



MEETING MINUTES

Name:	Vehicle Services Business Process and Communications Meeting		
Meeting Date:	January 7, 2020	Organizer:	Craig Plummer
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)	
Kris Caballero	Rochester Deputy Registrar Office (MDRA)		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	
Jim Forsell	Deputy Support Supervisor		Tom Evans	Special Plates and Impound Manager	



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Meeting Agenda		
Subject:	Owner:	Notes:
Introductions	All	
Review Previous Action Items	Craig Plummer	
VTRS Project Update	Jody Verdon	
Vehicle Services Reminder / Communication Opportunities	All	
Transition to Monthly Meetings	Craig Plummer	
Review Assigned Action Items	Craig Plummer	

Action Items Assigned		
Date Assigned:	January 7, 2020	
Assigned Owner:	Due Date:	Assigned Action Item:
Becky Mechtel	February 4, 2020	Confirm that Transfer on Death Quick Reference Guide is available on Info Hub
Craig Plummer	February 4, 2020	Determine if there is a way to tell if Title for manufactured home has been surrendered
Amanda Coppin	February 4, 2020	Communicate with Driver business process group about FastDS not counting no-fee transactions
Craig Plummer Jim Forsell	February 4, 2020	Update tax manual for 2019 income taxes
Craig Plummer Jim Forsell	February 4, 2020	Meet to discuss how to update the gross vehicle weight calculator

Meeting Minutes
January 7, 2020
Attendees: <ul style="list-style-type: none"> Craig Plummer, Jim Forsell, Jody Verdon, Tom Evans, Becky Mechtel, Jared O'Reilly, Liz Lauder, Amanda Coppin, Sidney Hagen, Mary Filzen, Jennifer Kurtzhaltz, Erin Olson, Matt Krumholz



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Review Previous Action Items:

- Beckey completed the quick reference guide for transfer on death transactions. She will confirm that the guide is on Info Hub
- Quick Reference Guide for clearing deficiencies is not done

VTRS Project Update:

- Aly Quinn of MADA and deputy registrar Jared O'Reilly have joined the VTRS team as SMEs for Dealers and Data Conversion
- Registration Task Force hearing will be held on January 14, 2020
- VTRS demo will take place in Brainerd on January 23, 2020. Joe Heider will give the demonstration

Open Discussion:

- Salvage deficiencies – Sid said he had two cases where he couldn't clear the salvage deficiencies because the buttons were grayed out. Business process is to send info to liaisons
- Communications changes –
 - Jen Gagner transferred from PIC to take Steph Furchner's old position
 - Daily Update has changed to Weekly. Driver and Vehicle Updates have been combined
 - Gross Vehicle Weight calculator removed from Info Hub. Reason for change is because Info Hub now requires two-factor authentication for access. Calculator still available on ESupport
- Gross Vehicle Weight calculator – Beckey asked how often it is updated with new weights. The data in it will expire in February, 2020. Craig and Jim will decide how to update it
- Tax manual calculator – Needs updating to 2019 tax year. Craig and Jim will meet to discuss
- Med Certs and vision forms – Amanda brought up issue from Driver business process meeting about Med Certs and vision forms not counting as transactions in FastDS (no transaction history). She will get clarification from the Driver group about the need for Vehicle to discuss
- Surrendered Title for manufactured home – Amanda asked if there is a way to tell if the Title has been surrendered. Craig will find out
- Out of State Title – Discussion about not being able to mark a vehicle as being held for resale in another state. Process is to contact the other state to update their records
- Stolen vehicle – Discussion regarding two customer complaints that stolen vehicles can't be marked in MNLARS. Process is for customer to go through insurance company. Stolen vehicle reported to NMVITIS after 30 days. Law enforcement updates vehicle information in MNJIS. If Title was in stolen vehicle, thief could apply to transfer Title into their own name. However, no change in business process was recommended

Transition to Monthly Meetings:

- Meetings will move to once a month
- Decided to have meeting on first Tuesday of every month. February 4th is next meeting
- Liz will update the meeting and send out a new invitation
- Include Todd Oseby from the DVS Training Team



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Previous Action Items Assigned				
Date Assigned:		August 6, 2019		
✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
✓	Becky Mechtel Craig Plummer	September 3, 2019		Develop a quick reference for transfer on death transactions – due by the end of September - Jim, Craig, Becky and Mary met to discuss on October 10 th – Agenda item for meeting on October 29 th – Becky sent out copy for feedback – Craig send an update on when the doc will be sent out
Date Assigned:		October 1, 2019		
✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
	Craig Plummer Becky Mechtel	October 15, 2019		Develop a quick reference guide on when to clear deficiencies – Still w/ Becky

Next Meeting				
Date:	February 4, 2020	Time:	10:00am-11:00am	Location: MNLARS Conference Room