

**DRIVER & VEHICLE EXECUTIVE STEERING COMMITTEE**

|                            |   |
|----------------------------|---|
| <b>Date/Time/Location:</b> | 06/19/2019 2:00-4:00 p.m. Itasca Conference Room  |
| <b>Attendees:</b>          | Andrea Fasbender, Joe Heider, Laura Laudenbach, Jeff Schmitz, Dana Gotes, Colton Seisler, Donny Vosen, Meagan Webber, AC Lynaugh, DC O’Hern, Dawn VanRyn, Tami Bartholomew, Rayah Barton, Thomas DeVita, Jody Verdon, Massey Afzali, and Joe Sass |
| <b>Background:</b>         | ESC Check-in  |

**Agenda and Meeting Notes**

| #  | Agenda Item                  | Meeting Notes  |
|----|------------------------------|--|
| 1. | Introductions                | <ul style="list-style-type: none"> <li>Members present in person and via phone introduced themselves</li> </ul>  |
| 2. | Review Previous Action Items | <ul style="list-style-type: none"> <li>Open – Beckey &amp; Steph – Work with appropriate staff to determine best way to display job aids and other information on InfoHub</li> <li>Closed – Tony – Contact Minnesota Credit Union Network (MNCUN) and Auto Auctions for engagement on the vehicle services workgroup – Gaye recommended adding the Bankers Association to the entities to be contacted</li> <li>Closed – Tony – Setup reoccurring meetings for the Driver License Process and Communications meeting, and Vehicle Process and Communications meeting – reoccurring meetings have been setup for Tuesday’s at 10am and will be alternating every other week for each workgroup</li> </ul> |
| 3. | Release 1.16                 | <ul style="list-style-type: none"> <li>Dawn presented a summary of release 1.16 and Rayah discussed the four workarounds being retired                             <ul style="list-style-type: none"> <li>Colton expressed concern about owners that are 18yrs of age at the time of purchase having issues                                     <ul style="list-style-type: none"> <li>Rayah stated that the testing has occurred and it’s not an issue win the new build</li> </ul> </li> </ul> </li> </ul>   |
| 4. | RFP – VTRS                   | <ul style="list-style-type: none"> <li>Laura stated that she had heard on the news that a vendor was selected for VTRS                             <ul style="list-style-type: none"> <li>DC O’Hern verified that this was not correct and the process to select a vendor is still underway</li> </ul> </li> </ul>   |
| 5. | Quarterly Report             | <ul style="list-style-type: none"> <li>DC O’Hern stated that the last quarterly report was submitted to the Legislative MNLARS Steering Committee</li> </ul>   |
| 6. | FastDS Scanning              | <ul style="list-style-type: none"> <li>Andrea stated that any Deputy Registrars that are interested in scanning must have a scanner and a technology staff member. FastDS will work with the Deputy Registrar technology staff member to determine if the scanner is compatible</li> </ul>   |

| #   | Agenda Item                  | Meeting Notes  |
|-----|------------------------------|--|
|     |                              | <ul style="list-style-type: none"> <li>Donny requested that the Deputy Registrars are provided a list of items that need to be scanned in office and a list of items that still need to be sent to DVS                             <ul style="list-style-type: none"> <li>Assigned action item to Andrea to add this topic to a Driver License bulletin</li> </ul> </li> </ul> |
| 7.  | Technology Solutions         | <ul style="list-style-type: none"> <li>Thomas discussed the strategic planning team is evaluating technology solutions and analysis is being completed</li> <li>Andrea commented that Driver Services has a contract in place with the current card vendor for the next 10yrs for centralized printing and mailing of cards</li> </ul>   |
| 8.  | Update – Workgroups          | <ul style="list-style-type: none"> <li>High level discussion occurred</li> </ul>   |
| 9.  | Review Previous Action Items | <ul style="list-style-type: none"> <li>See the below action items</li> </ul>   |
| 10. | Open Discussion              | <ul style="list-style-type: none"> <li>Next meeting schedule for July 17<sup>th</sup></li> </ul>   |

Follow Up Items

| <b>Assigned: August 8, 2018</b> |                   |                           |  |
|---------------------------------|-------------------|---------------------------|--|
| Status                          | Assigned to       | Due Date                  | Description of task  |
| In Progress                     | Beckey, Stephanie | December 31 <sup>st</sup> | Work with appropriate staff to determine best way to display job aids and other information to InfoHub   |
| <b>Assigned: June 19, 2019</b>  |                   |                           |  |
| Status                          | Assigned to       | Due Date                  | Description of task  |
| In Progress                     | Andrea            | July 17 <sup>th</sup>     | Driver License offices that complete scanning would like a list of items that need to be scanned in office and a list of items that need to be sent to DVS |