

**Tax Forms & Publications Committee, (TFP)
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
Tuesday, March 28, 2023**

Designated Federal Officer (DFO)

- Cedric Jeans TAP East Chief

Members Present

- | | | |
|---------------------------|---------------------|-----------------|
| • Tor Daley | Anchorage, AK | Member |
| • Ellen Dickey | Dakota Dunes, SD | Member |
| • Joel Gelb | Brooklyn, NY | Member |
| • Philip George | Saint George, UT | Member |
| • Kameelah Guthridge | Columbus, OH | Member (Absent) |
| • Charles Harvey | Albany, NY | Member (Absent) |
| • Jean Miller | Middletown, CT | Vice-Chair |
| • Kimberly Pederzani | Barrington, IL | Member |
| • Taletha Manigo-Brown | Ewa Beach, HI | Member |
| • Patricia "Pat" Thompson | Providence, RI | Chair |
| • Lucinda Weigel | Vienna, VA | Member |
| • Eugene Lillie | National Chair | Visitor |
| • Angela Madison | National Vice-Chair | Visitor |

Staff

- | | |
|--------------------------|--------------------------|
| • Frank Bustos | Acting TAP Director |
| • Robert Rosalia | TAP Program Analyst |
| • Kevin Brown | TAP Management Assistant |
| • Conchata Holloway | TAP Program Analyst |
| • Kelvin Johnson | TAP Program Analyst |
| • Matthew O'Sullivan | TAP Program Analyst |
| • Antoinette "Toni" Ross | TAP Program Analyst |
| • Fred Smith | TAP Program Analyst |
| • Ann Tabat | TAP Program Analyst |

Public Participants

None

Welcome/Announcements/Comments/Acknowledgement of Citizens

Jeans opened the call and welcomed everyone and reviewed the agenda for today.

Roll Call

Brown completed roll and quorum was met.

Self-Introductions

The TAP staff and TAP members introduced themselves and shared a small bit about themselves as a self-introduction.

TAP Mission

Cedric Jeans reviewed the TAP mission and reviewed the basic functions of TAP. The TAP listens to taxpayers, identifies taxpayers' issues, and makes suggestions for improving IRS service and customer satisfaction.

TAP Members

Commit to volunteer time; Identify grass root issues; and Prepare Annual Report. This is done under the Taxpayer Advocated Services (TAS) which provides the funding, support services and the Designated Federal Officers (DFO).

TAP Meeting Procedures

- **Ground Rules**

Please be respect in how we operate and keep in mind it is ok to disagree, but we should be thoughtful in how we do it.

- **Telephone & E-Mail Etiquette**

When discussing TAP business, we need to Carbon Copy (CC) the TAP email address at: TaxpayerAdvocacyPanel@irs.gov. Our meetings are currently being held via MS Teams. Please try to arrive five minutes before each meeting. Please identify yourself so we know who is speaking and minimize sidebar conversations.

Use the mute button if you must communicate outside of the meeting. There will be time where we have good recommendations that are not adopted. Don't let this discourage you from participating. When e-mailing others, be tactful in using the "Reply All".

- **Minutes/Minutes Approval**

Each committee will review prior meeting minutes and approve them at the Project Committee meeting.

- **Establish Quorum & Consensus**

For the determination to be official, Quorum must be meet. Quorum is half the committee total amount of members, plus one. Consensus will be needed for official approvals. For TFP at this time we have 11 members, so the required number of members to make approvals will be 6. Additional discussion took place on the determination of quorum and the committee agreed that 6 would be in the best interest of simple majority.

Agenda & Pre-Read Information

The pre-reads and the agenda will go out about a week before each meeting or as soon as possible to allow time for everyone to read the information.

- **Activity Reports/Time Reporting**

All TAP activities can be located on www.tapspace.org. Document all TAP time to include meetings, subcommittee meetings and outreach.

. www.improveirs.org is also a good place to review historical data on TAP.

- **Methods of Communication**

The primary means of communications will be by email; telephone; fax; and MS TEAMS

TAP Leadership

Rosalia discussed the leadership with the committee and what being a leader means.

Each committee has a Chair, Vice-Chair, Subcommittee Leads and Ad Hoc

Committees. A good Chair keeps members engaged, represents the committee on the JC meeting and works with everyone to get the committee's work done. The Vice-Chair backs up the Chair and is the lead on Outreach.

Nominations and Election process (Chair/Vice-Chair)

- Nominate Candidates

Pat Thompson self-nominated for Chair.

Weigel nominated Jean Miller for Vice-Chair.

All nominees ran unopposed, so they have been confirmed as committee leadership.

Subcommittee- Weigel self-nominated

Subcommittee- Daly self-nominated

- Self-Introduction/Bios

Quorum will remain 50 percent plus one.

Thompson motioned; Weigel seconded

Action: Quorum decided by committee

Approval of Minutes

November 8, 2022, minutes up for approval. Daly motioned; Weigel seconded

Action: Minutes approved as submitted.

TAP Screening Process

Rosalia informed the committee of the workflow for them to understand what and where the screening process comes in. He stated Issues come from the public during outreach, the IRS directly, but the main contributor is from our website,

www.improveirs.org. There is an area for the public to upload issues. Issue goes to the Screening Committee and they determine whether the Project Committee should accept or reject the issue.

After a determination is made, it is moved from the Project Committee to its respective subcommittee. The Subcommittee is where the work on the referral is done. During this time, the committee comes up with recommendations to resolve the issue. Once completed, the referral must be approved by the Project Committee. Before the Referral

can go to the IRS, it must also be approved by the Joint Committee (JC), the Governing TAP body. Additional tasks must take place before it can go to the JC for approval.

These steps include: Quality Review (QR) a review of grammatical errors; Systemic Advocacy (SA) and the Attorney Advisors (AA) that will make sure what we are suggestion is legal and fits within the National Taxpayer Advocates mission.

With that overview, Rosalia reviewed the screening process in detail explaining that the Screening committee, made up of at least three members. They review the issues and determine if it is a TAP issue and decide if it stays with this committee or should be transferred to another TAP committee. If appropriate, the issue is routed to the correct TAP committee. The issue is dropped if it does not meet the TAP criteria. Some issue may require more research and can be placed into the "Parking Lot."

Rule change, requiring only one motion, and no second, to move a decision forward for the year is proposed. Thompson motioned; Gelb seconded

Action: Rule change calling for a single motion to move a decision forward.

Establishment of Subcommittees and Meeting Dates:

- Full committee Second Tuesday at 11:00am ET

- Sub Committee 1- First Tuesday 3pm ET

Tore Daley
Ellen Dickey
Jean Miller
Charles Harvey
Joel Gelb
Pat Thompson

- Sub Committee 2- First Wednesday 11am ET

Lucinda Weigel
Kameelah Guthridge
Philip George
Kim Pederzani
Taletha Manigo-Brown

- Outreach (Vice-Chair)

Jean Miller

- Screening Members

Pat Thompson, Lucinda Weigel & Kameelah Guthridge

- Quality (QR)

Tabled

- Internal Communications

Tabled

2023 Project Committee Work

Project 52664 – Form 3520 & F3220A (Foreign Trust)

Project 62742 – Form 8615 & Inst (Children Who Have Unearned Income)

Action Items

- Post November minutes.
- Rule change noted requiring a simple motion for this year.

Committee Chair and Vice Chair Closing Comments

Closing

Jeans thanked everyone for joining and closed the meeting at 1:00pm ET.

The next monthly meeting
April 11, 2023 at 11:00am EST/12:00pm CST/1:00pm MST/2:00pm PST/7:00am
AST/6:00am HST

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