

## DRIVER AND VEHICLE EXECUTIVE STEERING COMMITTEE MEETING NOTES

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| <b>Date/Time/Location:</b> | 01/15/2020 2:00-4:00 PM Itasca Conference Room   |
| <b>Attendees:</b>          | Cassandra O'Hern, Tim Lynaugh, Emma Corrie, Pancho Henderson, Tom Henderson, Andrea Fasbender, Dawn Olson, Allison Malack, Thomas DeVita, Dawn Van Ryn, Tony Anderson, Nicole Mickelson, Mike Law, Laura Laudenschach, Scott Lambert, Donny Vosen, Jeff Schwiesow, Colton Seisler, Gaye Smith, Joe Heider, Ken Buna, Mark Mathison, Liz Lauder |
| <b>Background:</b>         | ESC Check-in   |

## AGENDA AND MEETING NOTES

| #  | Agenda Item                  | Meeting Notes   |
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| 1. | Introductions                | <ul style="list-style-type: none"> <li>Members present and on the phone introduced themselves</li> </ul>  |
| 2. | Review Previous Action Items | <ul style="list-style-type: none"> <li>There were no previous action items</li> </ul>   |
| 3. | VTRS Project Update          | <ul style="list-style-type: none"> <li>Ken presented the FAST Project Management Review. All project areas are on schedule                             <ul style="list-style-type: none"> <li>8 identified risks. Data Conversion less of a concern than previously thought</li> <li>Demo taking place in Brainerd on Thursday next week, with Joe Heider presenting</li> <li>Staffing: new FAST member joined Finance team from Nebraska project</li> <li>Testing Stellant image conversion: need to ensure we have enough testers. Security permissions will be in place for testers to access images</li> <li>Development is on track. Title &amp; Reg are working on unusual situations. Data for Dealers unit is being converted and they are testing it</li> <li>MINNCORR software upgrade continuing. When completed, we hope to be able to track plates all the way through the process</li> <li>Interfaces in good shape with BCA. They are testing records. Driver Services are automating background checks for school bus endorsements. Could also leverage this for dealers in VTRS</li> <li>Checking into developing some functionality currently in ESupport</li> <li>Training team reaching out to training facilities operated by other agencies, based on list provided by DC O'Hern</li> <li>Financial and Inventory Explore sessions coming up</li> <li>Full mock conversions of Dealers data happening every two weeks. Received extra hardware to do full mocks for T&amp;R.</li> </ul> </li> </ul> |

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|     |                                | <p>Question to business: what to do with “in progress” records and records with no addresses?</p> <ul style="list-style-type: none"> <li>• Still waiting for Registration Task Force to decide how to calculate the reg tax</li> <li>• Tony talked about VTRS project from DVS perspective: <ul style="list-style-type: none"> <li>• Added risk of training facilities to Risk Log. Timing of roll out prevents us from utilizing schools/colleges/universities that were used for FastDS training. Following up on leads for alternative locations</li> <li>• Key milestone reached – end of Definitions phase on Jan. 8<sup>th</sup>. Project now in Development phase</li> <li>• Two additional SMEs joined project part-time: Aly Quinn from MADA and Jared O’Reilly from St. Paul Deputy Registrar office. Tony thanked them and their supervisors for their assistance. Aly working with Dealer/Inventory unit and Jared with Data Conversion</li> <li>• DVS/FAST training teams completed additional site visits to DR offices</li> <li>• Continue to work on outstanding Decision Requests. ESC will be involved if any need to be escalated or require a vote</li> <li>• Looking into contracting with EVTR vendors. FAST provided technical specs. Aly Quinn provided valuable knowledge</li> <li>• BerryDunn conducting surveys and meetings for IV&amp;V. Tony thanked everyone for their cooperation and participation</li> </ul> </li> </ul> |
| 4.  | Vehicle Registration Taskforce | <ul style="list-style-type: none"> <li>• Next Taskforce meeting to be scheduled</li> </ul>   |
| 6.  | Stellant Decommissioning       | <ul style="list-style-type: none"> <li>• Combined resources from MNIT, DVS, and FAST actively working on Stellant decommissioning</li> <li>• Full back-up of database completed</li> </ul>   |
| 7.  | FastDS                         | <ul style="list-style-type: none"> <li>• Andrea reported that new disqualification has been implemented for CDL drivers convicted of DWI on off-road vehicles (statute change)</li> <li>• Working with AAMVA on reporting issues</li> </ul>  |
| 8.  | MNLARS Decommissioning         | <ul style="list-style-type: none"> <li>• Pancho reported project manager in place for decommissioning</li> <li>• Decomm plan created; includes E-Support</li> </ul>  |
| 9.  | Self-Service                   | <ul style="list-style-type: none"> <li>• Tom Henderson said he is working on report on self-service options. Report due by end of Jan.</li> <li>• Sent out customer survey in five languages. Survey closes Jan. 17th</li> <li>• Question if stakeholders will see results of survey? Yes, survey results will be given to stakeholders</li> </ul>   |
| 10. | Workgroups Update              | <ul style="list-style-type: none"> <li>• Tony reported that Vehicle and Driver Services workgroups have transitioned to meeting once a month</li> <li>• Vehicle Services workgroup met on Jan. 7<sup>th</sup>. Discussed Transfer on Death transactions, updates to 2019 tax manual, gross vehicle weight calculator, and determining when title for manufactured home has been surrendered <ul style="list-style-type: none"> <li>○ Next meeting is Feb. 4<sup>th</sup></li> </ul> </li> </ul>  |

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|     |                           | <ul style="list-style-type: none"> <li>• Andrea reported that Driver Services will be fully staffed with Deputy Liaisons as of Jan. 17<sup>th</sup></li> </ul>  |
| 11. | Next Month's Agenda Items | <ul style="list-style-type: none"> <li>• Maintain standing topics</li> </ul>  |
| 12. | Open Discussion           | <ul style="list-style-type: none"> <li>• Verbiage now appearing on Registration Renewal notices about applying for REAL ID before October 1<sup>st</sup>. Number of REAL ID applications increasing. Disclaimer being added to applications for Standard (non-federally compliant) DLs/IDs. <ul style="list-style-type: none"> <li>○ Question about being able to Fast Track a REAL ID app. Photo validation and State to State check takes time, so no Fast Track.</li> <li>○ Are temporary receipts being accepted by TSA? Dawn Olson said TSA website says temp receipts not accepted</li> <li>○ Are temporary receipts accepted for voting in elections? Process hasn't changed</li> </ul> </li> <li>• Request to add agenda item to talk about statistics for REAL ID</li> <li>• Discussion about scanner deployment in DR offices. Technical requirements being communicated. Pilot testing was discussed. Testing of scanners will take place during Sandbox training. Many DR offices already scanning because they are Driver's License Agents scanning for FastDS.</li> </ul> |
| 13. | Review Action Items       | <ul style="list-style-type: none"> <li>• Tony to add agenda item on REAL ID statistics</li> <li>• Andrea to put language on applications about non-federally compliant credentials in DVS Weekly Update</li> <li>• Tom Henderson to share results of customer survey with deputy registrar SMEs</li> </ul>  |