



**Notices and Correspondence Committee (NCC)
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
Tuesday, November 8, 2022**

Designated Federal Officer (DFO)

- Cedric Jeans TAP East Chief

Attendance

- | | | |
|-------------------------|------------------------|-----------------|
| • Shequeila Birdsong | Amherst, NY | Member |
| • Cheryl Crowe | Felton, DE | Member (Absent) |
| • Kristin Gentile-White | Gilbert, AZ | Member |
| • 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 |
| • Martha Lewis | National Chair | Visitor |
| • Eugene Lillie | National Vice-Chair | Visitor |

Staff

- | | |
|----------------------|--|
| • Terrie English | TAP Director |
| • Antoinette Ross | TAP Program Analyst |
| • Fred Smith | TAP Program Analyst |
| • James Bellinger IV | Program Analyst Wage and Investments (W&I) |
| • Leslie 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 was met.

Members of the Public

None

Minutes Approval

October 11, 2022- Hoffmann motioned; Parker seconded.

Action: Minutes approved as submitted

Committee News & Updates

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

National Office Report

English encouraged returning members to continue outreach efforts and to contact TAP staff for any travel as it requires pre-approval. English reported that the IRS is in the process of a big hiring push so please get flyers out to people you may know. English said the Coffee Party will be for those who made quorum all year. English will send it to members' homes.

DFO Report

Jeans indicated this is the end of the year but there is still work to do. We will be meeting February or early March of next year. Returning members will have a chance to switch committees. Thank you for all the hard work. Taxpayers all over have a chance to appreciate this committee's work. Thanks to Jones and Parker for their leadership. Jeans asked the members to please join the graduation on November 18, 2022, to appreciate the members efforts over the last three years. After three years have passed members can join TAP again if they choose.

IRS Responses Received

51423 - CP504 and CP504B Phone Number

Jones recommended closing. Rosalia said any response can be noted in the Annual Report since this is a rebuttal.

48460 – Legitimacy of Phone Numbers (ID 2203,2204,2205)

Responses accepted by committee and the project officially closed.

Subcommittee 1

Jones reported:

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

Hoffman motioned; Jones seconded

Action: Issue elevated to Joint Committee (JC) pending Quality Review (QR).

- **63526** - Letters involving IR-2022-170

Gentile-White motioned; Hoffman seconded

Action: Issue elevated to JC pending QR.

Parker indicated the process should be improved since ID.me is terrible. This may become a separate issue.

Subcommittee 2

63395 – CP2000 Paragraph Language

Gentile-White reviewed the progress made so far and the suggestions made to improve the notice. These were already reviewed by the subcommittee. The staff thanked Gentile-White and McCracken for all of their effort on this project.

Jones motioned; Gentile-White seconded. Rosalia will push the review process to try to get this to the JC today.

Action: Issue elevated to JC pending QR.

Screening Report

There will be another meeting before the year ends with Rosalia, Ying Sa, McCracken, and Jones on November 21, 2022, at 10am ET.

Outreach/Internal Communications Committee (ICC) Updates/Newsletter

Parker thanked Jones for all his effort and showing appreciation for her efforts to get in contact as she could. Parker asked members to review the report before the end of the year to ensure it is up to date. There were some previous challenges in performing this action. Please reach out to Rosalia to let him know if you encounter issues. Rosalia noted issues a while back but indicated they have now been addressed.

Parker noted during a recent outreach with IRS agents that many were unaware about TAP, which was amazing. Parker shared TAP's purpose with them. Lillie said please add as much detail to the reports to give as much information as possible. Include on the report even if we are not meeting regularly. Please continue to be an ambassador to the graduating members. Lillie thanked the staff for their support. He stated to keep up the good work to those who will remain with TAP, as the work we do is important.

Parker thanked everyone and expressed how much she appreciated being involved with TAP. She encouraged members to keep up the good work. Rosalia thanked Parker for all her work and wished her well moving forward.

ICC Updates/Newsletter

Jones ICC seeking ways to bring traffic to the Facebook page. Text or email Jones if there are any issues preparing the newsletter report.

- Screening Committee Meeting November 21, 2022, at 10am ET.

Meeting Wrap-Up

Rosalia thanked the committee for a challenging year despite the changes of new members joining and leaving. Jones thanked everyone for such a humbling experience and the praise after this year. Lewis thanked Jones and the committee for all for their efforts. Let's make quorum consistently next year.

Parker thanked Jones for phone calls and reminders throughout the year which kept her on track. Rosalia thanked Parker for all of her timely work and efforts throughout these last three years. Jones will conduct the QR for the elevated issues.

Closing

Jeans thanked everyone for all their efforts for this year.
Jeans officially closed the meeting at 12:59pm ET.

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

Next Meeting: TBD