DRIVER AND VEHICLE EXECUTIVE STEERING COMMITTEE

Date/Time/Location:	April 15, 2020/2:00-4:00 pm/Conference call
Attendees:	Cassandra O'Hern, Tim Lynaugh, Emma Corrie, Andrea Fasbender, Tom Henderson, Pancho Henderson, Mike Law, Dawn Olson, Allison Malack, Nicole Mickelson, Dawn Van Ryn, Beckey Mechtel, Joe Heider, Gaye Smith, Colton Seisler, Scott Lambert, Laura Laudenbach, Jeff Schwiesow, Donny Vosen, Ken Buna, Mark Mathison, Joe Sass, Jordan Haltaufderheid, Aly Quinn, Tony Anderson, Liz Lauder
Background:	ESC Check-in

AGENDA AND MEETING NOTES

#	Agenda Item	Meeting Notes
1.	Introductions	• Liz went through the attendee roster. Participants on the call identified themselves
2.	Review Previous Action Items	• All previous action items were completed

3.	Covid-19	• Tony provided update on how Covid-19 and shelter-in-place order has affected MNDRIVE project
		   o DR offices are closed to the public, but 10 DRs have been testing scenarios
		     ▪ DRs are from Rochester, Stearns County, Hennepin County, South St. Paul, and Brainerd offices
		     ▪ Over 1,000 scenarios tested so far
		     ▪ 7 DRs will continue testing through May 4th
		   o 5 DRs are verifying converted MNLARS data
		     ▪ Laura Laudenbach described process for the 2 employees in Stearns County office. They are comparing data in MNLARS with converted data in MNDRIVE and reporting ones that are different. They take screenshots and attach them to a report
		   o Training team looking into doing remote training
		   o Base Configuration project milestone was completed on April 8, 2020
		• Emma thanked everyone for doing their part to keep project going. DVS continues to provide essential services during the peacetime emergency declaration. Recently re-opened services to trucking industry (IRP/IFTA)
		• AC Lynaugh also offered thanks

4.	VTRS Project Update	• Ken gave project update from FAST's perspective
		   o 4 open Decision Requests
		   o FAST Change Management team member just joined MNDRIVE project
		   o Making progress with MINNCOR interfaces

		○ Legislation for Reg Tax calculation change to MSRP recently signed by governor. Tax rate not a big change from where it is now
		○ Training team looking at distance learning software, making sure it fits with MNIT standards. Distance learning actually a benefit for DRs; they won't have to take so much time away from their office work
		○ Testing of scenarios and converted data by some deputy registrars during office closure is huge win for project
		○ Data Conversion team producing reconciliation reports. Business to decide what data to convert
		• Tony provided project update from DVS perspective
		   ○ 11 Risks
		      ■ Reg Tax calculation risk might change now that legislation has been signed into law
		      ■ REAL ID risk also might change. Waiting for offices to reopen to see if customer demand will decrease
		      ■ Scanner deployment – 3 in 1 scanner arrived right before telework began. This is possible solution for smaller offices. Will test scanner when back in office
		      ■ Work In Process backlog levels are going down during office closures and staff doing telework
		      ■ EVTR – responded to Dept. of Admin's requests for changes because of new RFP template. RFP should be published soon
		   ○ Project update
		      ■ Confidence level continues to be high. Despite Covid-19 issues, expect to launch project on time
		      ■ Base Configuration complete
		      ■ IV&V interviews being conducted this week for 2nd quarterly review. ESC voting members have meeting scheduled for tomorrow
		      ■ Change Management plan approved. A copy of the plan will be sent to this group

5.	REAL ID Statistics	• Working on the following dates for applications: ○ EDLs – January 29th ○ REAL IDs – February 26th ○ Standard – March 10th • Work in Process totals (as of 4/14/20): ○ EDLs – 49,310 ○ REAL IDs – 31,042 ○ Standard – 4, 855 • Year-to-date totals of completed applications (as of 4/14/20): ○ EDLs – 953 ○ REAL IDs – 4,301 ○ Standard – 553
6.	FastDS	• Andrea said Driver Services staff answering a lot of legislative requests, especially about REAL ID. Changes to document requirements now posted on website • DRBOA/MDRA business partners making suggestions for enhancements to FastDS. Recently implemented changes to pre-application • Now able to renew seasonal farm CDLs online

		• Upcoming discussion on using SMS texting to confirm testing appointments • Question if recent updates to REAL ID document requirements has been sent to deputy registrars. Just sent in DVS Weekly Update, and included links to website
7.	MNLARS Decommissioning	• Decommissioning on hold right now • Stellent hardware ready to be removed once staff is back on site • OLA requested more documentation of staff hours spent on decommissioning. Should be completed by end of next week
8.	Workgroups Update	• Driver Services workgroup meeting canceled because of telework transition • Vehicle Services workgroup met on April 7th. Topics included clearing bonds, telework during Covid-19 outbreak, and transaction turnaround time

9.	Next Month's Agenda Items	• Keep same topics
		• Give Covid-19 update
		• Request for deeper discussion of WIP. DRs sending some work to St. Paul, but mail room staff not at headquarters to process it
		    o Tom said 5,000 new items received from DRs since offices closed to public
		    o Expect to be caught up on title applications early next week
		    o Document scanning staff to return on limited basis

10.	Open Discussion	• Request for DVS to provide direction on how offices should re-open after shelter-in-place order is lifted
		    o Emma said DVS will provide best practices and share info on how DVS plans to operate
		    o Deputy registrars will decide for themselves how to implement
		• Announcement of change in DVS leadership
		    o Tom Henderson retiring on June 5th
		    o Position posted hopefully next week
		    o Stakeholders will be involved in selection process
		    o Wishing Tom all the best and thanked him for years of service to DVS and Minnesota residents

11.	Review Assigned Action Items	• Tony will send OCM plan to this group • Tony will add discussion of WIP to next agenda • Tony will include best practices for return to operations to next agenda