DRIVER & VEHICLE EXECUTIVE STEERING COMMITTEE

Date/Time/Location:	07/17/2019 2:00-4:00 p.m. Itasca Conference Room
Attendees:	Amber Backhus, Andrea Fasbender, Joe Heider, Tom Henderson, Laura Laudenbach, Jeff Schmitz, Jeff Schwiesow, Colton Seisler, Dan Stluka, Donny Vosen, Meagan Weber, AC Lynaugh, Beckey Mechtel, Dawn Olson, Thomas DeVita, Jim Forsell, Joan Kopcinski, Allison Malack, Jody Verdon, Massey Afzali, Mark Mathison, Joe Sass, and Dawn VanRyn
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	• Closed – Beckey & Steph – Work with appropriate staff to determine best way to display job aids and other information on InfoHub • Closed – Andrea – Driver License offices that complete scanning would like a list of items that need to be scanned in office and a list of items that need to be sent to DVS – Provided in the June 25, 2019 daily update • New – Andrea – Laura had a question regarding the deposit slips requirements for offices • Andrea will follow up w/ Laura on the discussion that occurred at the Driver Business Process and Communications meeting from July 16, 2019

3.	Release 1.16	• Tony discussed the following
		   • Release scheduled for Sunday, July 28th for tech surcharge and filing fee changes – effective August 1st
		   • Training on the release occurred the week of July 15th
		      • Dealer training occurred on Monday
		      • Deputy Registrar training occurred on Tuesday & Wednesday
		   • Live on-site UAT is schedule for Thursday, July 18th
		   • QA & UAT was completed on Friday, July 12th
		   • Go / No Go decision is scheduled for Friday, July 26th
		   • Live testing on Sunday, July 28th will be smaller lift than normal due to the fees not being effective until Thursday, August 1st
		   • Second round of live testing will occur on Thursday, August 1st at 7am

#	Agenda Item	Meeting Notes
		• Renewal notices for vehicles expiring in August will be sent to the printer on Sunday, July 28th after the release to ensure pre-bill accuracy
4.	Release 1.16.2	• Tony discussed the following 　• Release will address the plate fee increases and duplicate sticker fee increases 　• Scheduled to be deployed on Sunday, September 1st, but may move to August 25th 　• Action Item – Tony – Send out code timeline for release 1.16.2 in Vehicle Services update
5.	FastDS Phase II Update	• Joan discussed the following 　• Go live scheduled for September 28th/29th 　• Structure testing with AAMVA for state to state still needs to be scheduled 　• Legislative updates are ready for the effective date of August 1st 　• Laura asked about the mailing of renewal notices 　　• Andrea & Joan answered the question 　　　• August and September renewals have already been mailed out so the renewal notices will have the incorrect fees 　　　• Notice are mailed out two months in advance of expiration 　• Donny discussed media for fee changes and renewals
6.	Update on VTRS	• Tony discussed the following 　• Contract negotiations are ongoing and should be completed in the near future 　• Demo was provided to the scoring team and members of DVS & MNIT on Monday, July 1st 　　• Action Item – DVESC will receive a demo at the meeting scheduled for Wednesday, August 21st 　• Project Plan 　　• Title & Registration Team 　　　• Four members – three from DVS and one from MDRA 　　　• Primary duties are to ensure the solution meets Minnesota's specifications for T&R requirements 　　• Financials & Cashiering 　　　• Three members – two from DVS and one from DRBOA 　　　• Primary duties are to ensure that EOD, EOM, SWIFT specifications are met 　　• Dealers & Inventory

#	Agenda Item	Meeting Notes
		- Three members – one from DVS, one from MDRA and part-time person starting in January or February from MADA - Primary duties are to ensure inventory can be ordered, transferred, and dealer requirements are met - Interfaces - Two members – one from DVS and one from MNIT - Primary duties are to ensure interfaces w/ AAMVA, VINtelligence and others are in place and work correctly - Conversion - Four members – one from DVS, two from MNIT, and on from DRBOA starting in January or February - Objective is to convert records from MNLARS or other systems into the vendors system - Training - For the duration of the project there will be one DVS staff member that will work in training and testing - Eight staff members between DVS and Deputy Registrars will be needed 6mos before deployment 10 staff members between DVS and Deputy Registrars will be needed for 3mos before deployment - Four staff members between DVS and Deputy Registrars will be needed part-time for 1mos before deployment - Testing - For the duration of the project there will be one DVS staff member that will work in testing and training 20 staff members between DVS and Deputy Registrars will be needed 5mos before deployment - Tech & Support - MNIT staff to work with the vendor - For the staff members from MDRA, DRBOA and MADA contracts will be developed for reimbursement of staff assigned to the project
7.	Update from Workgroup	- Workgroups will be posting meeting agendas and minutes on InfoHub - The minutes will be posted on a rotating quarterly bases - Driver Services - Met on July 2nd and 16th - Discussed specific transactions, EOD reports, and changing the daily update schedule to Tuesday / Thursday to mirror Vehicle Services - Next meetings are scheduled for July 30th and August 13th

#	Agenda Item	Meeting Notes

		• Signage for fee changes will be available soon – posters are currently being printed
		• Vehicle Services
		  • Met on June 25th and July 9th
		  • Discussed specific transactions, release 1.16.1, and legislative changes
		  • Next meetings are scheduled for July 23rd and August 6th

8.	Review Previous Action Items	• See the below action items
9.	Open Discussion	• Next meeting schedule for August 21st

Follow Up Items

Assigned: July 18, 2019

Status	Assigned to	Due Date	Description of task
Open	Andrea	August 21, 2019	Provide follow up information to Laura regarding deposit slips
Open	Tony	August 21, 2019	In Vehicle Services daily update – provide timeline for release 1.16.2
Open	Tony	August 21, 2019	Setup vendor demo for the DVESC meeting scheduled for August 21st