



MEETING MINUTES

Name:	Driver and Vehicle Services Executive Steering Committee		
Meeting Date:	September 30, 2020	Organizer:	Tony Anderson
Meeting Time:	2:00pm – 3:00pm	Location:	Join Microsoft Teams Meeting +1 651-395-7448 United States, St. Paul (Toll) Conference ID: 175 216 040#

Purpose of the Meeting
The purpose of the meeting is to discuss high-level work being completed with VTRS, FastDS 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	
Emma Corrie	Director, DVS		Thomas DeVita	Program Director Support Services, DVS	
Jon Eichten	Deputy Commissioner, MNIT		Andrea Fasbender*	Program Director, Driver Services, DVS	
Jordan Haltaufderheid	Legislative Coordinator, DPS		Joe Heider*	Deputy Registrar, Hennepin County, & MNDRIVE Dealer & Inventory SME, MDRA	
Pancho Henderson	Chief Business Technology Officer, MNIT/DPS		Scott Lambert*	Minnesota Automobile Dealers Association	
Laura Laudenbach*	Deputy Registrar, Stearns County, MDRA		Liz Lauder	VTRS Admin Support, DVS	



MEETING MINUTES

Mike Law	DevOps Manager, MNIT		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		Gaye Smith*	Deputy Registrar, South St Paul, & MNDRIVE Finance SME, DRBOA	
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	
Rollout Activities / Readiness for MNDRIVE	Tony Anderson Ken Buna	
Open Discussion	All	



MEETING MINUTES

Review Assigned Action Items	Liz Lauder	
------------------------------	------------	--

Action Items Assigned		
Date Assigned:	September 30, 2020	
Assigned Owner:	Due Date:	Assigned Action Item:
Jody-Kay Peterson	October 14, 2020	Decide how inventory will be converted and communicate that to deputy registrars
Tony Anderson	October 14, 2020	Follow up with Laura about the level of training needed for new employees
Andrea Fasbender	October 14, 2020	Ask Molly Hauck to get second person trained to handle Driver office close-outs
Becky Mechtel	October 14, 2020	Communicate to deputy registrars that they will need to decide when to stop/re-start processing dealer packets

Meeting Minutes
<p>September 30, 2020</p> <p>Attendees:</p> <ul style="list-style-type: none"> DC O’Hern, AC Lynaugh, Tony Anderson, Amber Backhaus, Ken Buna, Emma Corrie, Thomas DeVita, Andrea Fasbender, Jordan Haltaufderheid, Joe Heider, Pancho Henderson, Scott Lambert, Laura Laudenbach, Liz Lauder, Mike Law, Allison Malack, Becky Mechtel, Nicole Mickelson, Jared O’Reilly, Jody-Kay Peterson, Gaye Smith, Dan Stluka, Dawn Van Ryn, Donny Vosen, Meagan Weber, Mike Wright <p>Welcome/Introductions:</p> <ul style="list-style-type: none"> Tony welcomed everyone 7 weeks to go before MNDRIVE launch <p>Review Previous Action Items:</p> <ul style="list-style-type: none"> Liz – Change meetings to be every 2 weeks for one hour, beginning September 30th <ul style="list-style-type: none"> This task was completed on September 16th <p>Rollout Activities / Readiness for MNDRIVE:</p> <ul style="list-style-type: none"> Tony referred the group to the cutover plan that was sent out via email earlier today <ul style="list-style-type: none"> The plan is also reference during weekly cut-over meetings Timeline summary <ul style="list-style-type: none"> Tuesday, November 3rd <ul style="list-style-type: none"> Pause mail-in renewals



MEETING MINUTES

- Gives time for checks to clear and DVS to be notified of any bad payments
- Wednesday, November 4th
 - Pause personalized plate applications
 - Final DHS kick-out report
 - Turn off MNLARS online renewal
- Thursday, November 5th
 - Notify offices about when systems will be down
- Friday, November 6th
 - Finish renewing Fleet registrations and Dealer licenses for November, December, and January
 - Ken said the Dealer unit asked if dealer licensing can stay up until Monday, November 9th
 - Stop accepting MNLARS Fast Track titles
- Tuesday, November 10th
 - Last day for
 - MNLARS
 - FastDS
 - ESupport
 - Tony said the Dealer unit asked if dealer licensing can be shut down on the 9th instead
 - Discussion about only shutting down parts of ESupport
 - Gaye said she tested and it can be done
 - Complete/close all cash drawers for MNLARS and FastDS
 - Discussion about offices that are closed on Mondays
 - Ken will find out which offices will be open/closed that week
 - Dan Stluka later said that he and Jim Forsell are working on Vehicle office close-outs
 - Andrea later said she will ask Molly Hauck to train a second person for the Driver office close-outs
- Wednesday, November 11th
 - Veteran's Day – Offices are closed
 - MNLARS data conversion starts
- Thursday, November 12th
 - Offices remain closed to the public
 - Post-conversion jobs start
 - Go/No-go decision is made
 - Scott asked how to determine go/no-go
 - Ken said there is a checklist; among the items are:
 - Examine Data Conversion Verification Report
 - Coordinate with AAMVA/NMVTIS maintenance and support schedule
 - Make sure all job streams and backups have completed



MEETING MINUTES

- Still determining who is making final go/no-go decision
- Friday, November 13th
 - Offices remain closed to the public
 - Office staff can start performing post-conversion tasks
 - Switch over NMVTIS
 - Switch over BCA
 - Begin soft launch activities
 - DVS sending out requests soon for DR offices to participate in soft launch activities
 - ESC members who are also office owners and/or managers are encouraged to participate
 - Soft launch participants will have a checklist of tasks to complete
- Saturday, November 14th
 - Offices remain closed to the public
 - Continue with soft launch activities
- Discussion about customer support
 - FAST usually sends out “army” to offices, but not during Covid-19 pandemic
 - Support offered through Microsoft Teams, phone, email
 - Support for dealers still being determined
- Tony said this cutover plan is a living document and may change
 - This group will be informed of any changes

Open Discussion:

- Ken said some offices asked if road tests could still take place when offices are closed
 - He believes they could
 - Results could not be recorded until MNDRIVE is up and running
- Gaye said she was concerned about the work in process (WIP)
 - Would deputies be able to work on new paperwork if the paperwork from the legacy systems has not been processed?
 - Ken said new transactions in MNDRIVE will be reviewed by DVS staff
 - Inflight records in MNLARS will be converted
 - Dealer packets
 - Deputies will have to decide when to stop inputting in MNLARS and when to start inputting in MNDRIVE
 - Tony said WIP is discussed in weekly meetings with DVS and DPS leadership
 - Gaye said DVS should communicate with offices about when expedited (a.k.a. Fast Track) requests would be shut down
- Laura asked about the go-live checklist
 - Ken said every user will have to-do items
 - One user per office, at least, should complete the checklist
- Joe asked if DVS has made decision about how to handle inventory – whether or not to convert the one-offs
 - Ken said decision hasn’t been made about converting missing inventory
 - Three options are:



MEETING MINUTES

- Don't convert the one-off missing items
- Don't extract them from MNLARS
- Convert them and have DRs mark each one manually as "not available"
- Joe asked why MNLARS has been performing slowly lately
 - Mike Law said it was an issue with the carts
 - Data Team and MNIT are working to resolve the issue
- Laura asked about training new staff
 - Some staff have been hired to work on very specific tasks
 - Is it necessary for them to go through all tiers of training?
 - Tony will follow up with Laura about levels of training for new staff
 - Gaye said security parameters determine what parts of the system an employee can access
- Gaye asked about procedure when NMVTIS or VINTelligence goes down
 - Allison said the business decision was to allow deputies to complete most transactions
 - Work would go into forced review at DVS
 - Deputies would not be allowed to complete duplicate title transactions
- Gaye asked what EVTR work can be done when NMVTIS is down
 - Allison said deputies would not be able to issue titles

Review Assigned Action Items:

- Jody-Kay – Decide how inventory will be converted and communicate that to deputy registrars
- Tony – Follow up with Laura about the level of training needed for new employees
- Andrea - Ask Molly Hauck to get second person trained to handle Driver office close-outs
- Beckey – Communicate to deputy registrars that they will need to decide when to stop/re-start processing dealer packets

Previous Action Items Assigned

Date Assigned: September 16, 2020

✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
✓	Liz Lauder	September 18, 2020	September 16, 2020	Change meetings to be every 2 weeks for one hour, beginning September 30 th

Next Meeting



MEETING MINUTES

Date:	October 14, 2020	Time:	2:00pm – 3:00pm	Location:	Join Microsoft Teams Meeting +1 651-395-7448 United States, St. Paul (Toll) Conference ID: 175 216 040#
--------------	------------------	--------------	-----------------	------------------	-----------------------------------------------------------------------------------------------------------------------------------------------