



# Unified Carrier Registration Plan

## Board Meeting Agenda

September 28, 2023  
12:00 p.m. – 3:00 p.m. Eastern Time

Board Members Present:

Elizabeth Leaman  
David Bauer  
Brandon Buchanan  
William Debord  
Carol Fallin  
Mike Hoeme  
Jessica Kines  
Mathew Perkinson  
Crystal Stevens

Absent Board Members:

Earl Adams, Chris Burroughs, Corey Keating, Terrence Mercer, Monte Wiederhold

Others in Attendance:

UCR: Avelino Gutierrez, Alex Leath  
FMCSA: Frederic Wood  
DSL Transportation: Dave Lazarides  
Kellen: Tom Gooding, Tom Lawrence, John Macwan, Jessie Yuhaniak  
Seikosoft: Lori Lefai, Toby Piquet

**UNIFIED CARRIER REGISTRATION PLAN  
BOARD OF DIRECTORS MEETING  
September 28, 2023**

**MINUTES**

- I. Welcome and Call to Order** – Elizabeth Leaman, UCR Board Chair  
The UCR Board Chair welcomed attendees, called the meeting to order at 12:01 PM ET, called roll for the Board, confirmed the presence of a quorum, and facilitated self-introductions.
- II. Verification of Publication of Meeting Notice** – Avelino Gutierrez, UCR Executive Director  
The UCR Executive Director verified publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail on September 20, 2023, followed by subsequent publication of the notice in the *Federal Register* Vol. 88, No. 185, starting on page 66149 on September 26, 2023.
- III. Review and Approval of Board Agenda** – Elizabeth Leaman, UCR Board Chair  
The proposed Agenda was reviewed.  
  
A MOTION was made and SECONDED. The agenda was approved.
- IV. Approval of Minutes of the July 27 UCR Board Meeting** – Elizabeth Leaman, UCR Board Chair  
Draft Minutes from the July 27, 2023 UCR Board meeting were reviewed.  
  
A MOTION was made by Crystal Stevens and SECONDED. Elizabeth Leaman proposed a correction to Item XIII. The minutes were approved as amended.
- V. Report of FMCSA** – Rick Wood, FMCSA Representative  
Mr. Wood from the Federal Motor Carrier Safety Administration (FMCSA) provided a report on relevant agency activity.
- VI. UCR Penetration Test** – Tom Gooding, Kellen Representative  
Tom Gooding, Kellen’s Chief Technology Officer provided an update and report on relevant activity from the penetration testing undertaken by Withum and the steps taken by Seikosoftware in response.
- VII. Chief Legal Officer’s Report** – Alex Leath, UCR Chief Legal Officer  
Alex Leath, the UCR Chief Legal Officer, provided the Board with a status report on his efforts to protect UCR’s intellectual property. The UCR Board Chair asked if participating states needed to submit a written request for licensure to use the UCR logo on State materials. Mr. Leath confirmed that this needed to occur; the UCR Operations Manager will include information in the next issue of the UCR Dispatch.
- VIII. Nominations for the Position of Vice-Chair of the UCR Board** – Elizabeth Leaman, UCR Board Chair  
A MOTION was made by Elizabeth Leaman and SECONDED to open the floor for nominations for the position of Vice-Chair of the UCR Board. The position must be filled by a current member of the Board and will be voted on at the December 7, 2023 UCR Board meeting. Provided a Vice-Chair is selected at the December 7 Board meeting, that name will be submitted to FMCSA for its consideration and possible action. Crystal Stevens nominated Terrence Mercer; the nomination was seconded by Carol Fallin.

- IX. Annual Unregistered Broker Letter** – Avelino Gutierrez, UCR Executive Director and Toby Piquet, Seikosoftware  
The UCR Executive Director and Seikosoftware representative led a discussion on a proposed initiative to send a letter to unregistered brokers each year to improve UCR compliance within the broker population.

A MOTION was made by Elizabeth Leaman and SECONDED that the Board authorize and pay Seikosoftware to send a letter annually just prior to the start of the UCR enforcement period addressed to unregistered brokers directing the broker to register for UCR. The cost of such letter to be paid to Seikosoftware would be between \$12,500 and \$15,000 per year, depending on the unregistered broker population. The motion carried.

This information can be shared with FMCSA if requested.

**X. Subcommittee Reports**

**Audit Subcommittee** – Mike Hoeme, UCR Audit Subcommittee Chair

- A. Discussion of Automatic Annual Renewal of UCR Registration** – Mike Hoeme, UCR Audit Subcommittee Chair, Avelino Gutierrez, UCR Executive Director, and Toby Piquet, Seikosoftware Representatives

The UCR Audit Subcommittee Chair led a discussion on the issues involved in the voluntary, annual, automatic renewal of UCR registrations and options for Seikosoftware to design and implement a system that allows for the voluntary annual automatic renewal of UCR registrations using business rules defined by the UCR Audit Subcommittee. The program will be built between approval and the opening of the 2025 Registration Year.

A MOTION was made by Mike Hoeme and SECONDED that the Audit Subcommittee recommends to the UCR Board that Seikosoftware include a questionnaire beginning with, and contained on, the 2024 Registration Year form for the voluntary, annual, and automatic renewal of UCR registrations for the 2025 and subsequent Registration Years. The motion carried.

- B. Discuss Options to Review and Clean up the Unregistered Motor Carrier UCR Universe in Shadow MCMIS** – Mike Hoeme, UCR Audit Subcommittee Chair, Toby Piquet, Seikosoftware Representative

The UCR Audit Subcommittee Chair led a discussion on 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.

A MOTION was made by Mike Hoeme and SECONDED that the Audit Subcommittee recommends to the UCR Board that motor carrier universe criteria for purposes of state UCR registration percentages be based on the following items:

1. inspections within the last 365 days,
2. crashes,
3. a UCR registration date stamped within the last 365 days,
4. an MCS-150 update within the last 365 days,
5. a current IRP or IRP Monitor Updates or Commercial registration renewal within the last 365 days,
6. States KATs Observations, and

7. active corporation status.

A report will be posted for the States after the initial vetting by the NRS. Once vetted by the States and determined inactive, the States will inactivate the registrant in Shadow MCMIS.

A point of clarification: the deactivation process will not be automatic, but manual by the States. This process will also be discussed in the next Auditor Q&A session in December.

The motion carried.

**Finance Subcommittee** – Crystal Stevens, UCR Finance Subcommittee Chair

**2025 Registration Fee Submission** – Crystal Stevens, UCR Finance Subcommittee Chair  
The UCR Finance Subcommittee Chair shared an update that the 2025 registration fee recommendation approved at the last Board meeting has been submitted to the FMCSA.

**Education and Training Subcommittee** – Carol Fallin, UCR Education and Training Subcommittee Chair

**Update on Current and Future Training Initiatives** – Carol Fallin, UCR Education and Training Subcommittee Chair  
The UCR Education and Training Subcommittee Chair shared an update on current and planned future training initiatives.

**Industry Advisory Subcommittee** – Avelino Gutierrez, UCR Executive Director, on behalf of the UCR Industry Advisory Subcommittee Chair

**Update on Current Initiatives** – Avelino Gutierrez, UCR Executive Director, on behalf of the UCR Industry Advisory Subcommittee Chair  
The UCR Executive Director provided an update from Chris Burroughs on current and planned initiatives regarding motor carrier industry concerns, including a video module series. An action plan will be developed and shared at the next Board meeting.

**Enforcement Subcommittee** – Jessica Kines, UCR Enforcement Subcommittee Chair

**Update on Current Initiatives** – Jessica Kines, UCR Enforcement Subcommittee Chair  
The UCR Enforcement Subcommittee Chair provided an update on current and planned initiatives, which are continuing development. She shared that the Subcommittee will next meet in-person in San Antonio in December.

**Dispute Resolution Subcommittee** – William Debord, UCR Dispute Resolution Subcommittee Chair

**Update on Current Initiatives** – William Debord, UCR Dispute Resolution Subcommittee Chair  
The UCR Dispute Resolution Subcommittee Chair shared that there was nothing new to report.

**XI. Contractor Reports** – Avelino Gutierrez, UCR Board Chair

**UCR Executive Director's Report**

The UCR Executive Director shared a report covering his recent activity for the UCR Plan. He reminded the Board members that travel details for the December meeting in San Antonio were shared and that the deadline for hotel reservations is November 14.

**DSL Transportation Services, Inc.**

Dave Lazarides from DSL Transportation Services, Inc. reported on the latest data from the Focused Anomaly Reviews (FARs) program, discuss motor carrier inspection results, pilot projects and other matters.

**Seikosoft**

Toby Piquet from Seikosoft shared an update on recent/new activity related to the National Registration System (NRS).

**UCR Administrator Report (Kellen)**

The UCR Executive Director provided a report on behalf of the UCR Chief of Staff regarding the management report covering recent activity for the Depository, Operations, and Communications.

**XII. Other Business** – Elizabeth Leaman, UCR Board Chair

The UCR Board Chair called for any other business, old or new, from the floor, and shared that the NRS System is ready for October 1 registration launch; States should expect registration calls.

**XIII. Adjournment** – Elizabeth Leaman, UCR Board Chair

The meeting was adjourned by general consent at 1:18 PM ET.