**LOUISIANA UNIFORM LOCAL SALES TAX BOARD**

**Budget Workshop-Open Meeting**

**November 2, 2017 9:00am**

The Louisiana Uniform Local Sales Tax Board held a budget workshop at the LMA Building, 700 N 10th Street, Baton Rouge, LA 70802, on Thursday, November 2, 2017 at 9:08am. The following board members were in attendance: Donna Andries, Tiffani Delapasse, John Gallagher, Mark West, Scott Richard, Amber Hymel, and Greg Ruppert. Absent: Mike Ranatza

The meeting was opened with Donna Andries acknowledging a letter received from Roland Dartez of the Police Jury Association naming Mark West as his proxy for the day’s meetings.

The budget discussion began by identifying Mark West provided the set up for the mock budget, while the numbers came from Donna Andries’ analysis of the collections received from the DMV collections. The numbers were reduced by the amounts associated with Plaquemines and St. James parishes due to pending litigation.

Mr. Richard offered before reviewing and/or adopting the budget the board should focus on developing a strategic plan along with the goals and objectives of the board, then moving to develop a budget around these goals.

Mrs. Hymel also identified five steps stated in the introductory packet for board development that may need to be addressed before a budget is attempted. We will need to develop a job description for the Executive Director before we determine a salary. We will also get comparison numbers for each budget line item.

Discussion: Ms. Karen White informed the board that in December the Legislative Auditor’s office will have foundational information related to the local government budgeting act and statistical analyses they would like to present to assist the board.

Mr. Richard raised the possibility of public questions and concerns based on any budget presented for approval in a public setting. The board needs to be prepared to answer any and all questions on policy, objectives, and facilitation of taxpayer dollars when the budget is presented. Mr. Gallagher agreed in order to protect the board from further scrutiny, we should develop a strategic plan along with a job description for the executive director.

The board also determined that the numbers on the mock budget are comparable to the prevailing rates in Baton Rouge. Mrs. Delapasse validated this fact based on her own offices experience and pay rates. As for other expenditures it was determined we should get some estimates in order to identify areas of the budget that need to be adjusted accordingly.

The Board will set the framework of the budget with the ability to amend at a later date. Mrs. Andries stated the agenda item on the Public Notice of Budget Hearing is just a form /placeholder and is not offering the actual date of hearing or the budget numbers.

The Board also discussed other budget expenditures. For example, insurance programs, legal counsel and software systems. The board needs to ready itself to explain in detail any items the public wishes to be clarified.

A call for public comment was made with the only response being from Mrs. Karen White, in which Mrs. White reiterated the willingness of the Legislative Auditor’s Office to assist our board in December.

The meeting was adjourned by Donna Andries.

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/s/ Donna Andries, Chairperson

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/s/ Greg Ruppert, Vice Chairperson