



Unified Carrier Registration Plan **Board Meeting Agenda**

November 4, 2021
12:00 p.m. – 3:00 p.m. Eastern Time

Teleconference and Screen Sharing

Screensharing Meeting Information:

Join Zoom Meeting: <https://kellen.zoom.us/j/95801400508>

Dial-In Information:

Toll Numbers: +1 929 205 6099 or +1 669 900 6833

- or -

Toll Free Numbers: 877 853 5247 or 888 788 0099

Meeting ID: 958 0140 0508

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
November 4, 2021**

AGENDA

- I. Welcome and Call to Order** – UCR Board Chair
The UCR Board Chair will welcome attendees, call the meeting to order, call roll for the Board, confirm the presence of a quorum, and facilitate self-introductions.
- II. Verification of Meeting Notice** – UCR Executive Director
The UCR Executive Director will verify publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail followed by subsequent publication of the notice in the *Federal Register*.
- III. Review and Approval of Board Agenda** – UCR Board Chair
For Discussion and Possible Action
The proposed Agenda will be reviewed, and the Board will consider adoption.
- Ground Rules
- Board actions taken only in designated areas on agenda
- IV. Approval of Minutes of the September 23, 2021 UCR Board Meeting** – UCR Board Chair
For Discussion and Possible Action
Draft Minutes of the September 23, 2021 UCR Board meeting will be reviewed. The Board will consider action to approve.
- V. Report of Federal Motor Carrier Safety Administration (FMCSA)** – FMCSA Representative
The FMCSA will provide a report on relevant activity.
- VI. Updates Concerning UCR Legislation** – UCR Board Chair
The UCR Board Chair will call for updates regarding UCR legislation since the last Board meeting.
- VII. SUBCOMMITTEE REPORTS**
- Audit Subcommittee** – UCR Audit Subcommittee Chair
- A. Proposal to Select New Independent Auditing Firm of the UCR Depository** – UCR Executive Director and UCR Depository Manager
For Discussion and Possible Board Action
The UCR Executive Director and the UCR Depository Manager will present a proposal to the Board for consideration to initiate a request for proposal (RFP) to identify and engage a new independent auditing firm to conduct an assurance engagement of the UCR Depository's financial statements for the year ending December 31, 2021. It is a widespread practice to rotate auditing firms every four years to ensure proper integrity of the audit process. The current firm has now provided these audit services for the past four years from 2017 – 2020. The UCR Audit Subcommittee recommends to the Board that it proceeds with an RFP process to engage a new auditing firm for the financial statements ending December 31, 2021. The Board may take action to approve the issuance of an RFP to engage a new auditing firm for an audit of the UCR Depository.

B. Proposal to Adopt Written Internal Control Policies and Procedures for the UCR Depository – UCR Executive Director and UCR Depository Manager

For Discussion and Possible Board Action

The UCR Executive Director and the UCR Depository Manager will lead a review of the draft of written internal control policies and procedures entitled, “Accounting Guidelines” intended for implementation by the Depository. The UCR Audit Subcommittee recommends to the Board that it adopts the written internal control policies and procedures. The Board may take action to adopt written internal control policies and procedures.

C. Support States to Improve Registration Compliance – UCR Audit Subcommittee Chair and DSL Transportation, Inc. (DSL)

The UCR Audit Subcommittee Chair and DSL will lead a discussion regarding methods to help participating states improve registration compliance (percentages). Suggested methods include educating various constituents such as state registration offices, state motor carrier association offices, state highway patrols, etc. New entrant audits are an additional suggestion. The UCR Audit Subcommittee recommends a process to document “best practices”, develop guidelines for process improvements and a checklist to improve registration compliance percentages.

D. UCR Compliance Snapshot – UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair will review the latest numbers and statistics pertaining to states’ compliance with Board mandated registration and audit percentages.

Finance Subcommittee – UCR Finance Subcommittee Chair

A. Maturing of Certificate of Deposit (CD) – UCR Depository Manager

For Discussion and Possible Board Action

The UCR Depository Manager will provide an update on the CD that will mature on November 12, 2021. The Board may take action to reinvest the proceeds.

B. Update on Draft of Calendar Year 2022 Budget – UCR Depository Manager

The UCR Depository Manager will provide an update on the continued development of the 2022 operating budget. The budget will be presented to the UCR Board at the December 16, 2021 Board meeting for the Board’s consideration and adoption.

Education and Training Subcommittee – UCR Education and Training Subcommittee Chair

A. Update on Future Training Initiatives – UCR Education and Training Subcommittee Chair

The UCR Education and Training Subcommittee Chair will provide an update on the planned future training initiatives for the UCR Plan.

VIII. Contractor Reports – UCR Executive Director

• **UCR Executive Director’s Report**

The UCR Executive Director will provide a report covering recent activity for the UCR Plan.

• **DSL Transportation Services, Inc.**

DSL Transportation Services, Inc. will report on the latest data from the Focused Anomaly Reviews (FARs) program, discuss motor carrier inspection results, and other matters.

- **Seikosoftware**
Seikosoftware will provide an update on recent/new activity related to the National Registration System.
- **UCR Administrator Report (Kellen)** – UCR Operations Director and UCR Depository Manager
The UCR staff will provide a management report covering recent activity for the Depository, Operations, and Communications.

IX. Other Business – UCR Board Chair
The UCR Board Chair will call for any other items Board members would like to discuss.

X. Adjournment – UCR Board Chair
The UCR Board Chair will adjourn the meeting.