

DRIVER AND VEHICLE EXECUTIVE STEERING COMMITTEE

Date/Time/Location:	March 18, 2020/2:00-4:00 pm/Conference call
Attendees:	Tim Lynaugh, Tony Anderson, Andrea Fasbender, Tom Henderson, Laura Laudenbach, Jeff Schwiesow, Gaye Smith, Meagan Weber, Ken Buna, Amber Backhus, Joe Heider, Colton Seisler, Donny Vosen, Mike Law, Nicole Mickelson, Dawn Van Ryn, Liz Lauder, Allison Malack, Beckey Mechtel, Joe Sass, Jared O'Reilly
Background:	ESC Check-in

AGENDA AND MEETING NOTES

#	Agenda Item	Meeting Notes
1.	Introductions	<ul style="list-style-type: none"> • Members in person and on the phone introduced themselves
2.	Review Previous Action Items	<ul style="list-style-type: none"> • Two previous action items have been closed <ul style="list-style-type: none"> ○ Send scanner specifications to the group – completed on 3/17 ○ Send copy of report on customer survey for self-service options to the group – completed on 3/17
3.	Covid-19	<ul style="list-style-type: none"> • More than 1/3 of all deputy registrar offices are now closed to the public due to the coronavirus outbreak. DVS is telling offices to contact DVS Communications if they decide to close so that the DVS website can be updated. • In cases where city has both a DVS Exam station and a DL Agent/Deputy Registrar office, it was suggested that the website makes it clear which one is closed. Andrea will let Jenn Gagner know • No word yet about extending expiration dates for driver's licenses or vehicle registration
4.	VTRS Project Update	<ul style="list-style-type: none"> • Project update from FAST – Ken Buna: <ul style="list-style-type: none"> ○ First Dealer Explore sessions held today; went very well ○ Inventory team working on mismatched codes that were causing some things to be dropped in MNLARS ○ Training facilities on hold as Minnesotans try to comply with social distancing guidelines for the coronavirus. In-office test-drive visits canceled ○ Organizational Change Management – new FAST team member with OCM experience just arrived from other project; will be helping Roxy ○ Base configuration to be completed by April 8th. In a good position to meet this deadline ○ Discussion about Vehicle Registration Task Force recommendations and the different House and Senate bills. Ken said developers just need one effective date to go with when implementing the change in the system • Project update from DVS – Tony

		<ul style="list-style-type: none"> ○ Risk Log <ul style="list-style-type: none"> ▪ removed the Explore contract risk. Company taking steps to address Dept. of Human Rights audit findings ▪ added MinnCor. Concern that requested interface upgrades will not be available in time for roll out. Will fall back on current process ▪ added Covid-19. Staff is working remotely through first week of April. ○ Project Update <ul style="list-style-type: none"> ▪ Dealer Explore sessions reduced from 4 to 2 and being held remotely via Skype. Positive feedback so far and several good development suggestions ▪ Quarterly Report was submitted to legislature on March 10th ▪ IV&V report was submitted a couple of weeks ago ▪ DPS Commissioner Harrington sent out email appeal for trainers/testers from deputy registrar offices; Todd Oseby also mentioned need for trainers/testers during regular Time With Todd webinar
5.	REAL ID Statistics	<ul style="list-style-type: none"> • Andrea provided the current statistics <ul style="list-style-type: none"> ○ Enhanced driver's licenses – 63 days out ○ REAL ID – 62 days out ○ Standard – 37 days out ○ 169,000 applications in the queue ○ Mail opened – oldest date is March 16th ○ Scanning has backlog • DVS Weekly Update provides link to view statistics
6.	FastDS	<ul style="list-style-type: none"> • Lots of legislation this session on REAL ID. Staff has been pulled to respond to requests from legislators and not able to work on changes to the system
7.	MNLARS Decommissioning	<ul style="list-style-type: none"> • Dawn Van Ryn gave the update <ul style="list-style-type: none"> ○ MNIT working on gathering data for staffing and costs for phase 1 and phase 2 of MNDrive roll out ○ Things are on track
8.	Workgroups Update	<ul style="list-style-type: none"> • Driver Services Workgroup met on February 25th. They discussed transaction types and REAL ID documents • Vehicle Services Workgroup met on March 3rd. They discussed printing full year on titles and quality of 2021 stickers. <ul style="list-style-type: none"> ○ Gaye mentioned that 4 deputies reported that paperwork they sent to DVS HQ has been lost. The packages were signed for at DVS HQ. Gaye was told to report this to Thomas DeVita.
9.	Next Month's Agenda Items	<ul style="list-style-type: none"> • Keep the same topics, including Covid-19
10.	Open Discussion	<ul style="list-style-type: none"> • Thomas DeVita said additional equipment has been ordered for Support Services staff so they can work remotely • Joe Heider asked about when decision needed to be made about automated sweeps timing. DRBOA board meeting was canceled, so could not discuss. Ken said there was no hard deadline

		<ul style="list-style-type: none"> • Ken raised concern about re-design of the pre-bill. Discussion taking place later this week. Deputy Registrars will be part of the conversation • Laura asked if Exam stations would be closing. Emma said she is waiting to hear • Gaye asked about the status of scanners. Tony said a 3-in-1 scanner has been ordered to test for smaller offices that have less volume. That will help to determine how to move forward • AC Lynaugh said there will be a recurring 60-minute meeting with deputy registrars starting next week and running weekly for 10 weeks. Let Nancy Reissner know if you have questions for the group to discuss
11.	Review Assigned Action Items	<ul style="list-style-type: none"> • Request for Communications team to clarify which office are closing and if the office is an Exam station or deputy registrar office. Andrea will coordinate w/ Jenn Gagner.