

**Notices and Correspondence Committee (NCC)  
Taxpayer Advocacy Panel (TAP)  
Meeting Minutes  
Tuesday, August 9th, 2022**

**Designated Federal Officer (DFO)**

- Cedric Jeans TAP East Chief

**Attendance**

- |                         |                        |                 |
|-------------------------|------------------------|-----------------|
| • Shequeila Birdsong    | Amherst, NY            | Member          |
| • Cheryl Crowe          | Felton, DE             | Member          |
| • Kristin Gentile-White | Gilbert, AZ            | Member          |
| • Melissa Harvey        | Hinton, WV             | Member (Absent) |
| • Steve Hoffman         | Westford, MA           | Member          |
| • 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) |

**Staff**

- |                   |  |
|-------------------|--|
| • Cedric Jeans    | TAP East Chief                             |
| • Robert Rosalia  | TAP Program Analyst                        |
| • Antoinette Ross | TAP Program Analyst                        |
| • Michael Odom    | Program Analyst Wage and Investments (W&I) |
| • Lesley Henley   | Program Analyst W&I                        |
| • Aphillia Hughes | Program Analyst W&I                        |

**Welcome/Opening- DFO**

Cedric Jeans opened the meeting at 12:00pm ET.

**Roll Call**

Quorum met.

**Members of the Public**

None

**National Office Report & DFO Report**

Jeans combined the National Office and the DFO Report out. Jeans spoke about the refocusing on the TAP mission and if any members have suggestions to share them with Rosalia and him. Jeans spoke on preparations for the 2022 TAP Annual Report. They will be trying to complete this task by January 2023.

TAP national elections for the TAP National Chair and Vice Chair is coming up soon so please think about stepping up to fill that role.

### **Welcome/Acknowledgement of Citizens Comments from the Public**

Jones welcomed everyone to the call and reminded members to log their time for all TAP activities including meetings, outreach, emails, and preparation.

### **Minutes Approval**

July 12, 2022, minutes. Jones motioned; Gentile-White seconded.

**Action:** minutes approved as submitted.

### **Committee News & Updates**

Rosalia indicated that we responses to the following two referrals were received:

48326 – Adding info IRS “View Account” (ID 2211)

43860 – Transcripts (Add Page Numbers)

Jones motioned; White seconded the motion and the committee agreed to accept the IRS responses and close the projects.

**Action:** Closed as accepted IRS response.

48326 – Adding info IRS “View Account” (ID 2211)

43860 – Transcripts (Add Page Numbers)

### **Subcommittee 1**

Birdsong reported:

- **43347** – CP2000 Paragraph Language (R2)

Suggested to close the project since the new paragraph language would lead to better suite a new project referral.

- **53485** – LTR 2273C - IA Explained

Sub-committee is in the process of working on this project.

- **57391** LTR1962C (DDIA)

Sub-committee is in the process of working on this project.

### **Subcommittee 2**

Gentile-White

- **53484** – LTR 3030C (Bal-Due/Interest Due)

This referral was sent to the JC but came back for some adjustments, Sub 1 made the updates, and needs approval.

Gentile-White motioned Jones seconded

**Action:** Issue approved to go to the Joint Committee

- **58801** - LTR 3127C (Reinstatement Instalment Agreement)

This is a new project that is being worked.

Sub-committee is in the process of working on this project.

### **Outreach**

Parker reminded members to update their activity reports. Parker and Rosalia reminded the committee that any conversations in any forum where TAP is discussed is outreach and should be added to the activity report form.

### **Internal Communications Committee (ICC) Updates/Newsletter**

Jones and Rosalia discussed the newsletter and determined that they will do the article this month. Jones will attend the next ICC meeting.

### **Meeting Wrap-Up**

Jones thanked everyone for attending and their contributions to TAP. Jones reminded the members to complete assignments prior to subcommittee meetings and respond to emails letting him know the status. He reminded the committee to complete their activity record reports.

### **Closing**

Jeans officially closed the meeting

**Next Meeting: Tuesday, September 13<sup>th</sup>, 2022, at 12:00pm EST**

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