**LOUISIANA UNIFORM LOCAL SALES TAX BOARD**

**September 26, 2018**

**Regular Meeting**

The Louisiana Uniform Local Sales Tax Board held a special meeting at the LMA Building, 700 N 10th Street, Baton Rouge, LA 70802, on September 26, 2018 at 10:00 am.  The following board members were in attendance:  Donna Andries, Amber Hymel, Tiffani Delapasse, Mark West (Proxy for Roland Dartez), Greg Ruppert proxy for Mike Ranatza, Jeanine Theriot and Amanda Granier (Proxy for Janet Pope).  Absent:   John Gallagher

**NEW BUSINESS:**

* The LA Sheriff’s Association has changed their appointments to the Board. Greg Ruppert will be serving as the proxy for Mike Ranatza going forward and Jeanine Theriot is the LSA’s Collector appointment to the Board going forward.
* Amanda Granier motioned to approve the August 9, 2018 Meeting minutes. The motion was seconded by Tiffani Delapasse and unanimously approved by the Board.
* A motion by Greg Ruppert to add an agenda item to adopt the meeting agenda and also change the wording of Item #4 on the current agenda from Committee Reports/Recommendations to Board Recommendations. The motion was seconded by Amanda Granier and after a roll call vote the additions/changes were approved.
* Rick Mekdessie provided an update on the LA ULSTB website status.
* Board Recommendations/Reports:
  + Regulations/Policies: Greg Ruppert & JA Cline reviewed the VDA policies that were presented to the LATA committees for review and comments. A letter was prepared to formally request these items from LATA.
  + Financial/Internal: Amanda Granier & Roger Bergeron reviewed the credit card policy and procedures. They are in the process of determining what items, steps should be placed in the policy vs. the procedure manuals.
  + Technology: Tiffani Delapasse reviewed the matrix workbook that was created for local taxability distinctions. It was determined that she will provide the workbook to the local administrators for review and comments.
* Educational requirements of the Board for the 2018-2019 fiscal year were discussed. Since the board previously joined LATA to provide such education it was presented to the board that LATA is in discussions to change their quarterly meetings that could possibly affect the board’s offerings to administrators. Mr. Bergeron will contact the head of the LATA’s Membership & Education Committees in order to determine their educational needs.
* A request was posted for CPA firms to conduct the annual review of the Board. Responses were received from four firms. A motion was made by Amanda Granier and seconded by Greg Ruppert to name Kolder, Slaven & Company, LLC as the firm tasked with the requested review. The motion was unanimously passed by the board.
* The board listened to presentations for the selection of a technology consultant from Postlethwaite & Netterville & Rick Mekdessie.
  + It was discussed that Mr. Mekdessie has been previously associated with Blue Goat Systems and RAM Systems, LLC. Mr. Mekdessie stated he is no longer associated with either company in an active financial capacity. Legal Counsel advised the Board that it would not be a conflict of interest in the capacity of the consultant contract.
  + A motion was made by Greg Ruppert, seconded by Tiffani Delapasse to contract with Rick Mekdessie as the technology consultant for the board. The motion was passed.
* The board discussed term limits for Board Officers going forward. It was recommended that each November the board accept recommendations for officers or resignations, vote on the recommended officers in December to be effective in January 1st of each year.

**EXECUTIVE DIRECTOR’S REPORT**

* Mr. Bergeron requested the Board to formally approve a request for a VDA NOI response from the LATA. A motion was made by Tiffani Delapasse and seconded by Amanda Granier to send the request to LATA. The motion was unanimously passed.
* Mr. Bergeron also reviewed the current board financial statements. The financial statements are available for public viewing at the Secretary’s physical office located at 203 E. Plaquemine St., Jennings, LA 70546

**OTHER BUSINESS**

* An alternate meeting date for October 2018 was requested as the current date conflicts with ongoing litigation. The Board will recommend Oct 18, 2018 as the meeting date pending ability of the Remote Seller’s Commission meeting options.

**ADJOURN**

Motion to adjourn at 12:56pm was made by Amanda Granier and seconded by Amber Hymel and unanimously passed by board.

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