

MNLARS EXECUTIVE STEERING COMMITTEE

Date/Time/Location:	3/20/19 2:00-4:00 p.m. Bremer Executive Conference Room
Attendees:	Amber Backhus, Dana Bailey, Rayah Barton, Amanda Coppin, Thomas DeVita, Tom Henderson, Scott Lambert, Laura Laudenbach, Al Lentsch, Beckey Mechtel, Deputy Commissioner O’Hern, Joan Redwing, Jeff Schwiesow, Denise Vogel, Donny Vosen, Massey Afzali, Allison Malack, Jeff Schmitz, Ken Buna, Mark Mathison, Joe Sass, and Tony Anderson
Background:	ESC Check-in

Agenda and Meeting Notes

#	Agenda Item	Meeting Notes
1.	Introductions	<ul style="list-style-type: none"> Members present in person and via phone introduced themselves
2.	Review Previous Action Items	<ul style="list-style-type: none"> Beckey and Steph are working on the new quick reference guides (QRG) and motor vehicle fee chart is scheduled to be updated Tony to meet with the leaders of the respective areas to identify members of the DVESC Engage MDRA on transaction metrics to capture the experience with Deputy Registrars and DVS
3.	Governance Structure	<ul style="list-style-type: none"> The development of workgroups will be presented at the next ESC meeting – assigned to Tony Question – Mark asked how the governance structure will work w/ the proposed legislation <ul style="list-style-type: none"> Tony and Amber answered that if the bill passes the number of members would need to be amended
4.	Release 1.16	<ul style="list-style-type: none"> Rayah described the number of items from the master list that are still remaining from the ranked master list Joan talked about how MNLARS was in a ramp down mode prior to the signing of HF861 Tony requested a meeting with a group of Deputy Registrars to meet and discuss the master list and review release 1.16 candidates – Assigned to Tony (completed on March 28th)
5.	Update – Business Process & Communications Team	<ul style="list-style-type: none"> Tony provided an overview of what occurred at the meeting Beckey stated that some of the contribution fee information was already sent out and the information would be added to InfoHub Donny stated that one of his staff members had a critical habitat plate that was not charged when it should have been Amanda asked about the collection of the filing fee for the special plate transfer transactions based on the green postcards

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		<ul style="list-style-type: none"> Assigned to Beckey – communication has been developed and is being reviewed by senior leadership Amber asked about some of the fees being charged by dealers for new registrations
6.	Metrics	<ul style="list-style-type: none"> Looking at measuring the experience with Deputy Registrars and DVS Different suggestions were discussed and will continue to be discussed at the business process and communications meeting
7.	Review Previous Action Items	<ul style="list-style-type: none"> See the below action items
8.	Open Discussion	<ul style="list-style-type: none"> Tom and Beckey discussed the registration class for toy haulers <ul style="list-style-type: none"> Communication was sent out in the daily updates as well as the dealer updates Amanda asked for clarification on NMVTIS checks by Deputy Registrars <ul style="list-style-type: none"> Topic was discussed at the business process and communications meeting on April 16th Laura asked about the driver license communications that are on FastDS help desk and not on InfoHub <ul style="list-style-type: none"> Assigned to Steph to develop communication Next meeting scheduled for April 17, 2019

Follow Up Items

Assigned: August 8, 2018			
Status	Assigned to	Due Date	Description of task
In Progress	Beckey, Stephanie	December 31 st	<ul style="list-style-type: none"> Work with appropriate staff to determine best way to display job aids and other information to InfoHub
Assigned: February 20, 2019			
Status	Assigned to	Due Date	Description of task
In Progress	Tony, Neng & Amanda	March 20 th	<ul style="list-style-type: none"> Engage MDRA on transaction metrics to capture the customers experience
Assigned: March 20, 2019			
Status	Assigned to	Due Date	Description of task
In Progress	Stephanie	April 18 th	<ul style="list-style-type: none"> Communication on the driver license updates posted on InfoHub and FastDS
In Progress	Beckey	April 30 th	<ul style="list-style-type: none"> Communication on collection of filling fee for special plate transfers for the green postcards that were mailed out

