**LOUISIANA UNIFORM LOCAL SALES TAX BOARD**

**December 14, 2017**

**Regular Board 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 Thursday, December 14, 2017 at 10:00 am.  The following board members were in attendance:  Donna Andries, Tiffani Delapasse, Greg Ruppert, Amber Hymel, Karen White (proxy for John Gallagher), Gary Bennett (proxy for Mike Ranatza) and Mark West (Proxy for Roland Dartez).  Absent:  Scott Richard

**OLD BUSINESS:**

* Motion by Tiffani Delapasse, seconded by Karen White to approve the board minutes of the November 2, 2017 Budget Workshop Meeting.  Item unanimously passed.
* Motion by Tiffani Delapasse, seconded by Karen White to approve the board minutes of the November 2, 2017 Regular Meeting.  Item unanimously passed.

**PRESENTATIONS:**

* Mike Battle, Advisory Services Specialist and Patrick Virgadamo, Legal Counsel, from the Louisiana Legislative Auditor’s Office provided the Board with insight into their office’s duties and responsibilities in regards to budget and policy creation and maintenance.  The Board was also enlightened as to all the tools, templates and information available on the Legislative Auditor’s website.
* A motion was made by Karen White to move Item 8, Presentation on Municipal Employees Retirement System (MERS) by Warren Ponder to Item 5 on the agenda.  The motion was seconded by Greg Ruppert and passed by the board.
	+ Warren Ponder and Cecida Suire, as representatives for MERS, provided an explanation of the Plan options and costs.  The Board was informed that the plan choice is system wide, meaning all employees being on the same option of the plan.  The process to elect and participate in MERS was also addressed, stating Legislation has to be filed to enter into the plan and it can be written so the benefits can be retroactive.

**NEW BUSINESS:**

* Motion by Karen White, seconded by Tiffani Delapasse to move Item 9, the motion to seek legislative authority to participate in MERS, to Item 6 on the agenda. The item was unanimously passed by the board.
* Motion to seek legislative authority to allow LULSTB employees to participate in the Municipal Employees Retirement System (MERS) by Greg Ruppert, seconded by Mark West and passed unanimously by the board.

**ITEMS NOT REQUIRING BOARD VOTE:**

* Discussion of the following organizational tasks assigned to Board Members in the preceding month’s meeting, along with subsequent additional duties:
	+ Mark West-   Provided further explanation on budget lines and notes to the budget; provided information on office space available for rent.
		- * + It was determined some numbers need to be adjusted and revisited in the next meeting.
	+ Greg Ruppert RFP for Fiscal Agent; further review retirement options
	+ Tiffani Delapasse Create Board Logo, website and forms.  The logo design will be redesigned in order to incorporate the pelican and fleur de lis logos into one.   Also discussed the VDA and refund forms available for use and will revisit the set up and details at the next meeting.

J.A. Cline Jr. representing BPA offered discussion on the VDA process as it pertained to the State’s operations while he was employed in their capacity.  It was decided to revisit the VDA form and application and address at the next meeting.

* + Amber Hymel Create Database of all LA Local Collectors which will be revised to include the tax types collected and gather all missing contact info & ED Job Description
	+ Scott Richard Create Strategic Plan for Board; Discussed the framework listing provided and questioned exactly what is required of the board as a political subdivision in its creation of the strategic plan.
	+ Karen White Discussed the Rule Making policy presented for approval and language and intent of the policy.  It will be presented for approval at the next meeting.

**ADDITIONAL NEW BUSINESS:**

* Motion by Donna, seconded by Tiffani to defer the budget public hearing until such a time an Attorney General opinion can be obtained in regards to publication of the hearing dates.  Karen White will draft the request.  Motion passed by the board.
* Motion by Karen, seconded by Tiffani to issue an RFP for a fiscal agent, prepared by Greg Ruppert. The board passed the motion unanimously.

**EXECUTIVE SESSION:**

* Karen White moved the board enter into Executive Session, seconded by Greg and passed by the board.  The executive session was entered into at 4:50pm and exited at 5:14pm.

**ADJOURN**

Motion to Adjourn by Greg Ruppert, seconded by Karen White and unanimously passed by board.

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/s/    Donna Andries, Chairperson

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/s/   Greg Ruppert, Vice Chairperson