



## Unified Carrier Registration Plan

### Board Attendance

Elizabeth Leaman

Bob Pitcher

Scott Morris

Mike Hoeme

Bill Debord

Suzanne Stillwell

Terry Mercer

Crystal Stevens

Tamara Young

Rick Wood

### Absent Board Members

Monte Wiederhold

Carol Fallin

Ken Riddle

Rick Schweitzer

Chris Burroughs

### Board Members in Waiting

David Bauer

Brandon Buchanan

### Absent Board Members in Waiting

Jessica Kines

### Others in Attendance

UCR: Avelino Gutierrez, Alex Leath

FMCSA: Rick Wood

Kellen Company: Jessalynne Ku, Lori Cummings, Dave Scholz, Tom Lawrence, Matt Mantione

DSL Transportation: Dave Lazarides

Seikosoft: Toby Piquet, Lori Lefai,

Represented States  
AL, AZ, CA, DC, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, OK, OR, RI,  
TX, WA, WI

**UNIFIED CARRIER REGISTRATION PLAN  
BOARD OF DIRECTORS MEETING  
September 23, 2021**

**MINUTES**

- I. Welcome and Call to Order** – Elizabeth Leaman, UCR Board Chair  
The UCR Board Chair welcomed attendees, called the meeting to order at 12:02 pm 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 September 15, 2021 followed by subsequent publication of the notice in the *Federal Register* on September 20, 2021 in Vol. 86, No. 179, starting on page 52297.
- 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 agenda of the September 23, 2021 Board of Directors Meeting. The MOTION CARRIED.
- IV. Approval of Minutes from the August 12, 2021 UCR Board Meeting** – Elizabeth Leaman, UCR Board Chair  
Draft Minutes from the August 12, 2021 UCR Board meeting were reviewed. The Board took action to approve.
- A MOTION was MADE and SECONDED to approve the minutes from the August 12, 2021 Board of Directors Meeting with the noted revisions. The MOTION CARRIED.
- V. Report of the Federal Motor Carrier Safety Administration (FMCSA)** – Rick Wood, FMCSA Representative  
The FMCSA provided a report on any relevant activity.
- VI. 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. No updates were provided to the UCR Board of Directors.
- VII. SUBCOMMITTEE REPORTS**
- Audit Subcommittee** – Mike Hoeme, UCR Audit Subcommittee Chair

**A. Co-enforcement of IRP and UCR** – Mike Hoeme, UCR Audit Subcommittee Chair and DSL Transportation Services, Inc.

The UCR Audit Subcommittee Chair led a discussion, supported by DSL Transportation Services, Inc. regarding how states can hold (not issue) IRP or commercial registrations/renewals until the motor carrier has registered for UCR.

**B. Supporting State Police to Enhance Education and Compliance with UCR** – Mike Hoeme, UCR Audit Subcommittee Chair and DSL Transportation Services, Inc.

The UCR Audit Subcommittee Chair and DSL Transportation Services, Inc. led a discussion on the importance of working with state police to provide education on the UCR Plan and the importance of citing unregistered motor carriers.

**C. Supporting Local FMCSA Offices to Enhance Education and Compliance with UCR** – Mike Hoeme, UCR Audit Subcommittee Chair and DSL Transportation Services, Inc.

The UCR Audit Subcommittee Chair and DSL Transportation Services, Inc. led a discussion on the importance of working with local FMCSA offices to provide education on the UCR Plan and the importance of citing unregistered motor carriers during inspections and new entrant audits.

**Finance Subcommittee** – UCR Finance Subcommittee Chair

**A. Maturing of Certificate of Deposit (CD)** - Dave Scholz, UCR Depository Manager  
The UCR Depository Manager provided an update on the CD that will mature on October 23, 2021. The Board took action to reinvest the proceeds.

A MOTION was MADE and SECONDED that the Board reinvest proceeds from the Certificate of Deposit (CD) maturing on October 23, 2021 in the amount of \$6,200,000 in a new CD with the Bank of North Dakota for 12 months at a rate of 20 basis points (0.2%). The MOTION CARRIED.

**Education and Training Subcommittee** – Avelino Gutierrez, UCR Executive Director

**A. Update on Audit Training Modules in Development** - Avelino Gutierrez, UCR Executive Director and Lori Cummings, UCR Operations Director

The UCR Executive Director and the UCR Operations Director provided an update on the development of the Basic Audit Training Module and the Step-by-Step Approach to a UCR Audit, which is the second training model currently in development.

**B. Update on Future Training Initiatives** – Avelino Gutierrez, UCR Executive Director and Lori Cummings, UCR Operations Director

The UCR Executive Director and the UCR Operations Director provided an update on the planning future training initiatives for the UCR Plan.

**VIII. Contractor Reports** – Avelino Gutierrez, UCR Executive Director

**A. UCR Executive Director's Report** – Avelino Gutierrez, UCR Executive Director  
The UCR Executive Director provided a report covering recent activity for the UCR Plan.

- B. DSL Transportation Services, Inc.** – Dave Lazarides  
DSL Transportation Services, Inc. reported on the latest data from the FARs program, discussed motor carrier inspection results, and other matters.
- C. Seikosoftware** – Toby Piquet  
Seikosoftware provided an update on recent/new activity related to the National Registration System (NRS).
- D. UCR Administrator Report (Kellen)** – Lori Cummings, UCR Operations Director and Dave Scholz, UCR Depository Manager  
The UCR Staff 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 items Board members would like to discuss. There was no other business.
- X. Adjournment** – Elizabeth Leaman, UCR Board Chair  
The UCR Board Chair adjourned the meeting at 1:34 pm ET.