**LOUISIANA UNIFORM LOCAL SALES TAX BOARD**

**Special Meeting**

**LMA Building, Room 3**

**700 N. 10th St, Baton Rouge, LA**

**December 18, 2018**

**10:00 am**

**-AGENDA-**

**PUBLIC COMMENT**

1. **Roll Call**
2. **Adoption of the Agenda**
3. **Approval of minutes of November 8, 2018 meeting**
4. **Executive Director’s report**
5. **Receive request from Christian Weiler, Atty re: request for LULSTB to attend administrative hearing between Lafayette Parish and taxpayer**
6. **Appoint Executive Director as designee to attend local hearings when requested by a taxpayer or a parish collector**
7. **Develop a procedure to address requests to attend local hearings**
8. **Review proposal on communication system - Slack**
9. **Discuss contracting with Tax Watch Systems for Rate/Optional Exemption Lookup on LULSTB website**
10. **Notice: Date & location for public hearing for the VDA Notice of Intent – January 28, 2019 @ 10:00 AM in Rm 3 of LMA**
11. **Approve Policy Advice No. 18-001 (Asphalt contractor)**
12. **Approve Sexual Harassment Policy effective 1/1/19**
13. **Approve Tax Collector’s Response Guide (see with PPM 40.2)**
14. **Approve Bylaws**
15. **Amend and approve PPM 40.2 (to include TCRG, item 13)**
16. **Amend and approve PPM 50.1 Policy Statements in General (definition of LPLR)**
17. **Amend and approve PPM 50.3 Board Tax Advisories**
18. **Discuss acceptance of LATA’s offer to provide administrator training for the 2019 fiscal year**
19. **Set regular meeting dates for 2019**
20. **Election of Officers**
	1. **Chairperson**
	2. **Vice-Chairperson**
	3. **Secretary**
21. **Executive Session – Update on West Feliciana Parish Gov’t, et al vs State of LA, Office of Motor Vehicles, et al**

**OTHER BUSINESS**

**ADJOURNMENT**