



Unified Carrier Registration Plan

Board Minutes

December 5, 2019 Meeting
Via Conference Call & Web Conference

**UCR Board of Directors Meeting
December 5, 2019**

MINUTES

OPEN TO THE PUBLIC

I. Welcome and Call to Order

The UCR Board Chair called the meeting to order, welcomed attendees, called roll for the Board and confirmed a quorum.

II. Verification of Meeting Notice

The UCR Executive Director confirmed that the proposed agenda for the Dec. 2019 UCR Board meeting was posted to the UCR Plan website on November 21, 2019 and published in the *Federal Register* on November 26, 2019.

III. Review and Approval of Board Agenda and Setting of Ground Rules

A MOTION was MADE and SECONDED to approve the proposed Dec. 2019 UCR Board meeting agenda as presented. THE MOTION CARRIED.

IV. Approval of Minutes of the October 17, 2019 UCR Board Meeting

A MOTION was MADE and SECONDED to approve draft minutes from the Oct. 17, 2019 UCR Board meeting in San Diego as presented. THE MOTION CARRIED.

V. Report of FMCSA

Representatives from FMCSA reported that the proposed rulemaking to establish 2020 UCR fee levels remains under review.

VI. UCR / FMCSA Memorandum of Understanding

The Chief Legal Officer reported on recent efforts by UCR to renew its memorandum of understanding with FMCSA, including discussions with FMCSA representatives. Representatives from FMCSA on the conference call agreed to investigate the status of UCR's request within the agency and report back.

VII. Proposed Written Information Security Policy

The Chief Legal Officer reviewed a revised draft of a proposed policy to ensure the security, confidentiality, integrity, and availability of personal and other sensitive information collected, created, used, and maintained by the UCR.

A MOTION was MADE and SECONDED to adopt the policy as presented. THE MOTION CARRIED.

VIII. Proposed Incident Response Action Plan

Next, the Chief Legal Officer reviewed a revised draft of a proposed policy to provide a structured and systematic incident response process for all information security incidents that affect any of the UCR's information technology systems, network, or data, including the UCR's data held or IT services provided by third-party vendors or other service providers.

A MOTION was MADE and SECONDED to adopt the policy as presented. THE MOTION CARRIED.

IX. Data Event Update

The Chief Legal Officer reported that among the pool of individuals and organizations affected by the March 2019 data event, 186 individuals to date have opted to register for the identity monitoring service offered by UCR through Kroll Cyber Security, LLC.

X. SUBCOMMITTEE REPORTS

Audit Subcommittee

A. Report from States Delinquent on 2018 Carrier Audits

The Audit Chair reminded the Board that two participating states (Illinois & Idaho) were delinquent in submitting their annual carrier audit report as of the Oct. 2019 Board meeting. The Audit Chair reported that in November, a report was submitted by Illinois. A representative from the state of Idaho reported to the Board that a problematic technology transition in 2019, as well as insufficient staffing, has led to them being delinquent on their UCR carrier audit requirement. The UCR Audit Chair reported that he is planning to conduct a training session with Idaho soon. The Idaho representative also reported that her agency will hire two additional staffers in January.

B. Reminder to State Auditors

The Audit Chair reminded all state auditors on the conference call that they can collect UCR registrations for both 2018 and 2019 through December 31, 2019, as part of their active investigations.

C. Focused Anomaly Reviews (FARs)

The Audit Chair reported that among all participating states, approximately 55% of identified Focused Anomalies Review (FARs) have been addressed and closed.

D. MCS-150 Retreats

The Audit Chair reminded state auditors on the conference call that MCS-150 retreats are identified for states through the National Registration System (NRS).

E. Annual State Reports

The Audit Chair reported that at a future Board meeting, his Subcommittee plans to recommend an amendment to the UCR audit procedure requiring states to submit their final annual carrier audits within the National Registration System by June 1 of each year. This amendment will align with current practice.

F. Education and Training Subcommittee

The UCR Executive Director reported on recent activities at Kellen to develop plans for launching an initial wave of training modules (UCR 101, Enforcement and NRS).

XI. Updates Concerning UCR Legislation

There were no updates.

XII. Proposed Board Subcommittee Policy

The Depository Manager presented a revised draft of a proposed policy to establish criteria for individuals serving on UCR Board Subcommittees, as well as the composition of the Subcommittees. Following discussion, the Board agreed to table this topic until the January 2020 Board meeting.

XIII. Possible Revisions to 2020 Budget

The Depository Manager led a discussion concerning the need for revisions to the UCR budget for 2020.

A MOTION was MADE and SECONDED to adopt the proposed revisions for the 2020 budget. THE MOTION CARRIED.

XIV. Proposed Calendar for 2020 UCR Meetings

The Executive Director reviewed a revised calendar of proposed meetings (Board and Subcommittees) for 2020. Following discussion, the Board instructed the Education & Training Subcommittee chair to work with staff to determine a less expensive destination for its November 2020 in-person meeting and labeled the location for that meeting TBD in the current proposed calendar.

A MOTION was MADE and SECONDED to approve the 2020 calendar as amended. THE MOTION CARRIED.

XV. Contractor Reports

- **UCR Executive Director**

The Executive Director reported on his recent activities, noting he was currently meeting with the UCR Chief Legal Officer to review legal priorities and strategy for UCR.

- **UCR Administrator (Kellen)**

The UCR Depository and Operations Managers reviewed their written management reports and answered questions.

- **DSL Transportation Services, Inc.**

DSL reported on recent efforts to identify, and raise awareness of, instances of missed UCR violations during roadside inspections.

- **Seikosoftware**

Seikosoftware reported on recent upgrades to the dashboard in the state administrator portal of the National Registration System.

XVI. Other Business

The UCR Board Chair called for any business, old or new, from the floor.

A reminder was issued for all states to utilize the carrier solicitation tool within the National Registration System to notify new and unregistered carriers based in their respective states.

A request was made for anyone planning to attend the NCSTS winter meeting in January to reserve their hotel rooms by December 27.

There was no additional business.

XVII. Adjournment

The UCR Board Chair adjourned the meeting at 2:20 p.m. ET.