



**Unified Carrier Registration Plan**  
Audit, Finance and Education & Training Subcommittee  
Meeting Minutes

January 27, 2020  
San Antonio, TX & via teleconference

**Unified Carrier Registration Plan**  
Audit Subcommittee Meeting  
January 27, 2020

**MINUTES**  
OPEN TO THE PUBLIC

**I. Call to Order & Roll Call**

The Audit Subcommittee Chair called the meeting to order and confirmed the presence of a quorum.

**II. Verification of Meeting Notice**

The Executive Director verified that public notice of the meeting was posted on the UCR Plan website and distributed to the UCR contact list via email on January 15, 2020. He confirmed that the public notice of the meeting was then published in the Federal Register (Vol. 85, No. 12) on January 17, 2020.

**III. Review & Approval of Subcommittee Agenda**

A MOTION was MADE and SECONDED to adopt the proposed agenda. THE MOTION CARRIED.

**IV. Approval of Minutes from October 16, 2019 Meeting**

A MOTION was MADE and SECONDED to approve the minutes from the October 16, 2019 Audit Subcommittee meeting. THE MOTION CARRIED.

**V. State Compliance Review Results**

The Depository Manager reviewed a report on key findings from recently completed state compliance reviews.

Following discussion, a MOTION was MADE and SECONDED to recommend to the UCR Board that all four states that underwent a compliance review in 2019 be scored as “compliant.” THE MOTION CARRIED.

The Depository Manager then presented proposed definitions for “compliant” and “not compliant” as they pertain to future UCR state compliance reviews. A MOTION was MADE and SECONDED to recommend to the Board adoption of the proposed language as well as a two-score system. THE MOTION CARRIED.

**VI. State Audit Performance Standards**

The Depository Manager reviewed proposed state audit performance standards and answered questions. The Subcommittee provided several recommendations for edits and instructed the Depository Manager to incorporate these edits into a final draft.

A MOTION was MADE and SECONDED to recommend to the Board adoption of these revised state audit performance standards. THE MOTION CARRIED.

**VII. Report on 2020 State Compliance Reviews**

The Depository Manager reported on plans for conducting state compliance reviews for eight states in 2020 in GA, TN, IL, ID, CT, MA, WV and NC.

**VIII. Communication Campaigns**

The Audit Subcommittee Chair led a discussion on the need for UCR to execute carrier solicitations for states currently running limited or no campaigns of their own. A MOTION was MADE and SECONDED to recommend to the Board that UCR conduct solicitation campaigns under these circumstances. THE MOTION CARRIED.

Next, the Audit Subcommittee Chair discussed the need for UCR to execute communications to carriers identified through roadside inspections to be operating in interstate commerce but identified in MCMIS as “inactive” or “intrastate.” A MOTION was MADE and SECONDED to recommend to the Board that UCR contact these carriers in these circumstances. THE MOTION CARRIED.

**IX. Potential of Additional Funding for DSL**

The Audit Subcommittee Chair reviewed a proposal from DSL Transportation to fund an additional one-half full-time equivalent at \$2,000 per month for the purpose of continuing to process FARs.

A MOTION was MADE and SECONDED to recommend to the Board approval of the proposed additional funding. THE MOTION CARRIED.

**X. UCR State-Carrier Audit Methodology**

The Audit Subcommittee Chair reviewed proposed amendments, related to state carrier audits, for the UCR Agreement and UCR Handbook in order to align both guidance documents with current practice. A MOTION was MADE and SECONDED to recommend adoption of the proposed amendments for both documents to the Board. THE MOTION CARRIED.

**XI. Report on the Depository Audit for 2017 & 2018**

The Depository Manager reported that the 2017 and 2018 Depository financial audits are complete and a draft report is being reviewed by the Executive Director and UCR Board Chair.

**XII. Report on the Depository Financial Statement Audit for 2019**

The Depository Manager recommended that the Audit Subcommittee support a proposal from Williams, Benator & Libby to conduct the 2019 Depository audit no later than August 1 at a cost not to exceed \$16,000. A MOTION was MADE and SECONDED to recommend to the Board adoption of this proposal. THE MOTION CARRIED.

**XIII. Report on FARs Results**

The Audit Subcommittee reviewed a report on the FARs program. The report indicated that the program has collected nearly \$3 million since its inception.

**XIV. National Registration System Updates – Seikosoft**

The Audit Subcommittee heard a brief report on the performance of the National Registration System, including improvements for the audit module dashboard.

**XV. Other Items – Subcommittee Chair**

The Audit Subcommittee Chair called for any other business. No additional items were raised.

**XVI. Adjournment – Subcommittee Chair**

The Audit Subcommittee Chair adjourned the meeting.

**Unified Carrier Registration Plan**  
**Finance Subcommittee Meeting**  
**January 27, 2020**

**MINUTES**  
**OPEN TO THE PUBLIC**

- I. Call to Order**  
The Finance Subcommittee Chair called the meeting to order and confirmed the presence of a quorum.
- II. Verification of Meeting Notice**  
The Executive Director verified that public notice of the meeting was posted on the UCR Plan website and distributed to the UCR contact list via email on January 15, 2020. He confirmed that the public notice of the meeting was then published in the Federal Register (Vol. 85, No. 12) on January 17, 2020.
- III. Review & Approval of Subcommittee Agenda**  
A MOTION was MADE and SECONDED to adopt the proposed agenda. THE MOTION CARRIED.
- IV. Approval of Minutes from Oct. 16, 2019 Meeting**  
A MOTION was MADE and SECONDED to approve the minutes from the October 16, 2019 Finance Subcommittee meeting. THE MOTION CARRIED.
- V. Initial 2020 Distributions to States**  
The Depository Manager reported that initial distributions to the 41 participating states for the 2020 registration year will be made no later than March 15, 2020.
- VI. Certificates of Deposit**  
The Depository Manager reviewed a proposed plan for reinvesting UCR funds following the maturation of several certificates of deposit on February 5, 2020 at the Bank of North Dakota. A MOTION was MADE and SECONDED to recommend to the Board adoption of the proposal. THE MOTION CARRIED.
- VII. Board Insurance**  
The Depository Manager reported that applications are complete for Directors & Officers, and cybersecurity insurance and that he is awaiting proposals from several carriers.
- VIII. Financial & Unbudgeted Expense Reserves**  
The Depository Manager reported that the UCR financial reserve is fully-funded at \$4 million and the unbudgeted expense reserve currently stands at \$2.5 million.
- IX. 2019 Administrative Expenses**  
The Depository Manager reported that 2019 administrative expenses for UCR will total approximately \$3.25 million.
- X. Other Items**

The Depository Manager noted that he is working to reconcile the statement, bank data and NRS data for 2018.

**XI. Adjourn**

The Finance Subcommittee Chair adjourned the meeting.

**Unified Carrier Registration Plan  
Education & Training Subcommittee Meeting**

**MINUTES  
OPEN TO THE PUBLIC**

**I. Call to Order**

The Education & Training Subcommittee Chair called the meeting to order and confirmed the presence of a quorum.

**II. Verification of Meeting Notice**

The Executive Director verified that public notice of the meeting was posted on the UCR Plan website and distributed to the UCR contact list via email on January 15, 2020. He confirmed that the public notice of the meeting was then published in the Federal Register (Vol. 85, No. 12) on January 17, 2020.

**III. Review & Approval of Subcommittee Agenda**

A MOTION was MADE and SECONDED to adopt the proposed agenda. THE MOTION CARRIED.

**IV. Approval of Minutes from January 16, 2020 Meeting**

A MOTION was MADE and SECONDED to approve the minutes from the January 16, 2020 Education & Training Subcommittee meeting. THE MOTION CARRIED.

**V. Report on Plans to Launch Training Modules**

The Operations Manager reported on plans to launch an initial wave of training modules by June 2020 for topics including Enforcement, a UCR general overview and the National Registration System.

**VI. Mandatory Training for States**

The Subcommittee Chair led a discussion on a proposed policy requiring all participating states to engage in UCR trainings once available. Specifically, the proposed policy would require at least one state representative to participate in any new remote trainings (e.g., videos, webinars) within 30 days of its release, as well as attend any new live/in-person training when scheduled. A MOTION was MADE and SECONDED to recommend to the Board adoption of the proposed policy. THE MOTION CARRIED.

**VII. Travel Reimbursement for Training Attendees**

The Subcommittee Chair proposed a new policy stating that UCR will reimburse one attendee from each state for reasonable travel expenses incurred in attending any mandatory UCR trainings. The proposed policy would not affect the current policy on Board member travel reimbursement. A MOTION was MADE and SECONDED to recommend to the Board adoption of the proposed policy. THE MOTION CARRIED.

**VIII. Other Items – Subcommittee Chair**

The Education & Training Subcommittee Chair called for any additional business. No other items were raised.

**IX. Adjournment**

The Education & Training Subcommittee Chair adjourned the meeting.