



# MEETING AGENDA

<b>Name:</b>	Vehicle Services Business Process and Communications Meeting		
<b>Meeting Date:</b>	July 9, 2019	<b>Organizer:</b>	Tony Anderson
<b>Meeting Time:</b>	10:00am – 11:00am	<b>Location:</b>	MNLARS Conference Room Conference # – 888-742-5095 User ID – 479-123-8771

<b>Purpose of the Meeting</b>
The purpose of the meeting is to discuss vehicle services business processes and communications.

<b>Attendance at Meeting</b>					
<b>Invited:</b>	<b>Position:</b>	✓	<b>Invited:</b>	<b>Position:</b>	✓
Amber Backhaus	Minnesota Automobile Dealers Association		Joe Heider	Hennepin County Deputy Registrar Office (MDRA)	
Amanda Coppin	South St Paul Deputy Registrar Office (DRBOA)		Neng Lor	Hennepin County Deputy Registrar Office (MDRA)	
Patty Hanscom	Faribault Deputy Registrar Office (DRBOA)		Laura Laudenbach	Stearns County Deputy Registrar Office (MDRA)	
Becky Mechtel	MNLARS Information Officer		Rayah Barton	MNLARS Business Analyst	
Jim Forsell	Deputy Support Supervisor		Craig Plummer	Title and Registration Supervisor	
Allison Malack	MNLARS Business Analyst		Tony Anderson	MNLARS Program Director	

<b>Meeting Agenda</b>		
<b>Subject:</b>	<b>Owner:</b>	<b>Notes:</b>
Introductions	All	
Review Previous Action Items	Tony Anderson	



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Release 1.16.1. Update	Tony Anderson	
Posting of Previous Meeting Minutes	Tony Anderson	
Vehicle Services Reminder / Communication Opportunities	All	
Open Discussion	All	
Review Assigned Action Items	Tony Anderson	

Action Items Assigned		
<b>Date Assigned:</b>	July 9, 2019	
<b>Assigned Owner:</b>	<b>Due Date:</b>	<b>Assigned Action Item:</b>

Previous Meeting Minutes
<p>June 25, 2019</p> <ul style="list-style-type: none"> <li>• Introductions / Attendees               <ul style="list-style-type: none"> <li>• Gaye Smith, Amanda Berry, Laura Laudenbach, Amber Backhaus, Beckey Mechtel, Craig Plummer, Jim Forsell, and Allison Malack</li> </ul> </li> <li>• Release 1.16 Update               <ul style="list-style-type: none"> <li>• Amanda stated that she experienced issues with CT Trailers</li> </ul> </li> <li>• Vehicle Services Reminder / Communication Opportunities               <ul style="list-style-type: none"> <li>• Communication needs to occur for transfer on death transactions</li> <li>• Clarification was provided on specific statute question</li> <li>• Gaye discussed specific dealer conditionals                   <ul style="list-style-type: none"> <li>• Three different dealer conditionals were requested, but titles were issued in error instead of issuing a deficiency letter and incorrect lien holders were listed                       <ul style="list-style-type: none"> <li>• Training issue with T&amp;R</li> </ul> </li> </ul> </li> <li>• Provided clarification when other is listed in the address field                   <ul style="list-style-type: none"> <li>• DVS users need to select look up owner and the complete address will be listed</li> </ul> </li> <li>• Discussed the fee changes effective on August 1, 2019</li> <li>• Laura discussed sending out information to the dealers about the tech surcharge and listing on the PS2000</li> </ul> </li> </ul>



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- Amber had a question how the tech surcharge was previously charged
- Discussed the pre-bills and displaying of the tech surcharge and filing fees
- Discussed an enclosure to the pre-bill and signage for offices to display the fee changes
- Discussed the updated for reports for close of fiscal year
  - Beckey asked Jim to provide her with the consequences if reports are not closed
  - Gaye had a question about offices that are open on Friday and Saturday
- Discussed having a backup for the Deputy Registrar financial manager if there is only one in the office
  
- Open Discussion
  - Discussed the EVTR brochure received from Synadapt and the offices that are piloting
  
- Review Action Items
  - Craig is to provide a copy of the previous meeting minutes

Previous Action Items Assigned				
<b>Date Assigned:</b>		June 25, 2019		
✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
	Craig Plummer	July 12, 2019		Complete meeting minutes from June 11 <sup>th</sup> meeting.

Next Meeting					
<b>Date:</b>	July 23, 2019	<b>Time:</b>	10:00am-11:00am	<b>Location:</b>	MNLARS Conference Room