DRIVER AND VEHICLE EXECUTIVE STEERING COMMITTEE MEETING NOTES

Date/Time/Location:	11/20/2019 2:00-4:00 PM Itasca Conference Room
Attendees:	Tim Lynaugh, Emma Corrie, Pancho Henderson, Joan Kopcinski, Tony Anderson, Laura Laudenbach, Gaye Smith, Meagan Weber, Joe Heider, Scott Lambert, Al Lentsch, Colton Seisler, Tami Bartholomew, Thomas DeVita, Mark Mathison, Nicole Mickelson, Jessica Page, Joe Sass, Jody Verdon, Massey Afzali, Molly Hauck, Mike Law, Beckey Mechtel, Joe Lohmeier, Liz Lauder
Background:	ESC Check-in

AGENDA AND MEETING NOTES

#	Agenda Item	Meeting Notes
1.	Introductions	• Members present and on the phone introduced themselves
2.	Review Previous Action Items	• REAL ID Training and Standardization – this is an agenda item for this meeting

3.	VTRS Project Update	• Tony discussed the name MNDRIVE (Minnesota DRIVE) as the combined FastDS-VS system. Logo design has also been approved by DPS leadership
		• Fast Enterprises completed their deliverables for the preparation phase in advance of the due dates
		• At the next DVESC meeting the team will be provided with an overview of the project plan and a communications plan
		• Tony presented the Risk log.
		• EVTR summit will be held on December 10th
		• Joe Lohmeier presented the Fast Project Management Review (PMR).
		    • All project areas are on schedule. They are finishing up the definitions meetings; the upcoming summit for EVTR will be helpful. Development suggestions have been made, with limited escalation required
		• Tony gave an update on the Explorer Sessions.
		    • There have been 4 sessions with a total of 32 attendees. Overall, the participants have been pleased with what they have seen.
		• A demo was held for Deputy Registrars in Faribault in conjunction with the DRBOA board meeting.
		• Emma, Tony, and Marge Noll attended a conference with Minnesota Trucking Association (MTA)

		VTRS Risk Log 11202019.xlsx	Minnesota PMR 11 20 2019.pdf
4.	Scanning of Documents in FastVS	- Tony reported that there was interest amongst Deputy Registrars to do in-office scanning of documents. - He asked the voting members of the DVESC if they approved of moving forward with developing an implementation plan for in-office scanning. This would likely be a hybrid approach where offices will scan most documents, or mail them in if there is a problem with the scanner. - There was unanimous agreement to move forward with developing a plan.	
5.	Explore Session's Update	Covered in the Project Update	
6.	FastDS	- Joan reported that the installment of the quarterly update of the FastDS software over the weekend of November 9th-10th was successful - Discussed sync packs - DVS will need to decide how often to schedule these updates. - Fast recommends a quarterly update for a more seamless integration of new programming - In accordance with legislative changes, beginning November 18th, customers can include up to three emergency contact phone numbers on their driver's license record [the implementation of this was later put on hold by DPS leadership] - There are now 55 scanning locations for Driver Services	
7.	Real ID Training and Standardization	- Molly presented the process for communicating with DL Agents when DSCO Liaisons come across training opportunities regarding acceptable proof documents. - Isolated cases are handled one-on-one. If several offices have the same question, DSCO will send out information and direction through the bi-weekly DL Agent Update. - List for Youth documents will be sent out soon	
8.	Legacy Systems Decommissioning	- Pancho reported that the project plan has been delivered - Analysis for the project is taking place - Project will include Mainframe as well as MNLARS - ESupport Decomm will take place in Rollout 2 - There is a plan to identify and clean up as many data errors as possible during Fast's creation of mock conversions	
9.	Feedback on Self-Service Survey	- Emma said the plan is to hold 2-3 focus groups with 5-6 Deputy Registrars and DL Agents in each group. - Survey will also be conducted with various community groups - Social media will be used with the surveys	

10.	Workgroups Update	• Workgroups provided clarification on reduced fee and transfer on death questions. Messages will go out in DL Agent Update and Daily Update. • Laura said she was looking for information on the procedure change for the out-of-state reg card. She will follow up with Beckey.
11.	Next Month's Agenda Items	• Next meeting will be held on January 15, 2020 from 2-4 in Itasca • Maintain standing agenda topics o Add Stellant to Legacy Systems Decommissioning item o Add update from Vehicle Reg Taskforce
12.	Open Discussion	• Mark asked for an update about the NHTSA rule change on the odometer disclosure changing from 10 to 20 years. • MNLARS is hard-coded for 10 years. • There is a petition being sent to NHTSA to extend the deadline for compliance until 2021.
13.	Review Action Items	• Laura will follow up with Beckey on where to find information about procedure changes for out-of-state reg cards