



MEETING AGENDA

Name:	Vehicle Services Business Process and Communications Meeting		
Meeting Date:	September 3, 2019	Organizer:	Tony Anderson
Meeting Time:	10:00am – 11:00am	Location:	MNLARS Conference Room Conference # – 888-742-5095 User ID – 479-123-8771

Purpose of the Meeting
The purpose of the meeting is to discuss vehicle services business processes and communications.

Attendance at Meeting					
Invited:	Position:	✓	Invited:	Position:	✓
Amber Backhaus	Minnesota Automobile Dealers Association		Mary Filzen	Hutchinson Deputy Registrar Office (MDRA)	
Amanda Coppin	South St Paul Deputy Registrar Office (DRBOA)		Patty Hanscom	Faribault Deputy Registrar Office (DRBOA)	
Jared O'Reilly	St Paul Deputy Registrar Office (MDRA)		Jennifer Kurtzhalts	Dakota County Deputy Registrar Office (MDRA)	
Chuck Moulder	Hennepin County Deputy Registrar Office (MDRA)		Erin Olson	Rochester Deputy Registrar Office (MDRA)	
Sidney Hagen	Scott County Deputy Registrar Office (DRBOA)		Matt Krumholz	Martin County Deputy Registrar Office (DRBOA)	
Jim Forsell	Deputy Support Supervisor		Craig Plummer	Title and Registration Manager	
Allison Malack	MNLARS Business Analyst		Jody Verdon	MNLARS Business Analyst	
Tony Anderson	MNLARS Program Director		Becky Mechtel	MNLARS Information Officer	



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Subject:	Owner:	Notes:
Introductions	All	
Review Previous Action Items	Tony Anderson	
Release 1.16.2 Update	Tony Anderson	
Expedited Title Process	Craig Plummer Jim Forsell	
Critical Habitat Fee Collection	Beckey Mechtel	
Vehicle Services Reminder / Communication Opportunities	All	
Review Assigned Action Items	Tony Anderson	

Action Items Assigned		
Date Assigned:	August 6, 2019	
Assigned Owner:	Due Date:	Assigned Action Item:

Previous Meeting Minutes
<p>August 6, 2019</p> <ul style="list-style-type: none"> • Introductions / Attendees <ul style="list-style-type: none"> • Amber Backhaus, Mary Filzen, Amanda Coppin, Patty Hanscom, Jared O'Reilly, Jennifer Kurtzhals, Duck Moulder, Eric Olson, Jessica Jensen, Matt Krumholz, Craig Plummer, Jody Verdon, Tony Anderson and Beckey Mechtel • Review Previous Action Items <ul style="list-style-type: none"> • See notes in previous action items



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- Release 1.16.1 Update
 - Discussed the release that occurred on Sunday, July 28th and the effective date of Thursday, August 1st for the legislative fee changes for increase of filing fees and technology surcharge

- Release 1.16.2
 - Discussed the content of the release and the timeline
 - Release scheduled to occur Sunday, August 25th for the legislative plate fee and duplicate sticker fee changes. The fees will be effective on Sunday, September 1st

- Vehicle Services Reminder / Communication Opportunities
 - Amanda had a question about the expedited fees
 - The fees didn't change, but the question is if there has been any changes to when the expedited title process could occur
 - Agenda item for the next meeting
 - Jenny had a question regarding the critical habitat contribution fee
 - Discussed when the contribution fee is applicable as communication was sent out in the vehicle Deputy Registrar update
 - Agenda item for the next meeting
 - Jenny had a question regarding vehicles that leave MN to WI and then the vehicle is brought back into MN
 - Reference the fee chart
 - Amanda asked if a quick reference document could be setup for transfer on death transactions
 - Action item assigned to Beckey
 - Amanda discussed having a link for the training site as there are gaps w/ InfoHub
 - Action item assigned to Beckey

Previous Action Items Assigned				
Date Assigned:		July 9, 2019		
✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
	Beckey Mechtel	July 23, 2019		Review communication that was previously sent out regarding the conversion of commercial one ton truck to non-commercial one ton truck
	Beckey Mechtel	July 23, 2019		Develop communication to Deputy Registrars on how to handle titles that should have been issued a conditional title – Beckey has



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				engaged the business and will follow up to close out this action item
Date Assigned:		July 23, 2019		
✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
	Becky Mechtel	August 6, 2019		Evaluate the issuance of personalized plate with IAhawk1 / IAhawkI – To continue to research – Becky discussed the procedure – special plates unit would send out notice – Amanda – engaged Tom Evans and this would be grandfathered – Becky stated that special plates will need to be engaged
	Craig Plummer	August 6, 2019		Identify process on repossessions w/ deficiencies - Amanda provided additional context – looking for a quick reference guide on clearing up of repossessions – title application that resulted in a deficiency issued and was then repossessed
	Craig Plummer	August 6, 2019		Process to complete the transaction for a permit from a Florida dealer and the permit is expired – Becky – recapped the situation – customer only had the purchase agreement – internal communication – Jody – did you provide it from a MN dealer – if not, need to work with the previous state – add to deputy registrar communication update
Date Assigned:		August 6, 2019		
✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
	Becky Mechtel	September 3, 2019		Develop a quick reference for transfer on death transactions
	Becky Mechtel	September 17, 2019		Web link for the training site as there are gaps w/ InfoHub

Next Meeting				
Date:	September 17, 2019	Time:	10:00am-11:00am	Location: MNLARS Conference Room