DRIVER & VEHICLE EXECUTIVE STEERING COMMITTEE

Date/Time/Location:	5/22/19 2:00-4:00 p.m. Itasca Conference Room
Attendees:	Amber Backhaus, Joe Heider, Tom Henderson, Scott Lambert, Al Lentsch, Jeff Schmitz, Gaye Smith, Dan Stluka, Donny Vosen, Meagan Weber, Assistant Commissioner Lynaugh, Beckey Mechtel, Deputy Commissioner O'Hern, Dawn Olson, Tami Bartholomew, Thomas DeVita, Jim Forsell, Joan Kopcinski, Allison Malack, Massey Afzali, Mark Mathison, Joe Sass, Ken Buna, and Tony Anderson
Background:	ESC Check-in

Agenda and Meeting Notes

#	Agenda Item	Meeting Notes
1.	Introductions	• Members present in person and via phone introduced themselves
2.	Review Previous Action Items	• Open – Beckey & Steph – Work with appropriate staff to determine best way to display job aids and other information on InfoHub • Closed – Steph – Follow up on the driver license updates posted on InfoHub and FastDS • Open – Beckey – Communication on collection of filing fee for special plate transfers for the green post cards that were mailed out – this will be closed out as the majority of the customers that received the cards have already completed the transaction • Closed – Tony – Compete onboarding for the new voting members for the DVESC • Closed – Tony – DVS to discuss training model for Deputy Registrars and stakeholders • Open – Tony – Contact Minnesota Credit Union Network (MNCUN) and Auto Auctions for engagement on the vehicle services workgroup – Gaye recommended adding the Bankers Association to the entities to be contacted

3.	MNLARS Path Forward	• Tony discussed the Blue Ribbon Committee report that was published on May 1st
		   • Recommendation in the report is to go forward with a commercial off the shelf (COTS) system from a vendor to replace MNLARS
		• MNIT and DPS have been in the process of developing an RFP
		   • MDRA, DRBOA and MADA members were engaged in reviewing and providing feedback on the RFP business requirements
		   • Goal is to publish the RFP once the legislation is signed

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		• Mark asked a question about the implementation of legislative changes prior to the development/deployment of the vendor solution
		  • Tony answered that depending on the effective date the programming changes may need be completed in MNLARS and that the vendor solution would need to incorporate the legislative changes
		• Al asked a question about changing the PS2000 and the impact that it would have on dealers
		  • Impact would be programming changes to dealer management systems as well as scraping hard copies of the PS2000 that have been printed
		  • Gaye made a statement that when MNLARS was developed the forms did not match how the transaction was data entered in MNLARS
		  • If changes are made to the PS2000 there will need to be an ample amount of time before the updated form is effective

4.	Release 1.16	• Deployment of release 1.16 is on schedule for Sunday, June 23rd
		• Tami requested feedback from the committee on UAT dates
		  • UAT will be scheduled for Wednesday, June 5th
		• Deputy Registrar training for release 1.16 scheduled for Wednesday, June 12th, Thursday, June 13th and Monday, June 17th
		• Dealer training for release 1.16 scheduled for Tuesday, June 11th
		• Amber asked a question about the tech surcharge and filing fee changes in the draft legislation
		  • Tony stated that depending on the implementation date MNLARS programming may need to be completed
		• Scott asked a question if the programming changes could be completed within a month
		  • Tony stated that once the legislation is passed the MNLARS team will need to review the areas impacted and the time to complete the programming
		• Tony requested feedback from the committee on participation if defects are identified in the last couple weeks prior to the release date
		  • The committee voted to have all members engaged if any defects are identified as show stoppers
		    • The committee members would make a recommendation to Commissioner Harrington if the release should continue or be delayed
		      • If members are not able to participate the recommendation the individuals that participated would be make the recommendation

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5.	Training	• Tony discussed that DVS leadership team had met to discuss training and requested feedback from members of the DVESC on what they would recommend/request for training • Discussion occurred that a survey on training may be completed at a later date • Gaye recommended that a sandbox and/or training environment be developed in the vendor solution

6.	Update - Workgroups	• The vehicle workgroup meet a couple times since the last DVESC meeting
		  • The workgroup reviewed the workarounds documented on InfoHub and developed a definition of a workaround
		  • Tony asked the committee if the workgroup should do a deep dive into the published job aids
		    • The committee discussed completing the review, but the decision was made to not review the job aids as MNLARS will be replaced with a vendor solution
		• The driver workgroup needs to have reoccurring meetings setup – Action item for Tony

7.	Metrics	• Tony and Deputy Commissioner O'Hern discussed different metrics to be developed with the replacement of MNLARS with a vendor solution
8.	Review Previous Action Items	• See the below action items

9.	Open Discussion	• Tony discussed that the next MNLARS quarterly report is due on June 10th and members of the DVESC will receive a copy of the report
		• Gaye asked for a new working group to be setup to address questions that come up with Deputy Registrars
		  • The vehicle services and driver license workgroups will be the entry point for these types of questions
		• There was discussion on the effectiveness of the data entry ticket system
		  • So far there has been positive feedback on the use of the data entry tickets
		• Joe H asked about the progress with phase 2 of FastDS since the workgroup had not met recently
		  • Joan K and Ken provided an update that the state to state functionality will be behind the scenes
		    • 20 states currently participate in state to state
		    • Gaye asked how many interfaces are in place with FastDS
		      • Ken answered that there are 76
		  • Tony asked if there were any requested agenda items

Follow Up Items

Assigned: August 8, 2018			
Status	**Assigned to**	**Due Date**	**Description of task**
In Progress	Beckey, Stephanie	December 31st	• Work with appropriate staff to determine best way to display job aids and other information to InfoHub

Assigned: April 17, 2019			
Status	**Assigned to**	**Due Date**	**Description of task**
In Progress	Tony	May 15th	• Contact MNCUN, Bankers Association and Auto Auctions for engagement on vehicle business processes and communications workgroup meetings

Assigned: May 22, 2019			
Status	**Assigned to**	**Due Date**	**Description of task**
New	Tony	May 31st	• Setup reoccurring meetings for the driver license and vehicle business process and communications meetings