



MEETING MINUTES

Name:	Driver and Vehicle Services Executive Steering Committee		
Meeting Date:	January 20, 2021	Organizer:	Tony Anderson
Meeting Time:	2:00pm – 4:00pm	Location:	Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 651-395-7448,,692965391# United States, St. Paul Phone Conference ID: 692 965 391#

Purpose of the Meeting
The purpose of the meeting is to discuss high-level work being completed with MNDRIVE and the decommissioning of MNLARS.

Attendance at Meeting:					
Voting Members*					
Invited:	Position:	✓	Invited:	Position:	✓
Tony Anderson*	Program Director, MNLARS, DVS		Amber Backhaus*	Minnesota Automobile Dealers Association	
Carrie Briones	Legislative Analyst, DVS		Ken Buna	FastDS-VS Project Director, Fast Enterprises	
Amanda Coppin*	Deputy Registrar, South St. Paul, DRBOA		Emma Corrie	Director, DVS	
Thomas DeVita	Program Director Support Services, DVS		Andrea Fasbender*	Program Director, Driver Services, DVS	
Jordan Haltaufderheid	Legislative Coordinator, DPS		Joe Heider*	Deputy Registrar, Hennepin County, MDRA	
Pancho Henderson	Chief Business Technology Officer, MNIT/DPS		Scott Lambert*	Minnesota Automobile Dealers Association	
Laura Laudenschach*	Deputy Registrar, Stearns County, MDRA		Liz Lauder	VTRS Admin Support, DVS	



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Mike Law	DevOps Manager, MNIT		Jeff Lenarz*	Deputy Registrar, City of Robbinsdale, MDRA	
Al Lentsch*	Northland Independent Auto Dealers Association		Joe Lohmeier	MNDRIVE System Architect, FAST Enterprises	
Tim Lynaugh	Assistant Commissioner, DPS		Allison Malack	Business Analyst, DVS	
Mark Mathison	IT Audit Director, OLA		Beckey Mechtel	Communications, DVS	
Nicole Mickelson	Budget Analyst, DPS		Vic Moore*	Minnesota Auto Auctions	
Cassandra O'Hern	Deputy Commissioner, DPS		Jared O'Reilly	Deputy Registrar, St. Paul & MNDRIVE Conversion SME, DRBOA	
Jody-Kay Peterson*	Interim Program Director, Vehicle Services, DVS		Aly Quinn	MNDRIVE Dealer SME, MADA	
Joe Sass	IT Audit Coordinator, OLA		Jeff Schwiesow*	Product Manager, BCA	
Dan Stluka	Interim Program Director, Administration, DVS		Dawn VanRyn	Project Management Office, MNIT	
Jody Verdon	Data Conversion SME, DVS		Donny Vosen*	Deputy Registrar, Brainerd, DRBOA	
Meagan Weber*	Deputy Registrar, Golden Valley, MDRA		Mike Wright	MNIT Incident Manager	

Meeting Agenda		
Subject:	Owner:	Notes:
Welcome/Introductions	All	
Review Previous Action Items	Tony Anderson	
MNDRIVE Update	Tony Anderson Ken Buna	
MNLARS Decommissioning	Pancho Henderson	
Open Discussion	All	



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Next Meeting	Tony Anderson	
Review Assigned Action Items	Liz Lauder	

Action Items Assigned		
Date Assigned:	January 20, 2021	
Assigned Owner:	Due Date:	Assigned Action Item:
Tony Anderson	Feb. 17, 2021	Add Molly and/or Mike Hintz, and John Hausladen to meeting invite and agenda

Meeting Minutes
<p>January 20, 2021</p> <p>Attendees:</p> <ul style="list-style-type: none"> DC O’Hern, AC Lynaugh, Tony Anderson, Amber Backhaus, Ken Buna, Amanda Coppin, Emma Corrie, Andrea Fasbender, Joe Heider, Pancho Henderson, Scott Lambert, Laura Laudenbach, Liz Lauder, Mike Law, Jeff Lenarz, Allison Malack, Jared O’Reilly, Jody-Kay Peterson, Joe Sass, Jeff Schwiesow, Dan Stluka, Dawn Van Ryn, Donny Vosen, Meagan Weber <p>Review Previous Action Items:</p> <ul style="list-style-type: none"> Tony - Ask Jody-Kay to discuss with her team waiving \$10 registration suspension fee during Covid-19 <ul style="list-style-type: none"> This item was completed Jody-Kay said DVS has no statutory authority to waive the fee Liz - Change occurrence of meetings back to once a month <ul style="list-style-type: none"> This item was completed Beckey - Send out communication to dealers that duplicate titles with lien releases must be printed at DVS <ul style="list-style-type: none"> This item was completed <p>MNDRIVE Update:</p> <ul style="list-style-type: none"> Tony provided an update from the DVS perspective <ul style="list-style-type: none"> Overall system performance <ul style="list-style-type: none"> Up and running for 2 months Stable. No outages 49 known issues being worked <ul style="list-style-type: none"> 15 are high priority SQRs for system corrections or changes



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- Deputy registrar technology workgroup being re-purposed to manage and prioritize SQRs for deputies
 - Process will be finalized at Jan. 25th meeting
- Phase II
 - Incorporates IFTA/IRP for trucking industry
 - Kick-off meeting occurred on Jan. 13th
 - Copies of Tony's PowerPoint presentation are available upon request
 - Updates will be included in future ESC meetings
 - Business partners from deputy registrars and trucking association will be involved in development and will attend ESC meetings
 - Mike and/or Molly Hintz – Rochester DRs
 - John Hausladen – Minnesota Trucking Association (MTA)
- EVTR
 - Dealer usage continues to grow
 - 2,700 hits as of today
 - Expanded number of dealers on Jan. 18th
 - Expanded transaction types on Jan. 18th
 - 27 dealers using EVTR
 - 16 deputy registrar offices are completing EVTR transactions
- 3M/MINNCOR
 - Meetings continue
 - 3M adding more structure to their programming
 - Pancho doing an excellent job facilitating
- Ken gave an update from the Fast perspective
 - Developers added a summary screen, by request
 - In testing phase
 - Should be ready for Production this week
 - Fix coming to reg and title screen for new vehicles
 - Screen wasn't scrolling properly
 - Fix came from home office in Denver
 - Being tested in lower environments
 - EVTR
 - Added used car dealers on Jan. 18th
 - EVTR use has been less than expected
 - Fleets
 - 2 training sessions for e-Services for Business held so far for fleet operators
 - Training sessions were well-received
 - IFTA/IRP
 - Started base configuration
 - Demo being planned for around Feb. 1st
 - Discussions about training and impact to business processes for DR offices that will participate
 - Hope to do some in-person training as well as remote
 - Driver Services



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- Letters going out to customers whose licenses/IDs expired during Covid-19 emergency and who have not yet renewed
 - Covid extension no longer available under statute
 - Licenses will expire March 31st
- Development taking place to allow customers to upload application documents before visiting offices
 - Business working on process flow, staffing, and communications

MNLARS Decommissioning:

- Pancho provided an update
 - MNLARS currently operating in read-only mode until Feb. 19th
 - MNLARS will be fully decommissioned by March 22nd
 - 65 servers have been decommissioned so far
 - HP Permits solution
 - Stellent image database
 - MNLARS drives will be destroyed beginning Feb. 20th

Open Discussion:

- Emma talked more about letter to customers with expiring driver's licenses/IDs
 - 2/3 of customers whose licenses expired during Covid peacetime emergency have renewed
 - 1/3 of customers (300,000) have not renewed
 - Even if peacetime emergency is extended, statute does not provide for more extensions to driver's licenses/IDs
 - Extensions end on March 31st
 - Letter being sent to inform 300,000 customers they need to renew
 - Translated versions available on DVS website
 - Exam stations open Saturdays for 6 weeks, beginning Feb. 20th
 - Only open for DL/ID renewals, not road tests
 - Andrea said customers who are making changes to standard credentials, plus those getting new, or renewing or upgrading to, EDL or REAL ID will be served at Exam stations on Saturdays for those 6 weeks
 - Customers may also renew at DL Agent offices
 - Letter going out no later than Jan. 25th

Review Assigned Action Items:

- Tony – Add Mike Hintz, Molly Hintz, and John Hausladen to meeting invite and agenda

Next Meeting:

- February 17th

Previous Action Items Assigned



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Date Assigned:		November 25, 2020		
✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
✓	Tony Anderson	January 20, 2021	December 22, 2020	Ask Jody-Kay to discuss with her team waiving \$10 registration suspension fee during Covid-19
✓	Liz Lauder	December 31, 2020	December 10, 2020	Change occurrence of meetings back to once a month
Date Assigned:		November 25, 2020		
✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
✓	Becky Mechtel	December 9, 2020	December 31, 2020	Send out communication to dealers that duplicate titles with lien releases must be printed at DVS

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