



MINUTES

**MTC Combined Electronic Registration Coordinating Committee
Teleconference Meeting
September 16, 2004
11:00 a.m. – 12 Noon (Eastern)**

I. Welcome and Introductions

The meeting convened by teleconference at 11:00 a.m. Eastern time.
Representatives from the following states were in attendance:

Jane Page, SD, Chair
Debbie Peterson, TX, Vice Chair
Tom Atchley, AR
Travis Venable, AR
Roberta Overton, AR
Rod Erickson, IA
Steve Wilson, ID
Steve Miller, ID
Candy Simms, Brad Carol +, KY
Mary Avery, MI
Doug Fuller, MI
Stephanie Weber, MN
Rita Hale, MN
Ruth Rowley, MN
Dave Zanone, MO
Susan White, MO
Heather Looten, MO
Willie Hucks, NC
Gary Anderson, ND
Ellen Thompson, NE
Bill Riesenberger, OH
Kathy Fuoss, SD
Becky Seale, TX
Scott Smith + 5, UT
Rebecca Johnston, WA
Sonya Smith-Pratt, WA
Nonnie Phan, WA

MTC Staff: Naresh Verma, Joseph Li, Susan Ribe

II. Review of Agenda

III. Public Comment Period

No members of the public were present.

IV. Discussion of Revisions to Business Plan & Update Data Elements

Naresh Verma reported that version 3 of the Project Plan is posted. Version 4 would be posted shortly. Mr. Verma went over the CETR. The XML schema has been approved. The traditional registration system (TRS) is still being worked on by MTC. They have completed the platform independent model design. (The states would be able to convert this to their own systems.) They have completed the first level prototype, which is on paper. Next is the second level implementation of the TRS. Then they will bring in the testing states.

In response to a question, Mr. Verma explained that because the model design is highly proprietary, any availability of the model to the states would have to be authorized, such as by an SSTP body. Mr. Verma is able to discuss aspects of the model individually with state participants.

Ms. Peterson reported that TIGRS is working on a user guide for state technology users, including schema and other aspects. She hopes to review the draft guide at the TIGRS meeting in October.

Mr. Verma continued his report, indicating that the bulk of time in October would be programming the TRS application, followed by documentation for requirements for pilot testing. The TRS is now scheduled for rollout on 2/17/05. The Streamlined portion will be built after that.

Ms. Page reported that the pilot states have been selected, but there is still the possibility that states will drop out or be added. AR, IA, and WI expressed the possibility of becoming new pilot states.

Ms. Page also reported on the result of evaluation of address standardization software. It was determined that the software was beyond the budget of the project. States that have address standardization software will use that on their end. Ms. Page also announced that passwords for accessing push/pull information will be sent by email.

Ms. Peterson announced that the legal name change survey that was sent last week is due next Tuesday (September 21st). Susan Ribe will send a reminder with a copy of the survey.

KY asked whether they can submit changes to the state data for version 2 of the system. Ms. Peterson responded that future changes may need to be funneled through TIGRS. Ms. Weber suggested that KY send the changes to her.

V. Other Matters Relevant to the Committee's Work

VI. Next Steps

VII. Future Meeting Plans

The next teleconference is scheduled for September 30, 2004 at 11 a.m. Eastern.