



Unified Carrier Registration Plan

Board Attendance

Elizabeth Leaman

Bob Pitcher

Kenneth Riddle

Scott Morris

Mike Hoeme

Carol Fallin

Monte Weiderhold

Bill DeBoard

Suzanne Stillwell

Crystal Stevens

Tamara Young

Chris Burrows

Jessica Kind

Others in Attendance

Avelino Gutierrez, Alex Leath,

Kellen: Lori Cummings, Dave Scholz, Matt Mantione

DSL: Dave Lazarides

Seikosoft: Toby Piquet, Lori Lefai

Absent

Rick Schweitzer

Terrance Mercer

Represented States

AL, AK, CO, GA, ID, IN, KS, KY, LA, ME, MA, MI, MN, MO, NB, NH, OH, OK, SD, TX, WI

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
March 11, 2021**

Minutes

PORTIONS OPEN TO THE PUBLIC

- I. Welcome and Call to Order** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair welcomed attendees, called the meeting to order at 12:01pm ET, called roll for the Board, confirmed the presence of a quorum, and facilitated self-introductions.
- II. Verification 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 January 26 followed by subsequent publication of the notice in the *Federal Register* in vol. 86, no. 44, pg. 13616.
- III. Review and Approval of Board Agenda** – Elizabeth Leaman, UCR Board Chair
The Agenda was reviewed, and the Board took action to adopt.

A MOTION was MADE and SECONDED to approve the March 11 Board of Directors Meeting agenda. The MOTION CARRIED.
- IV. Approval of Minutes from the January 28, 2020 UCR Board Meeting** – Elizabeth Leaman, UCR Board Chair
Draft Minutes of the January 28, 2020 Board meeting were reviewed. The Board took action to approve.

A MOTION was MADE and SECONDED to approve the January 28 Meeting Minutes. The MOTION CARRIED.
- V. Replacement of UCR Board Member** – Elizabeth Leaman, UCR Board Chair and Avelino Gutierrez, UCR Executive Director
One member of the UCR Board of Directors whose term expires on May 31, 2021 has requested that he not be re-appointed to serve an additional term. The UCR Board discussed and recommended an appointment to the Board from the United States Department of Transportation for this position.

The Board was introduced to Brandon Buchanan as Rick Schweitzer’s replacement.

A MOTION was MADE and SECONDED to recommend to the Secretary of Transportation the appointment of Brandon Buchanan. The MOTION CARRIED.
- VI. Report of FMCSA** – FMCSA Representative
The Federal Motor Carrier Safety Administration (FMCSA) provided a report on any relevant activity.
- VII. Updates Concerning UCR Legislation** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair called for any updates regarding UCR legislation since the last Board meeting.

- VIII. Discussion and Possible UCR Board Action Concerning the March 2019 Data Event** – Alex Leath, UCR Chief Legal Officer
The UCR Chief Legal Officer discussed available legal options for the March 2019 Data Event.

X. SUBCOMMITTEE REPORTS

Audit Subcommittee – Mike Hoeme, UCR Audit Subcommittee Chair

- A. Tracking of Audit Data in the Focused Anomaly Reviews (FARs)** – Mike Hoeme, Subcommittee Chair

The Subcommittee Chair discussed the merits of the Subcommittee having an oversight role in the audit notes on closed audits regarding the FARs and MCS-150 databases when there is an indication of an error or insufficient documentation to close the audit.

- B. MCS-150 Retreat Audit Program** – Mike Hoeme, Subcommittee Chair and Dave Lazarides, DSL Transportation

The UCR Audit Subcommittee Chair and DSL Transportation led a discussion regarding the MCS-150 retreat audit program provided by UCR and the progress made with participating states. States may opt into the program. States will remain engaged in the audit process but may have a lesser burden of having to attend to unresponsive/unproductive retreat audits.

- C. 2020 State UCR Audit Reports** – Mike Hoeme, Subcommittee Chair

The UCR Audit Subcommittee Chair led a discussion regarding the states upcoming obligations regarding 2020 audit reports. Reminder that the 2020 UCR state annual audit reports will be reviewed after March 31, 2021.

- D. UCR Violation Assigned in the National Registration System** – Mike Hoeme, Subcommittee Chair

The UCR Audit Subcommittee Chair led a discussion on the importance of states to follow up with motor carriers having inspection and UCR violations in the NRS.

- E. NRS Testing – Penetration and Vulnerability Testing** – Tom Gooding, UCR Technology Manager

The UCR Technology Manager provided an update on plans to conduct testing of the National Registration System (NRS) to ensure that appropriate measures are taken to resist unwanted attacks.

- F. State Compliance Reviews** – Dave Scholz, UCR Depository Manager

The UCR Depository Manager provided an update on plans to conduct state compliance reviews and will remind states that have been selected for reviews in 2021.

Finance Subcommittee – Scott Morris, UCR Finance Subcommittee Chair

- A. Review UCR Bank Balance Summary Report** – Dave Scholz, UCR Depository Manager

The UCR Depository Manager reviewed the UCR Bank Balance Summary Report as of February 28, 2021 and answered questions from the Board.

- B. Review 2021 Administrative Expenses Through February 28, 2021** – Dave Scholz, UCR Depository Manager

The UCR Depository Manager presented the administrative costs incurred for the period of January 1, 2021 through February 28, 2021, compared to the budget for the same time-period, and discussed all significant variances.

C. Status of 2020 and 2021 Registration Years Fee Collections and Compliance Percentages

– Dave Scholz, UCR Depository Manager

The UCR Depository Manager provided updates on the results of collections and registration compliance rates for the 2020 and 2021 registration years.

D. Plans for April 2021 Distribution – Dave Scholz, UCR Depository Manager

The UCR Depository Manager discussed the plans for making a second distribution of funds to the remaining states that have not yet achieved their full revenue entitlements for the 2021 registration year.

E. Plans for Additional Subcommittee Meetings in 2021 – Scott Morris, UCR Finance Subcommittee Chair

The UCR Finance Subcommittee Chair discussed the plans for holding two additional Subcommittee Meetings. The first meeting is scheduled for Thursday, April 1, 2021. A second meeting is planned for mid-May. A date has not yet been finalized for this meeting

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

• **Update on Basic Audit Training Module and Flow Chart/Decision Tree** – Carol Fallin, UCR Education and Training Subcommittee Chair

The UCR Education and Training Subcommittee Chair provided an update on the development of the Basic Audit Training Module and Flow Chart/Decision Tree.

XI. Contractor Reports – Avelino Gutierrez, UCR Executive Director

• **UCR Executive Director’s Report**

The UCR Executive Director provided a report covering recent activity for the UCR Plan.

• **DSL Transportation Services, Inc.**

DSL Transportation Services, Inc. reported on the latest data from the FARs program, discuss motor carrier inspection results, and other matters.

• **Seikosoftware**

Seikosoftware provided an update on recent/new activity related to the NRS.

• **UCR Administrator Report (Kellen)** – Lori Cummings, UCR Operations Director and Dave Scholz, UCR Depository Manager

The UCR Staff provided their management report covering recent activity for the Depository, Operations, and Communications.

PORTIONS CLOSED TO THE PUBLIC

Pursuant to the Government in the Sunshine Act at 5 U.S.C. § 552b(d)(1), the Board must now vote to approve closing the portions of the meeting dealing with items XV, XVI, XVII and XVIII on the agenda.

The UCR Chief Legal Officer has advised that the Board may, if it votes to do so, close these portions of this meeting pursuant to Government in the Sunshine Act Exemptions (4), (9)(B) and (10). By approving these actions, the Board determines that public participation would likely disclose (i) confidential trade secrets, commercial and financial information of one or more UCR contractors, (ii) information for which premature disclosure would likely frustrate implementation of a proposed agency action, and/or (iii) specifically concern the discussion of information, the premature disclosure of which would likely negatively impact the agency's participation in an ongoing civil action or proceeding. Therefore, by approving these actions, the Board is invoking Exemptions (4), (9)(B) and (10) to close these portions of the meeting (5 U.S.C. § 552b(c)(4), (9)(B) and (10)).

A copy of each of the votes on the closure of each of these four portions of this meeting will be made publicly available on the UCR Plan website within one day of the votes taken herein (<https://plan.ucr.gov>).

PORTIONS OPEN TO THE PUBLIC

- XII. Other Business** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair called for any business, old or new, from the floor.
- XIII. Adjournment** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair adjourned the meeting.