



**Notices and Correspondence Committee (NCC)
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
Tuesday, October 11, 2022**

Designated Federal Officer (DFO)

- Robert Rosalia TAP Program Analyst

Attendance

- | | | |
|-------------------------|------------------------|-----------------|
| • Shequeila Birdsong | Amherst, NY | Member (Absent) |
| • Cheryl Crowe | Felton, DE | Member (Absent) |
| • Kristin Gentile-White | Gilbert, AZ | Member |
| • Steve Hoffman | Westford, MA | Member (Absent) |
| • Charles Jones | Green Cove Springs, FL | Chair |
| • Shelly McCracken | Fountaintown, IN | Member |
| • T. Renee Parker | Brentwood, NY | Vice Chair |
| • Ying Sa | Des Moines, IA | Member (Absent) |
| • Martha Lewis | National Chair | Visitor |
| • Eugene Lillie | National Vice-Chair | Visitor |

Staff

- | | |
|-------------------|--|
| • Kevin Brown | TAP Management Assistant |
| • Terrie English | TAP Director |
| • Antoinette Ross | TAP Program Analyst |
| • Fred Smith | TAP Program Analyst |
| • Aphillia Jones | Program Analyst Wage and Investments (W&I) |

Welcome/Opening- DFO

Robert Rosalia opened the meeting at 12:00pm ET.

Roll Call

Quorum was met.

Members of the Public

None

National Office Report

English voiced a concern about membership attendance on the call and is looking to ensure this committee closes on a high note. English stated that any issues not completed and approved during your next meeting in November, will leave a delay in the projects until next year.



English said TAP was mentioned by the National Taxpayer Advocate (NTA) and may have a part in her Most Serious Problems (MSPs) report.

DFO Report

Rosalia indicated the NTA will write about the TAP 20-Year anniversary in her blog coming out this week. Rosalia also gave the committee information about the 2023 TAP Chair and Vice-Chair election process for those interested in being leadership next year. There will be a call on Tuesday, October 17, 2022, at 2:00pm ET to share details about these positions headed by Martha Lewis and Eugene Lillie.

Campaign statements will be posted on www.tapspace.org on Monday, October 17, 2022. Ballots will be accepted from October 19, 2022, through midnight ET October 27, 2022. The election results will be shared via email on Tuesday, November 1, 2022.

Minutes Approval

August 9, 2022- Jones motioned; McCracken seconded.

September 13, 2022- Jones motioned; Parker seconded.

Committee News & Updates

Jones welcomed everyone and reiterated how important it is to make quorum so we can finish the year out strong.

Subcommittee 1

Jones reported:

Issue 53485 – LTR 2273C - IA Explained

Subcommittee is still reviewing the letter for any additional recommendations and should have it complete for next month's meeting.

Issue 57391 - LTR1962C (DDIA)

Subcommittee recommended that each letter be reformatted like the CP2000, which is a more taxpayer friendly structure. In addition, there will be some recommendations arounds simplifying the heading section

Jones motioned: Gentile-White seconded.

Action: Issue elevated to Joint Committee (JC) pending Quality Review (QR) review, contingent upon Systemic Advocacy and Attorney Advisor feedback .

Subcommittee 2

Gentile-White reported:

Issue 58801 - LTR 3127C (Reinstatement IA).

This referral seeks to make Letter 3127C more readable and understandable to the taxpayers. They are proposing remove duplicate language and make other amendments regarding taxpayer accounts to bring it forward for more use by the public. Gentile-White motioned; Parker seconded.

Action: Issue elevated to JC review.

They will work on **Issue** 63395 CP 2000 letter in the future. Jones said the language changed on CP 2000 and both subcommittees will review this letter.

2022 TAP Annual Report (Committee Check List)

Blurbs to be assigned:

Letter 1962C to be worked by McCracken. Jones reminded the committee to complete the activity reports to get credit for the work we are doing and to justify TAP's importance.

Outreach/Internal Communications Committee (ICC) Updates/Newsletter

Action Items

- Post August and September Minutes
- **Issue** 57391 - LTR1962C elevated to JC pending QR.
- **Issue** 58801 - LTR 3127C elevated to JC pending QR.

Meeting Wrap-Up

Jones asked everyone to get their activity reports done please and said he appreciates everyone's effort for this year and next year. Jones indicated completing activity reports is an ongoing process. Jones shared that the first submission for the Annual Report is October 14, 2022. Lewis asked the committee to please help Jones with this because it is a big project. Lillie acknowledged a lot going on and added, if you do outreach, document this in the activity report and include photos. Lillie also shared that everyone is doing a phenomenal job, thanks.

Closing

Rosalia officially closed the meeting at 12:59pm ET.

Next Meeting: Tuesday, November 8, 2022, at 12:00pm EST

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