

DRIVER & VEHICLE EXECUTIVE STEERING COMMITTEE

Date/Time/Location:	09/18/2019 2:00-4:00 p.m. Itasca Conference Room
Attendees:	Tony Anderson, Andrea Fasbender, Joe Heider, Tom Henderson, Laura Laudenbach, Al Lentsch, Dawn Olson, Colton Seisler, Gaye Smith, Donny Vosen, Meagan Weber, Tami Bartholomew, Ken Buna, Emma Corrie, Thomas DeVita, Jon Eichten, Mike Law, Tim Lynaugh, Allison Malack, Mark Mathison, Beckey Mechtel, Nicole Mickelson, Jody Verdon, Massey Afzali, and Dawn VanRyn
Background:	ESC Check-in

Agenda and Meeting Notes

#	Agenda Item	Meeting Notes
1.	Introductions	<ul style="list-style-type: none"> Members present in person and via phone introduced themselves
2.	Review Previous Action Items	<ul style="list-style-type: none"> Closed – Beckey Mechtel – Send out communication to Deputy Registrars regarding the office closures for State-to-State on Saturday, September 28th
3.	VTRS Project Update	<ul style="list-style-type: none"> Tony discussed the Driver and Vehicle Systems Oversight Committee hearing and provided members of the ESC w/ a copy of the quarterly report and presentation Ken reviewed the PMR <ul style="list-style-type: none"> Objective of the PMR is to provide the ESC w/ a status update on the project to discuss the overall health of the project, staffing, schedule development, training, testing and conversion <ul style="list-style-type: none"> Copy of the PMR was provided to members of the ESC Discussed that in the coming months there will be an ask from the committee to assist in the training of VTRS Colton and two individuals from Fast will attend the MDRA conference on Friday, September 20th to demo FastDS-VS Fast will also have staff available to demo the FastDS scanning functionality Laura asked a question on the number of states that have rolled out Fast <ul style="list-style-type: none"> Ken answered and explained the different lessons learned along the way Tony provided an update from the DVS perspective <ul style="list-style-type: none"> Staff members on the project are moving to their new offices for the duration of the project <ul style="list-style-type: none"> Initial testing plans have been developed and MDRA has been asked to provide 3 FTE, DRBOA has been asked to

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		<p>provide 3 FTE, and 10 staff members from Support Services and T&R will be needed</p> <ul style="list-style-type: none"> • As we approach the testing phase the project team will evaluate the needs for dealer participation in the training and testing <ul style="list-style-type: none"> • Gaye talked about the V12 upgrade to FastDS and the impact to offices • Laura asked about how the conversion will handle bad data that is in MNLARS <ul style="list-style-type: none"> • Ken explained how conversion will work and that when the final conversion occurs there will have been multiple conversions <ul style="list-style-type: none"> • During the conversion process staff will be evaluating the data and work on making corrections before the final draft
4.	FastDS Phase II Update	<ul style="list-style-type: none"> • Andrea stated that FastDS is still working on State-to-State <ul style="list-style-type: none"> • An update on State-to-State will be provided at the MDRA conference • Senior indicator has been fixed to be an opt in option instead of an opt out option • Automatic integration at the exam station has helped w/ customers who take tests at the exam stations and then go to a DL office <ul style="list-style-type: none"> • In the past test, results might not have been in the system and customers could not complete their DL application • Now test results are integrated in the system, eliminating the examiners double entry along w/ assisting customers
5.	MNLARS Decommissioning	<ul style="list-style-type: none"> • Mike Law informed the committee that discussions have started <ul style="list-style-type: none"> • First step is to set a high level plan and getting the project managers setup <ul style="list-style-type: none"> • Then set an individual plan w/ tasks • Tony discussed patch A and the release is scheduled for October 13th <ul style="list-style-type: none"> • The patch will assist w/ the MV admin tools to enhance visibility of the DHS renewals and SWIFT reports • It will also include a fix for the enhanced search functionality for BCA
6.	REAL ID News Conference	<ul style="list-style-type: none"> • Emma introduced herself to the committee members and requested participation at the Real ID news conference at MSP International Airport on Wednesday, September 25th • Gaye asked for documentation to answer customer questions if customers do not meet the requirements for a Real ID – use of passport card • Al mentioned an issue one of his staff members experienced when attempting to get a Real ID

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		<ul style="list-style-type: none"> • This lead to conversations about scanning • Laura talked about needing clarification on what documents are required as individuals in her office are inconsistent w/ the requirements • Action Item – Andrea will follow up w/ Laura to create guides to make the requirements consistent for Real ID <ul style="list-style-type: none"> • Colton added that the consistency needs to occur w/ DVS as well as there is inconsistent messaging from DVS staff
7.	Self-Service	<ul style="list-style-type: none"> • Dawn talked about the legislation that was passed regarding making self-service options available to the citizens of Minnesota • Discussed decentralized issuance of DL/ID <ul style="list-style-type: none"> • Dawn asked for feedback on printing of DL/ID in offices <ul style="list-style-type: none"> • Donny questioned the size of the equipment • Assistant Commissioner Lynaugh discussed the liability • Tom discussed the other solutions that are being researched • To include - individual customer accounts, self-service kiosk, mobile DVS services, temporary license plates for new vehicles, individual dealer licensing, inspection and reporting accounts, and self-service fleet management <ul style="list-style-type: none"> • Ken provided feedback on the different solutions from Fast’s perspective • Future Agenda Item – committee members are to provide their feedback and thoughts at the next DVESC meeting
8.	Workgroup Update	<ul style="list-style-type: none"> • Since the last ESC meeting the vehicle team met on September 3rd and September 17th <ul style="list-style-type: none"> • The team discussed the MNLARS patch, special plate recall process, expedited title process and the critical habitat fee collection • The driver team did not meet, but are scheduled for Tuesday, September 24th
9.	Next Month’s Agenda Items	<ul style="list-style-type: none"> • Feedback on self-service items • Training standards for deputy registrar offices • Laura asked about the posting of the meeting minutes for DVESC and the working groups <ul style="list-style-type: none"> • Action Item – Beckey and Tony to post the meeting minutes for DVESC and each of the workgroups
10.	Review Assigned Action Items	<ul style="list-style-type: none"> • Andrea will follow up w/ Laura to create guides to make the requirements consistent for Real ID • Beckey & Tony to post the meeting minutes for the DVESC and workgroup meetings

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11.	Open Discussion	<ul style="list-style-type: none"> • Real ID updates and documentation to be made into a workgroup topic • Assistant Commissioner Lynaugh talked about his expectations and what feedback look like <ul style="list-style-type: none"> • Just because something did not work in the past does not mean it might not work in the future

Follow Up Items

Assigned: September 18, 2019			
Status	Assigned to	Due Date	Description of task
Open	Andrea Fasbender	October 16, 2019	Review REAL ID training and standardization. Present findings at the next DVESC meeting
Open	Beckey Mechtel Tony Anderson	October 16, 2019	Post minutes from DVESC meetings and the Driver and Vehicle workgroup meetings