

**Notices and Correspondence Committee (NCC)  
Taxpayer Advocacy Panel (TAP)  
Meeting Minutes  
Wednesday, November 12, 2024**

**Designated Federal Officer (DFO)**

- Cedric Jeans TAP East Chief

**Attendance**

- |                            |                  |                 |
|----------------------------|------------------|-----------------|
| • Cheryl Crowe             | Felton, DE       | Member          |
| • Manuel "Manny" Dominguez | Gladstone, MO    | Member (Absent) |
| • Mitchell Gerstein        | Wynnewood, PA    | Vice-Chair      |
| • Kyle Kipple              | Jacksonville, FL | Member          |
| • Robin Mosley             | Dayton, OH       | Member          |
| • Shelly McCracken-Rania   | Fountaintown, IN | Member          |
| • Steven Sklar             | New York, NY     | Chair           |
| • Michael Stewart          | Kingsport, TN    | Member          |

**Staff**

- |                          |  |
|--------------------------|--|
| • Kevin Brown            | Management Assistant                   |
| • Conchata Holloway      | TAP Program Analyst                    |
| • Matthew O'Sullivan     | TAP Program Analyst                    |
| • Robert Rosalia         | TAP Program Analyst                    |
| • Antoinette "Toni" Ross | TAP Program Analyst                    |
| • Ann Tabat              | TAP Program Analyst                    |
| • Mejbeen Balsara        | Program Analyst Taxpayer Services (TS) |
| • Cynthia "Cindy" Jones  | Program Manager (TS)                   |

**Welcome/Opening – DFO**

Cedric Jeans opened the call and welcomed all who joined.

**Roll Call**

Quorum was made.

**National Office Report/ DFO Report**

Jeans thanked everyone for all the work done this year. Jeans gave the committee a timeline for the end of the year big ticket items:

- The staff is working on the recruitment efforts.
- Updating training material for next year.
- The staff and committee will plan for a face-to-face.
- Having a meeting discussing the year's plans early next year.
- We are working on finalizing the Annual Report for TAP.
- A committee selection email will go out soon from Susan Jimerson.

- Please vote for TAP leadership by Thursday. Third-year members get a vote.

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

Sklar welcomed everyone to the meeting. Sklar recognized Mitchell Gerstein who is running unopposed for the National Vice-Chair.

### **Approval of Minutes:**

October 16, 2024, Meeting Minutes. Sklar motioned; Stewart seconded.

**Action:** Minutes approved as submitted by unanimous consent.

### **Combined Subcommittee Report Out:**

#### **Project 75134:** CP 59 – First Notice Unfiled Return Delinquency – MS Lead

Stewart reported a few grammatical corrections; mail address added; link with a Quick Reference (QR) code to understanding your CP59; a QR code to TAS; a QR code to TAP; online account verbiage; and a QR code to this notice. Stewart motioned; Sklar seconded.

**Action:** Project approved to be elevated to JC contingent upon AA/SA review

#### **Project 71594:** LT38 Reminder, Notice Resumption

McCracken-Rania presented this issue. This referral recommends some bolding; adding information at the top right-hand boxed referencing TAP; adding standard language regarding taxpayer online accounts. Kipple motioned; McCracken-Rania seconded.

**Action:** Project approved to be elevated to JC contingent upon AA/SA review

**NOTE –** Mosley will do QR for the two approved issues. Cedric will try to expedite the AA/SA review response before the last Joint Committee meeting

#### **Project 76527:** CP 312 & CP 313 POA Online Termination –

Committee have some recommendations however are not completely done with reviewing the CP notices.

**Action:** Project parked until the new year since it is still being worked.

### **Outreach**

Gerstein went over the Outreach Committee meeting he attended. Reminded members about the importance of the activity reports and, to make sure they are current. He stated that we went from last to second in total hours for the entire TAP. Thanked everyone for their effort. We have three of the top five TAP members by activity hours on this committee. We have others that need to enter their time for all their TAP activities includes meetings, subcommittee meetings, and outreach activities. Gerstein recognized Kipple for taking over the Facebook page and encouraged members to follow, like and sharing the posts on the page.

Gerstein reported having an article posted on the Pennsylvania Institute of Certified Public Accountants (PICPA) blog. Gerstein sent this out to the committee via email. Stewart shared that he is working with the Kingsport Senior Center outreach event to take place in February or March of 2025. Stewart will work with the rotary club next year also.

### **Internal Communications Committee (ICC)**

Kipple reported the October meeting was fun and interesting. They are working on possibly four new issues or projects. Kipple thanked Stewart for writing the newsletter reports for this committee. Stewart added he will do the newsletter for this month as well. Kipple encouraged members to like and share the Facebook page.

### **Chair Closing Comments & Roundtable**

Rosalia thanked the committee for all the work this year and especially the third-year members for completing the three years of service and helping the committee improve the IRS. Rosalia encouraged everyone to join the Celebration of Service to be held for them.

Sklar thanked everyone for the work this year and will send the annual report to be reviewed by the committee. Sklar thanked the third-year members. Gerstein thanked Rosalia for his guidance this year.

### **Closing**

Jeans thanked everyone for a remarkable year for all that has been achieved. Jeans thanked Sklar and Gerstein for their leadership. Jeans thanked the third-year members for all their work and welcomed the returning members for a new and exciting year. Jeans encouraged members to keep doing outreach and logging in their time. Jeans thanked the Taxpayer Services and all of our IRS counterparts for helping us out this year. Jeans thanked the staff for all they do.

Jeans closed the meeting at 11:45am ET.

**Next Meeting: TBD**

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