



Louisiana Uniform Local Sales Tax Board

**Minutes of the Special Meeting (Virtual Meeting)
Thursday, March 27, 2025 ~ 9:00 AM
LAMPERS Building, First Floor Executive Conference Room
7722 Office Park Blvd. Baton Rouge, LA 70809**

This meeting will be available via Zoom (see link below). Members of the public are encouraged to provide comments on the Zoom chat function. Information regarding matters on the agenda and/or disability accommodation requests may be submitted via email to the Executive Director at info@localtaxboard.com or you may call the office at (225) 445-8258.

<https://us06web.zoom.us/j/82645273670?pwd=cvL4RU18HYCz17FPiyEMul49AP9rnw.1>

Meeting ID: 826 4527 3670, Passcode: 000032

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

Members:

Dr. Janet Pope, LA School Board Executive Director	<u>A</u>
Mike Ranatza, LA Sheriff's Association Executive Director	<u>A</u>
Barney Arceneaux, LA Municipal Association Executive Director	<u>A</u>
Guy Cormier, Police Jury Association of Louisiana Executive Director	<u>A</u>
Amanda Granier, LA School Board Association Appointee – Vice Chairman	<u>P</u> (In Person)
Shawn McManus, LA Sheriff's Association Appointee	<u>P</u>
Kressy Krennerich, LA Municipal Association Appointee - Chairman	<u>P</u>
Betty Jo Bourgeois, Police Jury Association of Louisiana Appointee	<u>P</u>

Proxies:

Neshelle S. Nogess, LA School Board Association, Secretary	<u>P</u>
Jessica Knight, LA Sheriff's Association	<u>A</u>
Lynette Doyle, LA Municipal Association	<u>A</u>
David Hall, Police Jury Association of Louisiana	<u>P</u>

STAFF PRESENT:

Clarence Lymon, CPA, Executive Director	<u>P</u>
Dewanna Trask, Sales Tax Analyst	<u>P</u>
Alice Metcalfe, LULSTB Project Manager	<u>P</u>

OTHERS PRESENT:

Representative Beau Beaulieu, Louisiana House of Representatives
Tiffani Delapasse, EBR Collector
Renee Roberie, Remote Sellers Commission Executive Director
Administrators participating via the Zoom Web Conferencing platform.

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

1. Meeting Agenda – March 27, 2025
2. PEF Registration Form Presentation 3-26-2025
3. Louisiana Department of Revenue Sales & Use Tax Return R-1029E (1/25)
4. LA DOR Sales and Use Tax Return General Instructions R-1029Ei (1/25)
5. State and Local Combined Return Concept Presentation 3-26-2025

1. Roll Call

Vice Chairman Amanda Granier presided over the virtual meeting from the anchor location. There was a technical delay in beginning the meeting. Once the technical issues were solved, the meeting was called to order. Vice Chairman Granier called the meeting to order at 9:15 AM.

The secretary called the roll, and a quorum (5 members/proxies or more) was established.

2. Adoption of the Agenda

ON MOTION OF Shawn McManus, **SECONDED BY** Kressy Krennerich, **AND CARRIED**, The Board voted to adopt the agenda for the March 27, 2025, Special meeting of the Louisiana Uniform Local Sales Tax Board.

3. UELRRS Project update and review for approval by the LULSTB:

- **Registration Process Enhancements**

Alice Metcalfe, the Project Manager for the LULSTB, gave a presentation of the enhancements to the registration process within the filing and registration portal. (See the documents that were emailed to the participants in advance of the meeting.)

Shawn McManus asked if the buttons for the business-type registration had a link to the dropdowns and if the manipulation of those fields changed what was shown.

Alice Metcalfe answered that currently there are no rules associated with those buttons, but this comment will be presented to the appropriate focus group(s) for consideration.

- **Combined State and Local Sales and Use Tax Return Conceptual Design**

Tiffani Delapasse, EBR Administrator and Amanda Granier, Lafourche Administrator, gave the State and local combined return conceptual design presentation. (See the documents that were emailed to the participants in advance of the meeting.)

Additional questions were asked of Ms. Metcalfe, Ms. Granier, and Ms. Delapasse about the presentations, answers were given accordingly and references were made back to the documents made available to all participants.

4. Public Comment

Rep. Beau Beaulieu asked if there has been a digital experience produced (as opposed to a PowerPoint) that a taxpayer can use because the system was sold as a single system/report.

Executive Director Lymon said that during this process we have engaged CPA's, Business and Industry, the Retailer's Association, and independent filers regarding the format. We have received very positive feedback and praise about the proposed format. The Business and Industry Focus Group has been more concerned about receiving the schema timely in order to program their respective Systems of Record.

Rep. Beaulieu said that he wanted to make sure there is a consolidation of the parishes (return) to a single return.

Rep. Beaulieu asked if we would work with software systems to integrate the design.

Executive Director Lymon answered that the Business and Industry participants, independent POS system users and developers, all totaling about 40 representatives have committed to testing the system to ensure the platform operates as designed. In addition, these participants have been involved and are aware of the design concept. Executive Director Lymon continued by saying that any transaction that occurs within the state must occur within a parish. State information is captured to reconcile the state return information with the various parish return information.

Tiffani Delapasse explained that with the various parish returns lots of information would be repeatedly entered and that this format reduces the repetition currently experienced by users.

Both Executive Director Lymon and Vice Chairman Granier explained to Rep. Beaulieu that we are meeting our timelines/milestones.

Shawn McManus thanked Rep. Beaulieu for his confidence in the board and continued, that he would like to see the digital user experience, as well, to ensure the user side is business friendly.

In the chat, Lea Duhon asked: "Since this is combining state and local return info and what looks like so much extra to input (sic), are we going to need to redesign our local returns that we are just getting close to being completed correctly?"

In the chat, Kressy responded: "No, each jurisdiction will only receive their information related to its parish."

ON MOTION OF Betty Jo Bourgeois, **SECONDED BY** Kressy Krennerich, **AND CARRIED**, The Board conducted a voice vote to accept the conceptual design enhancements. All declared "I". with no "Nays".

5. Other Business

Chairman Kressy Krennerich thanked Amanda Granier and Shawn McManus for carrying the meetings today in her absence. She also thanked everyone for their thoughts and prayers regarding her father's death.

The next regular meeting is scheduled for April 10, 2025.

6. Adjournment

ON MOTION OF Shawn McManus, **SECONDED BY** Neshelle Nogess, **AND CARRIED**, the Board voted to adjourn the meeting at 10:29 AM.