



Unified Carrier Registration Plan

Board of Directors Meeting

June 8, 2023
12:00 p.m. – 3:00 p.m. Eastern Time

Board Attendance:

Elizabeth Leaman
David Bauer
Brandon Buchanan
William Debord
Carol Fallin
Mike Hoeme
Corey Keating
Jessica Kines
Terrence Mercer
Mathew Perkinson
Crystal Stevens
Monte Wiederhold

Absent Board Members:

Earl Adams, Chris Burroughs, Scott Morris

Others in Attendance:

UCR: Avelino Gutierrez, Alex Leath
FMCSA: Heather MacClintock, Ken Riddle, Frederic Wood
DSL Transportation: Dave Lazarides
Kellen Company: Tom Lawrence, Matt Mantione, Jessie Yuhaniak
Seikosoftware: Lori Lefai, Toby Piquet

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
June 8, 2023**

APPROVED MINUTES

- I. Welcome and Call to Order** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair welcomed attendees, called the meeting to order at 12:00 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 May 30, 2023, followed by subsequent publication of the notice in the *Federal Register* Vol. 88, No. 107, starting on page 36650 on June 5, 2023.
- III. Review and Approval of Board Agenda** – Elizabeth Leaman, UCR Board Chair
The proposed Agenda was reviewed.
- A MOTION was made by Carol Fallin and SECONDED. The MOTION carried unanimously.
- IV. Approval of Minutes of the April 13 UCR Board Meeting** – Elizabeth Leaman, UCR Board Chair
Draft Minutes from the April 13, 2023 UCR Board meeting were reviewed.
- A MOTION was made by Bill Debord and SECONDED. The MOTION carried unanimously.
- V. Report of FMCSA** – FMCSA Representatives
Ken Riddle and Frederic Wood from the Federal Motor Carrier Safety Administration (FMCSA) provided a report on relevant activity. 2024 rulemaking and UCR Board of Directors nominations are progressing as expected and further updates will be provided upon conclusion.
- VI. Discussion of Proposed Changes to UCR Agreement** – Avelino Gutierrez, UCR Executive Director
The UCR Executive Director outlined the proposed changes to the UCR Agreement as shared with the Board members and requested subsequent review and further suggested edits from Board members prior to the July 2023 Board Meeting. No action was taken on proposed changes.
- VII. Proposal to Send a Letter to Certain Intrastate Motor Carriers from Non-Participating States and Rhode Island** – Avelino Gutierrez, UCR Executive Director and Toby Piquet, Seikosoft
The UCR Executive Director and Seikosoft representative reviewed data from the New Entrant letters approved at the April 2023 Board meeting and presented a proposal to send a letter to new intrastate USDOT motor carriers from non-participating states and Rhode Island that may be engaged in interstate commerce to provide educational information about UCR and instructions for UCR registration, should registration be applicable to the motor carrier. Edits to the draft letter from Board members are welcomed.
- A MOTION that the UCR Board authorize, direct, and pay the cost of a letter to be sent from Seikosoft to intrastate motor carriers from non-participating states and Rhode Island that provides information to assist the motor carrier in determining whether the motor carrier is registered correctly as intrastate. The letters would be generated to the intrastate motor carrier population

described above for 1 year from today at a cost of approximately \$10,000 was made by Mike Hoeme and SECONDED. The MOTION carried.

VIII. Subcommittee Reports

Audit Subcommittee – Mike Hoeme, UCR Audit Subcommittee Chair

A. Update the Board on the Project to Replace the Retreat Audit Program with a Program that Relies on Roadside Inspection Data – Mike Hoeme, UCR Audit Subcommittee Chair, and Toby Piquet, Seikosoftware Representative

The UCR Audit Subcommittee Chair and Seikosoftware representative provided data on options to replace the Retreat Audit Program currently utilized by the states with a roadside inspection data driven audit for non-IRP plated commercial motor vehicles and the motor carriers operating this type of registered equipment.

B. Update on the Recent Question and Answer Session for State Auditors – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair updated the Board on the latest 60-minute virtual question and answer session conducted with state auditors. The next session will be September 13, 2023 and an invitation will be sent shortly. The UCR Board Chair requested that participants of the previous meetings be added to the UCR Dispatch listserv to ensure they are receiving additional UCR information.

C. Report to the Board Highlighting the 2022 State Audit Report – Mike Hoeme, UCR Audit Subcommittee Chair, and Avelino Gutierrez, UCR Executive Director

The UCR Subcommittee Chair reviewed audit compliance statistics for the states 2022 registration year regarding FARs, Retreat Audits and Registration Percentages and the States Unregistered Bracket 5 and 6 motor carriers. The Subcommittee Chair recommended to the Board that all non-compliant states have a representative report to the Board at the next Board Meeting to outline corrective action measures.

A MOTION was made by Mike Hoeme and SECONDED that the States of Delaware, North Dakota, Idaho, Indiana, Pennsylvania, South Carolina, Mississippi, and California each be required to appear either virtually or in person through a representative from the agency administering UCR in their respective state, at the July 27, 2023, Board meeting to explain their state's non-compliance with UCR 2022 Registration Year audit compliance requirements which include FARs, Retreat Audits, and Registration Percentages. The explanation must include why the deficiency occurred and what is being done to prevent a deficiency in the future. The MOTION carried unanimously.

The UCR Executive Director shared that several states on the list have been informed that, pending the Board's approval of the motion, they will be required to appear. The UCR Board chair noted that the July 2023 Board meeting may need to be extended to ensure enough time is allotted for all state representatives to speak.

D. Options to Clean up the Unregistered Motor Carrier UCR Universe in Shadow MCMIS – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair led a discussion on steps necessary for the NRS and State Auditors to address the 2022/2023 unregistered motor carrier universe in Shadow MCMIS. Additional discussion will take place at the next UCR Audit Subcommittee meeting and further information will be shared with the Board following.

Finance Subcommittee – Mathew Perkinson, UCR Finance Subcommittee Vice-Chair

Discussion of UCR Investment Policy – Mathew Perkinson, UCR Finance Subcommittee Vice-Chair

The UCR Finance Subcommittee Vice-Chair shared that following the government agreement regarding the debt ceiling, the Finance Subcommittee will look to review policies in a more “normal” pattern with less concern.

He also shared that the next Subcommittee meeting will take place in Providence, RI, on June 27, 2023.

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 Education and Training Subcommittee Chair provided an update on current and planned future training initiatives, sharing that the newly updated Audit 2 module is now on the website and efforts for the NRS training series have begun.

Industry Advisory Subcommittee – Avelino Gutierrez, UCR Executive Director

Update on Current Initiatives – Avelino Gutierrez, UCR Executive Director

The UCR Executive Director shared that planning is underway for the next Subcommittee meeting, to be held July 24, 2023.

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.

Dispute Resolution Subcommittee – Bill Debord, UCR Dispute Resolution Subcommittee Chair

Update on Current Initiatives – Bill Debord, UCR Dispute Resolution Subcommittee Chair

The UCR Dispute Resolution Subcommittee Chair provided an update on planned initiatives and requested that Board members review the policy document and share any suggested edits.

IX. Contractor Reports – Elizabeth Leaman, UCR Board Chair

- **UCR Executive Director’s Report**

Avelino Gutierrez shared that the July 2023 Board of Directors meeting, taking place in Denver, CO on July 27, will also include a day of content presentations on July 26 and encouraged all Board members to attend both days if possible. He also shared that the 2024 Board meeting schedule will be finalized in late-June so that Subcommittee Chairs may finalize their schedules with hope of distribution of the calendar at the July Board meeting.

- **DSL Transportation Services, Inc.**

Dave Lazarides 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 provided updates in other meeting topics and called for any additional questions regarding recent/new activity related to the National Registration System (NRS).

- **UCR Administrator Report (Kellen)**

Matt Mantione shared a management report covering recent activity for the Depository, Operations, and Communications.

X. Other Business – Elizabeth Leaman, UCR Board Chair

The UCR Board Chair called for any other business, old or new, from the floor. She shared that UCR attended the CVSA conference in Memphis in April, distributed awards, and had greater participation than in previous years.

XI. Adjournment – Elizabeth Leaman, UCR Board Chair

The meeting was adjourned by general consent at 1:23 PM.