLOSED TO THE PUBLIC

- VII. Update on Twelve Percent Logistics Litigation** - Scott Morris and Chief Legal Officer Board will receive a report on the status of the litigation.

PORTIONS OPEN TO THE PUBLIC

- VIII. Other Items** – Subcommittee Chair
The Subcommittee Chair will call for any other items the Subcommittee members would like to discuss.
- IX. Adjourn** – Subcommittee Chair
The Subcommittee Chair will adjourn the meeting.

UNIFIED CARRIER REGISTRATION PLAN

Audit Subcommittee Meeting

Proposed Agenda

PORTIONS OPEN TO THE PUBLIC

- I. Call to Order** – Subcommittee Chair
The Subcommittee Chair will call the meeting to order.
- II. Verification of Meeting Notice** – Operations Manager
Publication of notice for the meeting in the *Federal Register* will be verified.
- III. Approval of Minutes from January 28, 2019 Meeting** – Operations Manager
Minutes from the January 28, 2019 meeting will be reviewed and the Subcommittee will consider approval.
- IV. Update on Status of 2018 State Carrier Audits** – Subcommittee Chair
Chair will review number of 2018 state audit reports received to date.
- V. Proposal for Addressing Non-Compliant Carrier Audit Reports** – Subcommittee Chair
For Discussion and Possible Subcommittee Action
 - Proposal for how UCR should address non-compliant carrier audit reports submitted by participating states will be reviewed and the Subcommittee will consider recommending approval of the proposal to the Board.
- VI. Update on Status of Focused Anomalies Review (FARs)** – DSL Transportation
DSL will provide an update on the status of FARs for 2018 and 2019.
- VII. Update on Audit Tool Development in NRS** – Seikosoft
Seikosoft will provide an update on the status of development for the new audit tool in the National Registration System.
- VIII. State Compliance Review in Alabama** – UCR Administrator
Subcommittee Chair will summarize the pilot state compliance review conducted in the state of Alabama.
- IX. State Auditor Training in Chicago** – Operations Manager
Operations Manager will summarize the state auditor training held in Chicago.
- X. Other Items** – Subcommittee Chair
The Subcommittee Chair will call for any other items the Subcommittee members would like to discuss.
- XI. Adjournment** – Subcommittee Chair
The Subcommittee Chair will adjourn the meeting.

UNIFIED CARRIER REGISTRATION PLAN

Finance Subcommittee Meeting

Proposed Agenda

PORTIONS OPEN TO THE PUBLIC

- I. **Call to Order** – Subcommittee Chair
Chair will call the meeting to order.
- II. **Verification of Meeting Notice** – Operations Manager
Publication of notice for the meeting in the *Federal Register* will be verified.
- III. **Approval of Minutes from January 28, 2019 Meeting** – Operations Manager
Minutes from the January 28, 2019 meeting will be reviewed and the Subcommittee will consider approval.
- IV. **Proposed Policy for Establishing Contingency Reserve** – Subcommittee Chair
For Discussion and Possible Subcommittee Action
 - Proposal for establishing a financial contingency reserve for the Plan will be reviewed and the Subcommittee will consider whether to recommend approval of the proposal to the Board.
- V. **Development Priorities** – Subcommittee Chair
Discussion and Possible Subcommittee Action
 - Subcommittee will consider potential recommendation(s) to the UCR Board of necessary system development projects based on updates above and consider whether to propose any of the recommendations to the Board for approval.
- VI. **Updates** – UCR Administrator
 - **Registrations YTD**
Subcommittee will receive an update on total carrier registrations to date.
 - **Investment Program**
Subcommittee will receive an update on investments with both SunTrust and Bank of North Dakota.
 - **Depository Audit**
Subcommittee will receive an update on the preparedness of the 2017 and 2018 financial statements for audit, along with the timing for process from fieldwork to delivery of audit report.
 - **State Distributions for 2019**
Subcommittee will receive an update on distributions made to eligible participating states and potential timing.
 - **2017 Registration Year Close**
Subcommittee will receive an update on the actions taken as a part of closing the 2017 registration year.

- **2018 Registration Year**
Subcommittee will receive an update on the status of reconciling the registration systems data with the depository data and related bank account balances.
- **Operating Costs Incurred YTD**
Subcommittee will receive an update on actual operating costs compared to the approved budgets.

- VII. National Registration System** – UCR Administrator
Subcommittee will receive an update on performance and status of certain system aspects to include convenience fee issues, refund procedures, and duplicated transactions.

PORTIONS CLOSED TO THE PUBLIC

- VIII. Inform Subcommittee RE: Data Investigation** – Chair, Scott Morris, and Chief Legal Officer
Subcommittee will receive a report concerning a data investigation initiated since the last Subcommittee meeting.

- IX. Ratification of Agreement RE: Data Investigation** – Scott Morris and Chief Legal Officer
For Discussion and Possible Subcommittee Action:
- Subcommittee will consider a recommendation to the Board related to ratification of UCR Chair’s expedient execution of a contract for information security and computer forensic services.

- X. Update on Twelve Percent Logistics Litigation** – Scott Morris and Chief Legal Officer
Subcommittee will receive a report on the status of the litigation.

PORTIONS OPEN TO THE PUBLIC

- XI. Other Items** – Subcommittee Chair
The Subcommittee Chair will call for any other items the Subcommittee members would like to discuss.

- XII. Adjourn** – Subcommittee Chair
Chair will adjourn the meeting.

UNIFIED CARRIER REGISTRATION PLAN

Registration System Subcommittee Meeting

Proposed Agenda

PORTIONS OPEN TO THE PUBLIC

- I. Call to Order** – Subcommittee Chair
Chair will call the meeting to order.
- II. Verification of Meeting Notice** – Operation Manager
Publication of notice for the meeting in the *Federal Register* will be verified.
- III. Approval of Minutes from January 28, 2019 Meeting** – Operations Manager
Minutes from the January 28, 2019 meeting will be reviewed and the Subcommittee will consider approval.
- IV. Proposal to Ratify UCR Chair’s Decision to Delay Enforcement to May 1, 2019** – Subcommittee Chair
For Discussion and Possible Subcommittee Action
 - Subcommittee will consider whether to recommend that the Board ratify the UCR Chair’s directive to postpone 2019 UCR enforcement to May 1, 2019.
- V. Proposed Policy RE: Blocking Certain Carrier Payments with History of Problems** – Subcommittee Chair
Discussion and Possible Subcommittee Action
 - Proposal for new rules regarding the need to block specific payment methods utilized by carriers following multiple problems with that payment method will be reviewed and the Subcommittee will consider whether to recommend adoption of the policy to the Board.
- VI. Proposed Policy RE: Pending Payment Time Period** – Subcommittee Chair
Discussion and Possible Subcommittee Action
 - Proposal for establishing a defined time period after which carriers having a payment pending in the National Registration System will cause the registration transaction to be deleted from the system will be reviewed and the Subcommittee will consider whether to recommend adoption of the policy to the Board.
- VII. Proposal from Seikosoftware** – Subcommittee Chair
Discussion and Possible Subcommittee Action
 - Proposal for additional administrative support to be provided by Seikosoftware will be reviewed and Subcommittee will consider whether to recommend action on the proposal to the Board.
- VIII. Development Priorities** – Subcommittee Chair
Discussion and Possible Subcommittee Action
 - Subcommittee will consider potential recommendation(s) to the Board of necessary system development projects based on updates above.

- IX. Updates: National Registration System – Seikosoft**
- **Registrations YTD**
Subcommittee will receive an update on total carrier registrations to date.
 - **Customer Service Performance**
Subcommittee will receive an update on customer service metrics (calls, chats, emails).
 - **Solicitation Module**
Subcommittee will receive an update on the new carrier solicitation functionality available to state administrators in the National Registration System, including a demonstration.
- X. Trial Period for Modified Carrier-Verification – Subcommittee Chair**
Subcommittee will receive an update on performance of trial period for modified carrier-verification (e.g., rate of registrations since implemented; volume of questions, complaints).
- XI. UCR Bulletin for Participating States – Operations Manager**
Subcommittee will be reminded that bulletin carrying updates and information relevant to state administrators is now being sent electronically from the UCR Administrator.

PORTIONS CLOSED TO THE PUBLIC

- XII. Inform Subcommittee RE: Data Investigation – Subcommittee Chair and Chief Legal Officer**
Subcommittee will receive a report concerning a data investigation initiated since the last Subcommittee meeting.
- XIII. Ratification of Agreement RE: Data Investigation – Subcommittee Chair**
For Discussion and Possible Subcommittee Action
- Subcommittee will consider a recommendation to the Board related to ratification of UCR Chair's expedient execution of a contract for information security and computer forensic services.

PORTIONS OPEN TO THE PUBLIC

- XIV. Other Items – Subcommittee Chair**
The Subcommittee Chair will call for any other items the Subcommittee members would like to discuss.
- XV. Adjourn – Subcommittee Chair**
Chair will adjourn the meeting.

UNIFIED CARRIER REGISTRATION PLAN

Education and Training Subcommittee Meeting

Proposed Agenda

PORTIONS OPEN TO THE PUBLIC

- I. Call to Order** – Subcommittee Chair
The Subcommittee Chair will call the meeting to order.
- II. Verification of Meeting Notice** – Operations Manager
Publication of notice for the meeting in the *Federal Register* will be verified.
- III. Purpose of Subcommittee** – Subcommittee Chair
Subcommittee Chair will review the purpose of the new Education and Training Subcommittee.
- IV. Proposal for Strategic Direction** – Subcommittee Chair and Operations Manager
For Discussion and Possible Subcommittee Action
 - Proposal for Kellen to provide strategic direction to the new UCR education and training program will be reviewed and the Subcommittee will consider whether to recommend any action to the Board, including possible approval of the proposal.
- V. Feedback on Potential Education Topics for State Administrators** – Subcommittee Chair
Subcommittee will hear feedback on potential topics for the new education and training program to cover.
- VI. Other Items** – Subcommittee Chair
The Subcommittee Chair will call for any other items the Subcommittee members would like to discuss.
- VII. Adjournment** – Subcommittee Chair
Subcommittee Chair will adjourn the meeting.

UNIFIED CARRIER REGISTRATION PLAN

Industry Advisory Subcommittee Meeting

Proposed Agenda

PORTIONS OPEN TO THE PUBLIC

- I. Call to Order** – Subcommittee Chair
The Subcommittee Chair will call the meeting to order.
- II. Verification of Meeting Notice** – Operations Manager
Publication of notice for the meeting in the *Federal Register* will be verified.
- III. Industry Feedback on National Registration System** – Subcommittee Chair
Subcommittee Chair will report on feedback received from industry on performance, functionality, etc. of new National Registration System.
- IV. Industry Feedback on UCR Handbook** – Subcommittee Chair
Subcommittee Chair will report on feedback received from industry on usefulness, as well as suggestions, related to the UCR Handbook.
- V. Other Items** – Subcommittee Chair
The Subcommittee Chair will call for any other items the Subcommittee members would like to discuss.
- VI. Adjournment** – Subcommittee Chair
Subcommittee Chair will adjourn the meeting.

These agendas will be available no later than 5:00 p.m. Mountain daylight time, May 23, 2019 at:

<https://ucrplan.org>.

CONTACT PERSON FOR MORE INFORMATION: Mr. Avelino Gutierrez, Chair, Unified Carrier Registration Board of Directors, (505) 827-4565, Avelino.Gutierrez@state.nm.us.