



Unified Carrier Registration Plan

Audit Subcommittee Meeting

December 2, 2021
12:00 P.M. – 2:00 P.M. Eastern Time

Zoom Meeting and Screenshot

Meeting URL: <https://kellen.zoom.us/j/92480344706>

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Meeting ID: 924 8034 4706

Subcommittee Members

Mike Hoeme, Chair

William Debord

Suzanne Stillwell

Eric Belford

Crystal Boies

Amanda Shehane

Verna Jackson

Rod Moser

Ryan Nance

Jessica Kines

Inga Johnson

Abe Droste

**UNIFIED CARRIER REGISTRATION PLAN
AUDIT SUBCOMMITTEE MEETING
December 2, 2021**

AGENDA

- I. Call to Order** – Subcommittee Chair
The Subcommittee Chair will welcome attendees, call the meeting to order, call roll for the Subcommittee, confirm whether a quorum is present, and facilitate self-introductions.
- II. Verification of Publication of Meeting Notice** – UCR Executive Director
The UCR Executive Director will verify the publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail followed by the subsequent publication of the notice in the *Federal Register*.
- III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules** – Subcommittee Chair
For Discussion and Possible Subcommittee Action
The Agenda will be reviewed, and the Subcommittee will consider adoption.
- Ground Rules
➤ Subcommittee action only to be taken in designated areas on the agenda.
- IV. Review and Approval of Subcommittee Minutes from the October 21, 2021 Meeting** – Subcommittee Chair
For Discussion and Possible Subcommittee Action
Draft minutes from the October 21, 2021 Subcommittee meeting via teleconference will be reviewed. The Subcommittee will consider action to approve.
- V. Review Proposals Received for External Audit of the UCR Depository** – UCR Executive Director and UCR Depository Manager
For Discussion and Possible Subcommittee Action
The UCR Executive Director and the UCR Depository Manager will discuss the proposals received from the respondents to the request-for-proposal (RFP) that was distributed to four selected firms in November. The purpose of the RFP was to begin a process 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. The proposals received will be tabulated, ranked, and then presented to the Subcommittee. The Subcommittee may consider making a recommendation to the Board to engage a new auditing firm for the financial statements ending December 31, 2021.
- VI. Discussion of the UCR Internal Controls Procedures Report Prepared by the Independent Audit Firm** – UCR Executive Director and UCR Depository Manager
The UCR Executive Director and the UCR Depository Manager will lead a discussion of the report on the Internal Controls Review that was performed by Williams, Benator & Libby (WBL). The response to the report from Kellen will also be reviewed and discussed.

- VII. Motor Carriers Selecting Option B for UCR Renewals** – Subcommittee Chair, UCR Executive Director, and DSL Transportation, Inc. (DSL)
The Subcommittee Chair, UCR Executive Director, and DSL will discuss issues related to motor carriers who select Option B to renew UCR registration. The discussion will include consideration of the “pros” and “cons” regarding the potential requirement on motor carriers to upload a list of intrastate exempt vehicles to the National Registration System when registering in the portal.
- VIII. Review 49 CFR § 392.2 Violations** – Subcommittee Chair and DSL
The Subcommittee Chair and DSL will review the 49 CFR § 392.2 violations in the State of Kansas (Kansas) for the month of October 2021. The discussion will highlight the financial value to Kansas by vetting these companies for UCR compliance, commercial registration, IFTA, intrastate, and interstate operating authority. 49 CFR § 392.2 requires commercial motor vehicles to operate in accordance with the laws, ordinances, and regulations of the jurisdiction in which they are operating within.
- IX. Vetting the Shadow MCMIS Report** – Subcommittee Chair, Verna Jackson, and DSL
The Subcommittee Chair, Verna Jackson, and DSL will update the Subcommittee on the value achieved by vetting the Shadow MCMIS report in Kansas. The discussion will highlight the financial value to Kansas by vetting these companies for UCR compliance, commercial registration, IFTA, intrastate, and interstate operating authority.
- X. Review States’ Audit Compliance Rates Compliance Percentages for Focused Anomaly Reviews (FARs) for Registration Years 2020, 2021, and 2022** - Subcommittee Chair
The Subcommittee Chair will review audit compliance rates for the states for registration years 2020, 2021, and 2022 and included compliance percentages for FARs, retreat audits, and registration compliance percentages.
- XI. Support States to Improve Registration Compliance** – Subcommittee Chair and DSL
The Subcommittee Chair and DSL will lead a discussion regarding methods to help participating states improve registration compliance (percentages). Suggested methods might 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. Input from the Subcommittee on other ideas is encouraged.
- XII. Seeking Vice-Chair for the UCR Audit Subcommittee** – Subcommittee Chair
The Subcommittee Chair will lead a discussion regarding interest in the vacant Subcommittee Vice-Chair position.
- XIII. Other Business** – Subcommittee Chair
The Subcommittee Chair will call for any other items Subcommittee members would like to discuss.
- XIV. Adjournment** – Subcommittee Chair
The Subcommittee Chair will adjourn the meeting.