**LOUISIANA UNIFORM LOCAL SALES TAX BOARD**

**May 16, 2019**

**Special 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 May 16, 2019 at 1:30 pm.

Chairperson Ruppert called the meeting to order at 1:30 pm and requested roll call.

The following board members were in attendance:  Gregory Ruppert (proxy for Michael Ranatza) , Chairperson, Jeanine Theriot, Tiffani Delapasse, John Gallagher, and Mark West (proxy for Guy Cormier), Amanda Granier (proxy for Janet Pope). Absent:  Amber Hymel and Donna Andries.

It was moved by Mr. Gallagher, seconded by Ms. Granier and carried that the agenda be adopted as presented.

*Public Hearing: LULSTB Budget Proposal FY 2019-20*

* Chairperson Ruppert opened the public hearing for the proposed budget for the 2019-20 fiscal year and asked for public comment. The public was reminded to complete a comment card for the record if they wished to speak.
* Ms. Kressy Krennerich of Ascension Parish inquired about the technology allocation and the purpose. It was discussed that the Board was allocating funds for a lookup tool and a filing tool for Louisiana businesses with multiple local returns to file. Chairperson Ruppert commented that while the resulting technology may be beneficial to the Remote Sellers Commission at some point, the primary focus of the Board is on Louisiana based taxpayers filing local tax returns.
* Roger Bergeron, Executive Director, noted that no additional revenues are being allocated in the budget based on the current status of the litigation pending against the Board. The budget proposed operates entirely on fund balance as of June 30, 2019, and would potentially fund Board operations for 18 months. Mr. Bergeron thanked Ms. Granier for her work on this project. He reminded the Board that the budget must be adopted no later than the June 13, 2019 regular Board meeting.
* At 1:39, there was a motion by Ms. Theriot, seconded by Ms. Granier and carried to close the public hearing on the proposed budget.

*Consideration of Adoption of VDA program documents*

* Andrew Kolb, Board Attorney, discussed the adjustments made to the draft document previously received by the Board.
* Rick Mekdessie, contract employee of the Board, asked for a clarification of the signature discussed, whether it was an electronic or actual signature. The Board agreed that an electronic signature would be sufficient.
* Ms. Granier made a motion to adopt the VDA Agreement, VDA Application and Power of Attorney forms with the discussed changes. The motion was seconded by Ms. Theriot and unanimously approved by the Board.

*Technology Update*

* Mr. Ruppert informed the Board that he, Mr. West, Mr. Bergeron and Mr. Mekdessie met to discuss multiple technology projects that the Board could potentially undertake.
* The following systems were discussed:
  + Sales and use tax return for local filers
  + Filing and remittance system
  + Search engine/lookup tool for local rates
* Mr. Ruppert discussed procurement options for the various technologies with Mr. Kolb including our existing contract with Blue Goat, RFP, or piggy backing on the OMV contract in existence with Watch Systems.
  + Regarding the search engine/lookup tool, Mr. Kolb stated that per discussion with OMV, the contract with Watch Systems to currently determine proper domicile codes is actually held by the Department of Administration (DOA) so Mr. Kolb would have to discuss the contract terms with them. He also discussed procurement options depending upon the total price of the systems in question.
  + Ms. Theriot motioned, seconded by Ms. Granier, that the Board pursue every avenue, including but not limited to drafting an RFP and contacting DOA, to expedite the process of procuring the services to create the search engine/lookup tool. After limited discussion, the Board approved the motion.
  + Regarding a return and remittance system, Mr. Kolb stated that an RFP would almost certainly be necessary to acquire the services to create the system. Mr. Ruppert noted that the form itself could be developed internally, but inquired whether the existing contract for website services could be amended to include unspecified enhancements including a filing system. Mr. Kolb responded that he thought an RFP would still be necessary with the existing contract based on the initial RFP for those services. Mr. Ruppert then asked if a new RFP could be written for a website which includes enhanced services including a filing system and future unspecified enhancements and Mr. Kolb affirmed.
  + Ms. Theriot moved, seconded by Ms. Granier, that the Board prepare an RFP for website services and a portal to facilitate a filing/return and remittance system and other future enhancement services. The Board approved the motion without objection.

*Update on Forms Transfer Project*

* Contract employee J.A. Cline updated the Board on the status of the review and update of the forms from the LATA website. He provided a recap sheet to the Board for their reference.
* The forms are going to be placed on a shared drive that only Board members and employees would have access to. One Drive is the system that will be used.
* Pending her replacement on the Board on July 1, Ms. Delapasse requested that Ms. Krennerich get access to the forms as well. Mr. Ruppert expressed that the access should be limited to active Board members. After a brief discussion, Mr. Gallagher agreed to move up Ms. Krennerich’s appointment to the Board to June 1, 2019 rather than July 1, 2019 as originally intended so she could obtain access to the documents in a timely manner.
* It was suggested through discussion that the assessment forms and the ethics processes should be priority items at this time.

*Legislative Update*

* Mr. West provided a list of multiple bills during the session which had potential impact on local government.

*Consideration of changing regular meeting dates and times*

* Ms. Delapasse informed the Board that the Remote Seller’s Commission was changing their meeting time in an effort to obtain better meeting space with better acoustics to Thursday mornings on the second Thursday of the month which is the same as the current regular meeting time of the Board.
* Based on that information, it was moved by Mr. Ruppert, seconded by Ms. Granier and unanimously passed that the regular meeting time of the Board beginning in July 2019 would be 1:30 pm pending confirmation of the room availability.

*Travel Authorization – Second Quarter LATA*

* There was a request by the Executive Director to approve travel expenses related to the 2nd quarter LATA conference in Lafayette, LA.
* After some discussion regarding the benefits of the Executive Director attending the conference to gain access to a large number of local collectors and thereby further the efforts of the Board, Ms. Theriot moved and Mr. Gallagher seconded a motion to approve the travel. There was no public comment and the Board approved the motion as presented.

*Adjournment*

A motion to adjourn at 3:26 pm was made by Ms. Theriot, seconded by Ms. Granier and unanimously passed by the Board.

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