

## DRIVER AND VEHICLE EXECUTIVE STEERING COMMITTEE MEETING NOTES

<b>Date/Time/Location:</b>	12/19/2019 2:00-4:00 PM Itasca Conference Room
<b>Attendees:</b>	Cassandra O'Hern, Tim Lynaugh, Pancho Henderson, Andrea Fasbender, Tony Anderson, Allison Malack, Laura Laudenbach, Meagan Weber, Joe Heider, Amber Backhus, Dawn Olson, Donny Vosen, Jeff Schwiesow, Vic Moore, Scott Lambert, Colton Seisler, Thomas DeVita, Joe Sass, Mark Mathison, Mike Law, Beckey Mechtel, Joe Lohmeier, Ken Buna, Liz Lauder
<b>Background:</b>	ESC Check-in

## AGENDA AND MEETING NOTES

#	Agenda Item	Meeting Notes
1.	Introductions	<ul style="list-style-type: none"> <li>Members present and on the phone introduced themselves</li> </ul>
2.	Review Previous Action Items	<ul style="list-style-type: none"> <li>Previous action item was completed on November 21, 2019. Laura Laudenbach worked with Beckey Mechtel to find the information about procedure changes for out-of-state reg cards on InfoHub.</li> </ul>
3.	VTRS Project Update	<ul style="list-style-type: none"> <li>Ken presented the FAST Project Management Review. All project areas are on schedule.                             <ul style="list-style-type: none"> <li>EVTR Summit on December 10<sup>th</sup> helped with EVTR definitions that were outstanding. Some unanswered questions remain but should be completed soon.</li> <li>Additional staffing will occur in January                                     <ul style="list-style-type: none"> <li>Two new Fast staff members and Aly Quinn, MADA, and Jared O'Reilly, St Paul Deputy Registrar office</li> </ul> </li> <li>Dealers unit (DVS) will see and play with their section incrementally during the build, to get them used to working with it</li> <li>Training team has been visiting all parts of the state. Finding training space will be a challenge</li> <li>Data Conversion will produce first full mock conversion sometime in January</li> <li>Conversion of Stellant database accelerated due to risk. Full copy of database should be completed by end of January 2020, one year earlier than planned</li> </ul> </li> <li>Tony talked about VTRS project from DVS perspective:                             <ul style="list-style-type: none"> <li>Data Conversion, Legacy Systems Decommissioning, and MNLARS Work In Process (WIP) were added to the Risk Log</li> <li>Definitions phase ends on January 8<sup>th</sup></li> <li>Two more SMEs being added to development teams: Aly Quinn from MADA for Dealers team and Jared O'Reilly from deputy registrar office in St. Paul for the Data Conversion team. Tony thanked the organizations for their participation.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• EVTR Summit on December 10<sup>th</sup> had participants from MADA, Dealertrack, Vitu, DDI, CVR, Synadapt, and DLRdmv. Answers to open questions due by December 20<sup>th</sup>.</li> <li>• DVS Training Team members have been going out on site visits with the FAST Training Team. Offices giving them positive feedback.</li> <li>• Quarterly Report was completed and delivered to legislative oversight committee on December 10<sup>th</sup> <ul style="list-style-type: none"> <li>○ Report included Tech Surcharge overcharge. DVS &amp; MNIT developing MNLARS configuration change to address this. Communication plan being developed for public and deputy registrars</li> </ul> </li> <li>• Contract signed for vendor BarryDunn to do Independent Verification and Validation (IV&amp;V) on VTRS. Representatives will be on site in January to do kick-off, interviews, and surveys</li> </ul>
4.	Overview of Project Plan and Communication Plan	<p>Project plan has several items specifically called out in contract with FAST:</p> <ul style="list-style-type: none"> <li>• Using FAST’s Delivery Workbench as repository for everything connected to project, including meeting agendas and minutes, business requirements, decision requests, and risks</li> <li>• Regular meetings of leadership to provide decision making and oversight</li> <li>• Specific Deliverables are outlined. FAST has supplied deliverables on time or ahead of schedule</li> <li>• Decisions being made at project team level. Only one decision required escalation to ESC – scanning in offices.</li> <li>• Customization requests go to Commissioner Harrington. No requests so far.</li> <li>• No changes in scope or pull list items</li> </ul> <p>Communications plan:</p> <ul style="list-style-type: none"> <li>• Has goals and objectives for each stakeholder (ESC, DVS staff, deputy registrars, legislators, and the public)</li> <li>• Documents how DVS communicates with each stakeholder (meetings, InfoHub, dealer update, quarterly report)</li> <li>• Combined plan for DVS and FAST; makes things more streamlined</li> <li>• Becky is owner; Megan Leonard (OOC) and Roxy Steinberg (FAST) are helping</li> </ul>
5.	Vehicle Registration Taskforce	<p>Tony reported that taskforce met on December 2<sup>nd</sup></p> <ul style="list-style-type: none"> <li>• MNDOT made presentation about registration tax options <ul style="list-style-type: none"> <li>• Weight data supplied by Polk after taskforce meeting</li> </ul> </li> <li>• Next meeting in mid-January.</li> <li>• FAST needs to know about any changes in reg tax calculation by March 1<sup>st</sup></li> <li>• Taskforce recommendations go to full legislature and must also be signed by Governor.</li> </ul>
6.	Stellant Decommissioning	<p>Stellant decommissioning accelerated because of risk. Due to be completed one year ahead of schedule</p> <ul style="list-style-type: none"> <li>• Driver images copied to FastDS</li> <li>• Plan in place for Vehicle images transfer to FastDS</li> <li>• Vehicle Services staff to be trained on searching for images in FastDS</li> </ul>

		<ul style="list-style-type: none"> <li>AC Lynaugh thanked DVS and MNIT staff as well as FAST employees, for their efforts to make this happen so quickly</li> </ul>
7.	FastDS	<p>Andrea gave the report:</p> <ul style="list-style-type: none"> <li>Enhancements include automating a lot of the work for Ignition Interlock</li> <li>50 SQRs have been closed</li> <li>Improving process for scheduling skills exams</li> <li>Exploring option for text message reminders for skills exams</li> <li>Thanked Joan Kopcinski for loaning SMEs from FastDS to help in DSCO</li> </ul>
8.	MNLARS Decommissioning	Pancho reported that plan for decommissioning is in development. Rebecca Draxten is new Project Manager
9.	Self-Service	<p>Tony reported that:</p> <ul style="list-style-type: none"> <li>Survey about self-service options will soon go out to public in multiple languages</li> <li>Commissioner Harrington held meeting Dec. 2<sup>nd</sup> with board members of MDRA and DRBOA to discuss different self-service options, especially kiosks</li> </ul>
10.	Workgroups Update	<ul style="list-style-type: none"> <li>Driver Team met on Dec. 3<sup>rd</sup> and 17<sup>th</sup>. Mostly handled one-off issues and developing Quick Sheets for application documents. Sending DL Agent updates once a month instead of bi-weekly.</li> <li>Vehicle Team met Dec. 10<sup>th</sup>. Discussed Transfer-On-Death transactions, deficiencies, VTRS Definitions, and InfoHub.</li> </ul>
11.	Next Month's Agenda Items	Maintain standing topics. Remove the Overview of Project Plan.
12.	Open Discussion	<ul style="list-style-type: none"> <li>AC Lynaugh appreciated festive attire of some ESC members</li> <li>Upcoming OLA audit of FastDS Security</li> <li>Amber asked about draft legislation to address statute changes. Tony made some recommendations and the recommendations will be reviewed by the Commissioner's office.</li> </ul>
13.	Review Action Items	There were no action items to assign. ESC meetings will go on recurring schedule – 3 <sup>rd</sup> Wednesday of each month from 2:00-4:00 pm.