



**Taxpayer Assistance Center Improvements Project Committee
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
Tuesday, February 09, 2021**

Designated Federal Officer

- Terrie English Acting Chief, TAP West

Attendance

- | | | |
|-------------------|-------------------|------------|
| • Jamila Akil | Hazel Crest, IL | Vice Chair |
| • Patrice Brown | Brooklyn, NY | Member |
| • Edward Donovan | Cary, NC | Member |
| • Philip George | Saint George, UT | Member |
| • Paula King | Lexington, KY | Member |
| • Daniel Leatham | Shrewsbury, MA | Member |
| • Kenneth Lewis | New York City, NY | Member |
| • Eugene Lillie | West Deptford, NJ | Chair |
| • Charles Simineo | Cheyenne, WY | Member |
| • Nina Tross | Apollo Beach, FL | TAP Chair |
| • Jessica Wilson | Byram, MS | Member |

Visiting Member

- Bob Moretti Great Falls, MT TAP Chair

Staff

- | | |
|----------------------|--------------------------|
| • Matthew O’Sullivan | Program Analyst |
| • Rosalind Matherne | Program Analyst |
| • Michael Odom | Wage & Investment (W&I) |
| • Dale Hawkins | W&I |
| • Annie Gold | Administrative Assistant |

Members of the Public

None

Welcome

Terrie English opened the meeting and welcomed everyone to the call. Susan Jimerson could not be on the call and English acted on her behalf. She shared an overview of the Agenda.

Members and Staff Introductions

Matthew O’Sullivan opened the floor for introductions. Each member and staff provided information about themselves.

TAP Meeting Procedures

O'Sullivan shared the following:

Ground Rules

- Ideas and Opinions (encouraged and valued)
- Listen (allow each member to speak and be heard)
- Time (show up for meetings and respect each other's time) let the Chair and Analyst know if not able to attend meetings

Methods of Communications

- Emails
- Project work related send copy to Taxpayeradvocacypanel@irs.gov
- Telephone
- Fax
- WebEx
- Remember to add information in the "Subject line:"
- Arrive 5 minutes prior to calls
- Identify yourself
- No sidebar conversations
- Mute telephone lines
- Participate
- Do not get discouraged if the responses received are not what is expected
- Do not reply to all or copy everyone unless it is necessary
- Always be considerate of others' time and feelings

Meetings

- Agendas (shared with the Chair, Analyst and DFO) then to members. The Analyst will draft the Agendas
- Pre-Reads (will be shared prior to meetings)
- Quorum (in order to make decisions and approve documents) must be met
- Minutes (the Administrative Assistant will take the minutes for the Full Committee meetings)

WebEx

- Visual portion
- Meetings held via conference calls
- Able to share documents

www.TAPSpace.org and www.Improveirs.org and www.IRS.gov
(Useful tools in research and document retrieval)

So You Want To Be A Chair

O'Sullivan shared a presentation outlining the Committee Chair and Vice Chair position descriptions with their duties and responsibilities.

- The Chair is elected by the membership
- Bob Moretti is the current TAP Chair. Duties include being the spokesperson for TAP, point of contact for the Joint Committee and ensure understanding of issues and their background
- Nina Tross is the current TAP Vice Chair. She is over TAP Outreach

Congratulations

- **Eugene Lillie self-nominated, unopposed accepted the position of Taxpayer Assistance Center Improvements Project Committee Chair**
- **Jamila Akil self-nominated, unopposed accepted the position of Taxpayer Assistance Center Improvements Project Committee Vice Chair**

Order of Business

Minutes Approval

November 10, 2020 TAC Minutes approved as submitted.

Screening Committee

Kenneth Lewis, Philip George, Nina Tross

Quality Review (QR)Team

Patrice Brown and Charles Simineo

Internal Communications Committee (ICC)

Edward Donovan and Lewis

Outreach

Akil

Meeting Dates

- **Subcommittee 1:** Brown, Donovan, Lillie, Lewis, George and Tross their meeting dates will be on the first Thursday of each month beginning at 11:00 AM, EDT
- **Subcommittee 2:** Paula King, Akil, Daniel Leatham and Simineo their meeting dates will be on the first Thursday of each month beginning at 1:00 PM, EDT
- **NCC Full Committee** meeting dates will be on the second Thursday of each month beginning at 12:00 PM, EDT

IRS Responses

O'Sullivan stated the IRS responses will be discussed during next month's committee meeting on Issues 40698 and 40462.

- Issue 40902, assigned to Subcommittee 1 waiting for IRS to respond
- Issue 40698, assigned to Subcommittee 1
- Issue 40310, Under consideration and the response is due by December 31, 2021

Action Items

O'Sullivan stated he will complete the following action items:

- Enter information onto SAMs
- Post approved November 10, 2021 Minutes
- Send invites to members, forward the Agenda and Pre-reads to members for next month's meeting along with the dates and times
- Send the Screening report to members of the Screening Committee
- Set up ICC and additional members

Lillie thanked everyone for attendance and participation.

Closing

English officially closed the meeting.

**Next Meeting: Thursday, March 11, 2021,
1:00 PM EDT, 12:00 PM CDT, 11:00 AM MDT, 2:00 PM PDT**

These minutes have been approved and certified by the committee chairperson.