



Unified Carrier Registration Plan Board Meeting Agenda

April 4, 2024

11:00 AM – 2:00 PM Eastern Time

Hotel Indigo Savannah Historic District, Savannah, GA

Board Members Present:

Elizabeth Leaman

David Bauer

Chris Burroughs

William Debord

Carol Fallin

Mike Hoeme

Corey Keating

Jessica Kines

Terry Mercer

Ryan Nance

Mathew Perkinson

Crystal Stevens

Monte Weiderhold

Absent Board Members:

Brandon Buchanan

Others in Attendance:

UCR: Avelino Gutierrez, Alex Leath

FMCSA: Kenneth Riddle, Rick Wood

DSL Transportation: Dave Lazarides

Kellen: Matthew Mantione, Tom Gooding, Tom Lawrence, Travis Rush, Michelle Hall

Seikosoft: Lori Lefai, Toby Piquet

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
April 4, 2024**

APPROVED MINUTES

- I. Welcome and Call to Order** – UCR Board Chair
The UCR Board Chair welcomed attendees, called the meeting to order, called roll for the Board, confirmed the presence of a quorum, and facilitated self-introductions.
- II. Verification of Publication of Meeting Notice** – 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 March 27, 2024, followed by subsequent publication of the notice in the *Federal Register* on April 3, 2024, Vol. 89, No. 65, starting on page 23085.
- III. Review and Approval of Board Agenda** – UCR Board Chair
The proposed Agenda was reviewed.
A MOTION was made and SECONDED. The agenda was approved.
- IV. Approval of Minutes of the February 29, 2024 UCR Board Meeting** – UCR Board Chair
Draft Minutes from the February 29, 2024, UCR Board meeting were reviewed. A MOTION was made and SECONDED. The MOTION carried unanimously.
- V. Report of FMCSA** – FMCSA Representative
The Federal Motor Carrier Safety Administration (FMCSA) provided a report on any relevant agency activity, including the status of the FMCSA’s Notice of Proposed Rulemaking concerning the 2025 UCR Fee Rulemaking and its publication in the Federal Register.
- VI. Revolving Door Policy** – UCR Board Member
UCR Board Member, Ryan Nance led a discussion regarding a proposal for a revolving door policy. The proposed policy was reviewed.
A MOTION was made and SECONDED to table discussion for the future.
- VII. UCR Plan Legal Counsel Report** – UCR Plan Legal Counsel
UCR Plan Legal Counsel reported on his activities as UCR Plan Legal Counsel since the last Board of Directors meeting including, the issuance of trademark licenses to participating states, developing a procedure to amend the UCR Agreement and responding to comments received by the FMCSA in connection with the 2025 UCR Fee Rule making.
- VIII. Amendments to the Existing UCR Plan Whistleblower Policy** – UCR Plan Legal Counsel and UCR Plan Executive Director
UCR Plan Legal Counsel and the UCR Plan Executive Director discussed amendments to the existing Whistleblower Policy.

A MOTION was made and SECONDED that the UCR Plan Board approve amending the existing UCR Plan Whistleblower Policy as reflected in the two-page document recently given to the UCR Plan Board by the UCR Plan Legal Counsel. The MOTION carried.

IX. Subcommittee Reports

Audit Subcommittee – UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair

A. The Audit Subcommittee approves and recommends the proposed Auto-renew Policy Developed for the Annual Renewal of UCR Registration to the UCR Board for Adoption – UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair, UCR Executive Director and SeikoSoft Representatives

The UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair, UCR Executive Director, and SeikoSoft Representatives led a discussion on the issues involved in drafting an auto-renew policy for the voluntary annual automatic renewal of UCR Plan registrations and options for SeikoSoft to design and implement a system that allows for the voluntary annual automatic renewal of UCR Plan registrations using business rules developed and recommended by the Subcommittee. The Audit Subcommittee recommended that the UCR Board adopt an Auto-Renew policy containing specific language pertaining to business and legal rules, and procedures regarding the implementation of the voluntary annual automatic renewal of UCR Plan registrations.

A MOTION was made and SECONDED that the UCR Plan Board approve a policy on the voluntary, annual, automatic renewal of UCR registrations as contained in the six-page document approved by the Audit Subcommittee on March 14, 2024, and recently given to the UCR Plan Board. The MOTION carried.

B. Review States’ Audit Compliance Snapshot for Registration Rates Audit Percentages for Years 2023 and 2024- UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair reviewed audit compliance rates for the states for UCR Plan registration years 2023 and 2024, including related compliance percentages for FARs, registration motor carrier compliance percentages, unregistered motor carriers in tiers 5 and 6, retreat audits, and broker registration percentages. The Audit Subcommittee Chair also described recent efforts by the Audit Subcommittee to reinstitute a retreat audit program based on vehicle inspections.

Finance Subcommittee – UCR Finance Subcommittee Chair and UCR Depository Manager

A. Distribution from the UCR Depository for Under-Cap States –UCR Plan Administrator

The UCR Finance Subcommittee Chair and the UCR Plan Administrator 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 2024 registration year.

B. UCR Administrative Fund Update – UCR Plan Administrator

The UCR Plan Administrator provided an update on the financial status of the administrative fund for the 2 months ended February 29, 2024.

Education and Training Subcommittee – UCR Education and Training Subcommittee Chair

A. Updates on Key Projects – UCR Education and Training Subcommittee Chair

The UCR Education and Training Subcommittee Chair provided updates on key projects. The projects that were discussed included the optimization and redesign of the website, the educational audit taskforce related to the learning management system, and the creation of a videos explaining the purpose of the UCR Plan and the National Registration System it operates.

Industry Advisory Subcommittee – UCR Industry Advisory Subcommittee Chair

No significant action to report.

Enforcement Subcommittee – UCR Enforcement Subcommittee Chair

No significant action to report.

Dispute Resolution Subcommittee – UCR Dispute Resolution Subcommittee Chair

No significant action to report.

X. Contractor Reports – UCR Board Chair

UCR Executive Director Report

The UCR Executive Director provided a report covering his recent activity for the UCR Plan including any changes in the dates of UCR meetings in 2024.

UCR Administrator Report (Kellen)

The UCR Chief of Staff provided a management update covering recent activity for the Depository, Operations, and Communications.

DSL Transportation Services, Inc.

DSL Transportation Services, Inc. reported on the latest data from the FARs program, Tier 5 and 6 unregistered motor carriers, and other matters.

Seikosoftware

Seikosoftware provided an update on its recent/new activity related to the UCR's National Registration System.

XI. Other Business – UCR Board Chair

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

XII. Adjournment – UCR Board Chair

The UCR Board Chair adjourned the meeting.