



# **Unified Carrier Registration Plan**

## **Board of Directors Meeting**

**January 19, 2023**  
**12:00 p.m. – 3:00 p.m. Eastern Time**

Board Attendance:

Elizabeth Leaman  
Brandon Buchanan  
Chris Burroughs  
William Debord  
Carol Fallin  
Mike Hoeme  
Jessica Kines  
Terrence Mercer  
Scott Morris  
Crystal Stevens  
Monte Wiederhold

Absent Board Members:

David Bauer

Others in Attendance:

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

**UNIFIED CARRIER REGISTRATION PLAN  
BOARD OF DIRECTORS MEETING  
January 19, 2023**

**PROPOSED MINUTES**

- I. Welcome and Call to Order** – Elizabeth Leaman, UCR Board Chair  
The UCR Board Chair called the meeting to order at 12:01 PM ET, welcomed attendees, 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 January 10, 2023, followed by subsequent publication of the notice in the *Federal Register* Vol. 88, No. 8, starting on page 2172 on January 12, 2023.
- III. Review and Approval of Board Agenda** – Elizabeth Leaman, UCR Board Chair  
Upon MOTION made by Carol Fallin and seconded, the proposed agenda was adopted as presented.
- IV. Approval of Minutes of the December 8, 2022, UCR Board Meeting** – Elizabeth Leaman, UCR Board Chair  
Upon MOTION made by Crystal Stevens and seconded, the minutes from the December 8, 2022 Board of Directors Meeting were adopted as presented.
- V. Report of FMCSA** – Ken Riddle, FMCSA Representative  
Mr. Riddle provided an update on the activities of the Federal Motor Carrier Safety Administration (FMCSA).
- VI. Engagement Letter Between the UCR Plan and the Bradley Law Firm** – Avelino Gutierrez, UCR Executive Director and Elizabeth Leaman, UCR Board Chair  
Mr. Alex Leath, representative from Bradley, left the meeting and rejoined it for the subcommittee reports.  
  
Mr. Gutierrez reviewed engagement letter between the UCR Plan and the Bradley Law Firm covering legal services performed by Bradley Law Firm on behalf of the UCR Plan during 2023.  
  
Upon MOTION made by Terrence Mercer and seconded, the Board approved the proposed engagement letter between the UCR Plan and Bradley Law Firm as presented.
- VII. Subcommittee Reports**
- Audit Subcommittee** – Mike Hoeme, UCR Audit Subcommittee Chair
- A. Discuss Options to Replace the Retreat Audit Program with a Program that Relies on Roadside Inspection Data** – Mike Hoeme, UCR Audit Subcommittee Chair, and Dave Lazarides, DSL Transportation  
The UCR Audit Subcommittee Chair and DSL Transportation Representative led a discussion 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. This item will be placed on the next Audit Subcommittee meeting agenda for subsequent discussion and recommendations for the Board.

- B. Discuss Options to Limit SHB Reporting to Current Registration Year** – Mike Hoeme, UCR Audit Subcommittee Chair, and Dave Lazarides, DSL Transportation  
The UCR Audit Subcommittee Chair and DSL Transportation Representative led discussion on limiting the SHB reporting period to the current registration year. This item will be placed on the next Audit Subcommittee meeting agenda for subsequent discussion and recommendations for the Board.
- C. Update for Hosting a Monthly Question and Answer Session for State Auditors** – Mike Hoeme, UCR Audit Subcommittee Chair and Avelino Gutierrez, UCR Executive Director  
The UCR Audit Subcommittee Chair and UCR Executive Director shared an update on the series of 60-minute virtual question and answer sessions for state auditors.
- D. Review Snapshot of State Audit Compliance Rates** – Mike Hoeme, UCR Audit Subcommittee Chair  
The UCR Audit Subcommittee Chair reviewed audit compliance rates for the states for registration years 2021 and 2022 and related compliance percentages for FARs, retreat audits, and registration compliance percentages. This information will be sent in advance of future Board meetings to state auditors.

**Finance Subcommittee** – Scott Morris, UCR Finance Subcommittee Chair

**Distribution from the UCR Depository for 2023 Registration Year** – Scott Morris, UCR Finance Subcommittee Chair

The UCR Finance Subcommittee Chair provided an update on the timing for a distribution of fees from the UCR Depository to states that have not yet reached their revenue entitlements for the 2023 registration year.

The Subcommittee Chair also introduced the new UCR Depository Manager, Mr. John Macwan, to the group.

**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 and the E-Certificate program.

**Industry Advisory Subcommittee** – Chris Burroughs, UCR Industry Advisory Subcommittee Chair

**Update on Current Initiatives** – Chris Burroughs, UCR Industry Advisory Subcommittee Chair

The UCR Industry Advisory Subcommittee Chair provided an update on current and planned initiatives regarding motor carrier industry concerns.

**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, and shared the confirmation of the first in-person subcommittee meeting to take place on Thursday, March 2 in Virginia Beach, VA.

**VIII. Contractor Reports** – Elizabeth Leaman, UCR Board Chair

- **UCR Executive Director’s Report**

Avelino Gutierrez provided a report covering recent activity for the UCR Plan.

- **DSL Transportation Services, Inc.**

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

- **Seikosoft**

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

- **UCR Administrator Report (Kellen)**

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

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

The UCR Board Chair called for any other business, old or new, from the floor. Avelino Gutierrez shared that the next Board Meeting was February 23, 2023.

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

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