**LOUISIANA UNIFORM LOCAL SALES TAX BOARD**

**July 11, 2018**

**Regular Meeting**

The Louisiana Uniform Local Sales Tax Board held its regular meeting at the LMA Building, 700 N 10th Street, Baton Rouge, LA 70802, on Wednesday, June 11, 2018 at 10:00 am.  The following board members were in attendance:  Donna Andries, Greg Ruppert, Amber Hymel, Tiffani Delapasse, Mark West (Proxy for Roland Dartez), and Amanda Granier (Proxy for Janet Pope, who was also in attendance).  Absent:  Mike Ranatza and John Gallagher.

**OLD BUSINESS:**

* Motion by Greg Ruppert, seconded by Tiffani Delapasse to approve the Board minutes of the June 29, 2018 Special Board meeting. Item unanimously passed.

**EXECUTIVE DIRECTOR’S REPORT NOT REQUIRING BOARD VOTE**

* Mr. Bergeron reported to the Board on the following items:
	+ Mr. Bergeron deferred to Mr. Cline to present the VDA policy and Private Local Letter Ruling policy creations and promulgation processes. The process to promulgate the rule will take up to three months in the least.
	+ Mr. Cline provided each member with a copy of the proposed policies prior to the meeting for review. During the meeting there were a few questions as to application date, actual requirements in regards to registration with the parishes, etc. The Board did decide to defer approving the policy drafts in order to review and propose changes in more detail and address all concerns raised during the meeting. The policy drafts will be revisited at the next regular meeting.

**NEW BUSINESS:**

* Chairwoman Andries took a moment to recognize Dr. Janet Pope as the newest member of the Uniform Sales Tax Board, replacing Scott Richard as the Louisiana School Board Association Executive Representative.
* Rick Meckdessie with Blue Goat Systems provided a preview of the Board’s website framework. The Board was able to determine if the format was fitting and what items that would need to be added and available on the site before it goes live.
* Motion by Tiffani Delapasse and seconded by Amber Hymel to authorize the Executive Director to adapt the state travel policy for Board use. The item passed unanimously.
	+ The State travel regulations do not apply with the Board in regards to car rental, mileage, etc. so the Executive Director will research and update the policy accordingly and will present to the Board at the next regular meeting.
* Motion by Donna Andries, seconded by Tiffani Delapasse to deny the specific request for guidance received for review until the policy and procedures regarding said request are completed and adopted. Item passed unanimously.
	+ Ms. Hymel spoke to the need for a taxability matrix creation to precede any response to requests for guidance from taxpayers and/or parishes.

**ADJOURN**

Motion to adjourn at 12:32pm was made by Tiffani Delapasse and seconded by Greg Ruppert and unanimously passed by board.

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