



MEETING AGENDA

Name:	Vehicle Services Business Process and Communications Meeting		
Meeting Date:	September 17, 2019	Organizer:	Tony Anderson
Meeting Time:	10:00am – 11:00am	Location:	MNLARS Conference Room Conference # – 888-742-5095 User ID – 479-123-8771

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

Attendance at Meeting					
Invited:	Position:	✓	Invited:	Position:	✓
Amber Backhaus	Minnesota Automobile Dealers Association		Mary Filzen	Hutchinson Deputy Registrar Office (MDRA)	
Amanda Coppin	South St Paul Deputy Registrar Office (DRBOA)		Patty Hanscom	Faribault Deputy Registrar Office (DRBOA)	
Jared O'Reilly	St Paul Deputy Registrar Office (MDRA)		Jennifer Kurtzhalts	Dakota County Deputy Registrar Office (MDRA)	
Chuck Moulder	Hennepin County Deputy Registrar Office (MDRA)		Erin Olson	Rochester Deputy Registrar Office (MDRA)	
Sidney Hagen	Scott County Deputy Registrar Office (DRBOA)		Matt Krumholz	Martin County Deputy Registrar Office (DRBOA)	
Jim Forsell	Deputy Support Supervisor		Craig Plummer	Title and Registration Manager	
Allison Malack	MNLARS Business Analyst		Jody Verdon	MNLARS Business Analyst	
Tony Anderson	MNLARS Program Director		Beckey Mechtel	MNLARS Information Officer	
Tom Evans	Special Plates and Impound Manager				



MEETING AGENDA

Meeting Agenda		
Subject:	Owner:	Notes:
Introductions	All	
Review Previous Action Items	Tony Anderson	
VTRS Project Update	Tony Anderson	
MNLARS Patch A	Tony Anderson	
Special Plates Recall Process – IAHAWK1 / IAHAWKI	Tom Evans	
Communication on Critical Habitat Contribution Fee	Beckey Mechtel	
Vehicle Services Reminder / Communication Opportunities	All	
Review Assigned Action Items	Tony Anderson	

Action Items Assigned		
Date Assigned:	September 17, 2019	
Assigned Owner:	Due Date:	Assigned Action Item:

Previous Meeting Minutes
September 3, 2019 <ul style="list-style-type: none"> • Introductions / Attendees <ul style="list-style-type: none"> • Mary Filzen, Amanda Coppin, Jared O’Reilly, Erin Olson, Jim Forsell, Craig Plummer, Allison Malack, Jody Verdon and Beckey Mechtel



MEETING AGENDA

- Review Previous Action Items
 - See notes in previous action items

- Release 1.16.1 Update
 - Discussed the release that occurred on Sunday, July 28th and the effective date of Thursday, August 1st for the legislative fee changes for increase of filing fees and technology surcharge

- Release 1.16.2
 - September prebills will be mailed out the week of September 3rd

- Expedited title Process
 - Craig discussed with the FT unit
 - Only for emergency situation

- Critical Habitat Fee Collection
 - Discussed that online users can order Critical Habitat plates for wood duck and walleye, but the plate types are not available
 - Allison to research
 - Communication to be sent out regarding when to charge the contribution fee
 - Action item assigned to Beckey
 - Will review the communication at the next meeting
 - Amanda had a question about the dealer lien and when to charge the fee
 - Beckey stated that the form has been updated

- Vehicle Services Reminder / Communication Opportunities
 - Beckey discussed that there are inaccurate fees on the special plate chart
 - A correction will be sent out
 - The training that was provided was correct

Previous Action Items Assigned				
Date Assigned:		July 9, 2019		
✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
	Beckey Mechtel	July 23, 2019		Review communication that was previously sent out regarding the conversion of commercial one ton truck to non-commercial one ton truck – will review w/ VTRS
Date Assigned:		July 23, 2019		
✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:



MEETING AGENDA

	Tom Evans	August 6, 2019		Evaluate the issuance of personalized plate with IAhawk1 / IAhawkI – To continue to research – Beckey discussed the procedure – special plates unit would send out notice – Amanda – engaged Tom Evans and this would be grandfathered – Beckey stated that special plates will need to be engaged
Date Assigned:		August 6, 2019		
✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
	Beckey Mechtel Craig Plummer	September 3, 2019		Develop a quick reference for transfer on death transactions
	Beckey Mechtel	September 17, 2019		Web link for the training site as there are gaps w/ InfoHub
Date Assigned:		September 3, 2019		
✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
✓	Beckey Mechtel	September 17, 2019	September 12, 2019	Update fee charts and publish the updated fee charts
	Beckey Mechtel	September 17, 2019		Communication to be reviewed when to charge the contribution fee

Next Meeting				
Date:	October 1, 2019	Time:	10:00am-11:00am	Location: MNLARS Conference Room