

LOUISIANA SALES AND USE TAX COMMISSION FOR REMOTE SELLERS

Minutes of May 13, 2021 Meeting

- I. **Call to Order/Roll Call** - The meeting of the Louisiana Sales and Use Tax Commission for Remote Sellers was called to order at 11:04 AM by Chairman Allen. A quorum was established with seven members in attendance. Members present were:

1. Darlene Allen (LDR)
2. Jeffery LaGrange (LULSTB)
3. Kelli Jumper (LDR)
4. Danielle Clapinski (LDR)
5. Amanda Granier (LULSTB)
6. Shawn McManus (LULSTB)
7. Kressy Krennerich (LULSTB)

Chairman Allen noted that this meeting was being held via video conference as authorized per Act 43 of the 2020 Second Extraordinary Legislative Session during a gubernatorially declared state of disaster or emergency in order for the Commission to conduct time sensitive business to allow for the continuation of the Commission's operations. Chairman Allen made a motion that the meeting be conducted via Zoom and the motion was seconded by Mr. LaGrange. A roll call vote was called and it was unanimously approved to continue the meeting in a remote format in accordance with LA R.S. 42:17.1

II. **Approval of Meeting Minutes from April 8, 2021**

- After review of the minutes, a motion was made to approve the meeting minutes from the meeting of April 8, 2021 by Ms. Granier, and seconded by Ms. Jumper. Following a roll call vote, the minutes were approved unanimously.

III. **Update on Direct Marketer/Remote Seller Registrations by LDR**

- Ms. Jumper reported that there are currently 3,286 active remote seller registrations with the Commission. Ms. Jumper reported that this number continues to climb.
- Ms. Jumper also reported that there are currently 2,205 active direct marketer registrations with the Department. She stated that this appears to have stabilized with no change from the number reported last month.

IV. **Report from Executive Director**

A. **Distribution Report**

- Ms. Roberie provided a report and updated members on collections to date. The Commission collected \$35,346,757.19 for the month of March with 2,117 returns filed. \$34,993,289.22 was distributed to the state and local collectors. Total Commission collections to date are \$237,976,601.15 with \$235,596,834.23 having been distributed to state and local collectors.
- Ms. Roberie noted that this was the largest month of collections to date and that we continue to see an increase in the number of returns received each month.

B. Budget

- Ms. Roberie reported that the Louisiana Department of Revenue submitted invoices for January, February and March for expenses incurred on behalf of the Commission and those invoices have been paid.

V. Discussion Items:

A. Travel Policy

- Chairman Allen referred Commission members to the Travel Policy statement that was sent out in the meeting materials:
 - The Louisiana Sales and Use Tax Commission for Remote Sellers will follow the state travel guidelines (also known as PPM 49) issued by the Division of Administration's Office of State Travel. The Executive Director will approve all staff travel. The Commission Chair will approve the Executive Director's travel. Travel for Commission members beyond their reimbursable expenses for attending Commission meetings will be approved by the Commission. The Executive Director will create the appropriate procedures and forms for approving and reimbursing travel expenses.
- After some discussion about what type of travel policy and procedures the Commission should have, the Commission members commented that they would like to see the more detailed, internal procedures that will be created by the Executive Director. Chairman Allen acknowledged the need for the statement because the travel expenses incurred by Commission members and staff at the end of June will be paid directly by the Commission and not by the Louisiana Department of Revenue.

B. Avenu Change Requests

- Chairman Allen went over the four change requests that were provided in the meeting materials:
 - RS-120852; RS-120853: Add overlay on Excess Tax Collected for Shared Domicile Codes – cost \$2,145.00

- RS-120850: Modify page sub-headings on Registration Document – cost \$825.00
 - Ms. Granier asked for clarification that the modifications would be made in the SOR as well as the Portal. Ms. Roberie said that she would clarify with the developer.
- RS-120849: Modify page headings on Registration Document – cost \$1,485.00
- RS-120851: Notify Taxpayers of Account Application and Account Number via Email – cost \$1,485.00
 - Chairman Allen noted that there are some changes to the text in the email and Ms. Roberie stated that she is working on a revised version of the change order for the Commission to review for approval.

C. Payroll Services

- Chairman Allen called for discussion regarding the two proposals and the summary/comparison of the proposals provided in the meeting packets.
- Chairman Allen inquired about the difference between the \$17 per person in the Netchex proposal and the \$13 per person in the summary prepared by Ms. Roberie. Ms. Roberie explained that the proposal contained costs per person for job posting and performance management modules that the Commission would not be using because they will use Civil Service for those functions. Ms. Roberie added that there is still a minimum of \$200 per month in the Netchex proposal that applies to the Commission at either the \$17 or the \$13 rate.
- Ms. Granier asked for clarification about what is in the proposals regarding timekeeping and for filing tax documents. Ms. Roberie explained that both proposals have an electronic time-keeping function. She added that the tax document filing was included in one proposal but was an add-on cost in the other. Chairman Allen asked if the estimated first year cost of Netchex included the add-on tax document filing that is included in the Delta proposal. Ms. Roberie said that it did.
- Mr. McManus added that since the capabilities seem equal he would lean toward the more economical choice.
- Following no additional discussion, Chairman asked for a motion to add the approval of the payroll services contract to the Action Items section of the agenda because of the time constraints in implementing the contract for the next fiscal year. Mr. Lagrange made the motion and it was seconded by Ms. Krennerich. Following a unanimous roll call vote the item was added to the agenda.

D. Election of Chairman and Vice-Chairman for FY 2021-22

- Chairman Allen reminded the Commission members that they needed to have that election in June and that the Chair position would rotate to one of the

local members and the Vice-Chair from the state members. She asked the members to come prepared to make nominations at the June meeting.

VI. Action Items:

A. Budgets for FY 2020-21 and 2021-22

- Chairman Allen noted that there was not a time sensitive need to approve the budgets at this meeting and that action on the budgets would be deferred to the June Commission meeting.

B. Contract Signatory Authority Policy

- Chairman Allen referred the members to the policy statement they had received in the meeting materials and indicated it was a time sensitive issue because we have several contracts that are in the approval process.
 - Policy Statement: The Executive Director of the Louisiana Sales and Use Tax Commission for Remote Sellers has delegated signatory authority to enter into contracts on behalf of the Commission for contracted work that has been approved by the Commission.
- Mr. McManus made a motion to adopt the Contract Signatory Authority Policy as presented. Mr. Lagrange seconded the motion. Chairman Allen called for additional discussion or public comment, hearing none, the chair called for a roll call vote. The vote was unanimous by the members present.

C. SEATA Conference Attendees

- Chairman Allen called for a motion to allow the Commission to cover the expenses for four Commission members plus the Executive Director to the SEATA Conference. Ms. Krennerich made the motion and Ms. Granier seconded the motion. Chairman Allen called for additional discussion and public comment, hearing none, the chair called for a roll call vote. The vote was unanimous by the member present.
- It was determined that the Commission would cover the expenses for Chairman Allen, Mr. McManus and Ms. Jumper along with the Executive Director.

D. Payroll Services

- Chairman Allen made a motion to engage Netchex as the Commission's payroll provider. Mr. McManus seconded the motion. Chairman Allen called for additional discussion or public comment, hearing none, the chair called for a roll call vote. The vote was unanimous by the members present.

VII. Other Business

- Chairman Allen provided an update on the SOR and portal websites. The work is continuing and the working group continues to meet weekly with the developer.

VIII. Public Comment

- No additional public comment.

IX. Adjournment

- With a motion by Ms. Granier and a second by Mr. McManus, Chairman Allen declared the meeting adjourned at approximately 11:51 AM.