



Louisiana Uniform Local Sales Tax Board

Minutes of the Regular Meeting Thursday, December 17, 2020 ~ 1:30 PM Zoom Conference Call

MEMBERS & PROXIES PRESENT (P) / ABSENT (A):

Members:

Dr. Janet Pope, LA School Board Executive Director	__A__
Mike Ranatza, LA Sheriff's Association Executive Director	__A__
John Gallagher, LA Municipal Association Executive Director	__P__
Guy Cormier, Police Jury Association of Louisiana Executive Director	__A__
Amanda Granier, LA School Board Association Appointee	__P__
Shawn McManus, LA Sheriff's Association Appointee	__P__
Kressy Krennerich, LA Municipal Association Appointee	__P__
Jeffery LaGrange, Police Jury Association of Louisiana Appointee	__P__

Proxies:

Neshelle S. Nogess, LA School Board Association	__P__
Gregory Ruppert, LA Sheriff's Association, Chairman	__P__
Karen Day White, LA Municipal Association (Attendance Only)	__P__
_____, Police Jury Association of Louisiana (Vacant)	_____

STAFF PRESENT:

J. Roger Bergeron, Executive Director	_____
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OTHERS PRESENT:

Rick Mekdessie

Andrew Kolb

Administrators participating via the Zoom Web Conferencing platform.

Each member of the Board received the following documents prior to the meeting:

1. Meeting Agenda 12/17/2020
2. Financial Statements for the Period Ending 11/30/2020
3. Year to Date Budget 7/1/2020 – 11/30/2020
4. Monthly Bills Paid as of 11/30/2020
5. Minutes from the 10/15/2020 (Corrected) and 11/12/2020

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Roll Call

Chairman Ruppert called the meeting to order at 1:30 PM. The secretary called the roll and a quorum (5 members / 2 proxies) was established.

Adoption of the Agenda

ON MOTION OF Amanda Granier, SECONDED BY Chairman Ruppert, AND CARRIED, the Board voted to adopt the agenda of the meeting of the LA Uniform Local Sales Tax Board held 12/17/2020

Approval of the Minutes of the LA Uniform Local Sales Tax Board Held (Date)

ON MOTION OF Neshelle Nogess, SECONDED BY Shawn McManus, AND CARRIED, the Board voted to approve the corrected minutes of the meeting of the LA Uniform Local Sales Tax Board held 10/15/2020.

ON MOTION OF Neshelle Nogess, SECONDED BY John Gallagher, AND CARRIED, the Board voted to approve the minutes of the meeting of the LA Uniform Local Sales Tax Board held 11/12/2020.

Remote Seller Commission Update

Rene Roberie, Executive Director of the LA Remote Seller's Commission provided an update on the monthly distributions.

HR 31 Study Group Update

Andrew Kolb reported the last meeting of the HR 31 Study Group was held on 11/16/2020. A report was circulated to all board members. No draft of written report of the study group. No proposed legislation as of yet.

Board Member Requests

Dr. Janet Pope, Executive Director of the LA School Board's Association – requested the Board to start conversations regarding Fees for Services by parish sales tax offices who have not signed the LULSTB funding agreement. Suggestion from Karen White to create a subcommittee. Chairman Ruppert stated it would be placed on the January 2021 meeting agenda.

Technology Report

Rick Mekdessie provided an update on the Look Up system statistics, discrepancies, user insights and bulk uploads.

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Executive Director's Report

Roger Bergeron provided his Executive Director's report in writing. See attached.

Financial Reports

ON MOTION OF Amanda Granier, SECONDED BY Chairman Ruppert, AND CARRIED, the Board voted to accept the financial reports as presented, the year to date budget and expenditures of the LULSTB.

Election of Officers 2021

The following persons were nominated and the Board elected the following Officers for 2021 without opposition:

1. Chairman – Greg Ruppert (Nominated by John Gallagher, 2nd by Kressy Krennerich)
2. Vice Chairman – Kressynda Krennerich (Nominated by Greg Ruppert, 2nd by John Gallagher)
3. Secretary – Neshelle Nogess (Nominated by Kressy Krennerich, 2nd by Jeff LaGrange)

Other Business

Presentation and adoption of the 2021 meeting calendar at the January 2021 meeting.

Adjournment

ON MOTION OF Neshelle Nogess, SECONDED BY Kressy Krennerich, AND CARRIED, the Board voted to adjourn at 2:58 PM.

LOUISIANA UNIFORM LOCAL SALES TAX BOARD

Regular Meeting

November 17, 2020 01:30 PM

Executive Director's Report

8. Executive Director's Report

VDA Applications

Five new since 11/30, est tax \$946K , encouraging sign

- New Assessment Forms [required by Act 118]
Prepared and sent to Andrew for legal review (12/14)
Shared w/ Gail, Chair w/LATA Forms
Distribute by email to all collectors pre-1/1/21
- Inquiries via Website
Good thing- indicates increasing use
Subject matter disposition
- Fiber Optic Rebate
Act 35 required S & L to establish program
JAC -Grants awarded
JAC has reached out to LDR for joint claim instructions/form

Office Space

Andrew lead, visit site on 11/23, MPERS bldg. in BR
10,000 SF available, good location, terms favorable
Revisit after Christmas

- LWCC Premium Audit
Prepared by F&W
Rec'd phone call concerning "contract labor" ???
- Multi-parish Audit Program (Status)
Reached out to one B&I rep
- Refund Claim regulation (Status)
Ordinance search- as to "form and manner"
(1) under "oath" and (2) "as prescribed by the collector"
Will need to determine minimum requirement language as to
"documentation"

Executive Director's Report, Cont.

- **Audit Best Practices regulation (Status)**
First draft instructions to JA- combine whether or/not in house or K
JA & I meeting w/ Andrew 11/19 (segregate 337.26 requirements)
Conversation w/ LATA Audit Comm co-chair on objective

- **Reminders: Ethics & Sexual Harassment Training**

Ethics training: (me and contract employees (Andrew ??))

Sexual Harassment

- a. The Executive Director shall be responsible for maintaining records of the compliance of each Board Member and employee in the agency with the mandatory training requirement. It is the responsibility of each Board Member and each employee to provide documentation of such training to the Executive Director before December 1 of each year. [SEP]
- b. A.(1) Each public servant shall receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of his public employment or term of office, as the case may be.

Personal Financial Disclosure- due n/l/t May 1, 2021

9. Financial Reports [pre-submitted Dec. 11]

- **Statements as of 11/30/20**
- **Y-T-D Budget Review**
Mid-year adjustments, BTA Filing System ??
Opening up API feature (Tax Watch license impact)
- **Bills Paid Review/Approval**