

**Notices and Correspondence Committee (NCC)
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
Wednesday, February 19, 2025**

Designated Federal Officer (DFO)

- Cedric Jeans TAP East Chief

Attendance

- | | | |
|----------------------------|-------------------|-----------------|
| • Talibah Bayles | Birmingham, AL | Member |
| • Howard Choder | Seattle, WA | Member |
| • Manuel "Manny" Dominguez | Gladstone, MO | Member |
| • Mitchell Gerstein | Wynnewood, PA | Vice-Chair |
| • Steven Gorski | Stafford, VA | Member (Absent) |
| • Joseph "Joe" Holley | Barboursville, WV | Member (Absent) |
| • Sandra "Sandy" Johnson | Merrick, NY | Member |
| • Kyle Kipple | Norman, OK | Member |
| • Gregory Porcaro | Coventry, RI | Member |
| • Steven Sklar | New York, NY | Chair |
| • Michael "Mike" Stewart | Kingsport, TN | Member |

Staff

- Kevin Brown Management Assistant
- Conchata Holloway TAP Program Analyst
- Antoinette "Toni" Ross TAP Program Analyst
- Ann Tabat TAP Program Analyst

Welcome/Opening – DFO

Cedric Jeans opened the call and welcomed all who joined. Jeans reminded the committee that they function similar to how Congress functions with committees, votes and representing each member's state. Jeans reported:

1. The face-to-face meeting in Jacksonville, FL from April 21-25, 2025.
2. Please review and vote on the bylaw changes by the end of this month.
3. Announced the 2024 Annual Report is almost ready.
4. The National Taxpayer Advocate (NTA) asked us to bring up at least one of the Most Serious Problems (MSP) to add to her list. This needs to be worked pretty soon and is a great task for TAP.

Self-Introductions/Roll Call

The TAP staff and TAP members introduced themselves and shared a self-introduction and gave a brief biography. Quorum was met.

TAP Meeting Procedures

- Ground Rules

Listen to the ideas and opinions of your fellow panel members and give everyone the time to speak their minds. Above all, be respectful of one another.

Stay within the allowed meeting time.

Respect and be courteous to all members and staff.

Participate and take part in this process.

- Telephone & E-Mail Etiquette

Please arrive five minutes ahead of your call.

Identify yourself.

Limit the side bar conversations.

Mute yourself when not speaking.

Participate and don't get discouraged.

Do not reply all or cc everyone unless necessary.

Consider others time and feelings during these meetings.

- Minutes/Minutes Approval

Please review the meeting minutes, agendas, and pre-reads prior to each meeting. The Chair, DFO and analyst will work on pre-reads before each meeting.

- Establish Quorum & Consensus

50 percent plus one person is quorum.

Documents will be shared via MS Teams for documents

- Agenda & Pre-Read Information

Pre-reads will be sent via email and posted on www.tapspace.org.

- Activity Reports/Time Reporting

www.tapspace.org

- Methods of Communication

Email, telephone, and MS Teams

So, You want to Be A Chair?

Ross provided an overview of what the responsibilities are for a committee chair, vice chair and what is expected of these positions. Additional TAP leadership positions regarding leads of each subcommittee were provided.

Nominations and Election Process (Chair/Vice-Chair)

- Nominate Candidates

Steven Sklar self-nominated for Chair

Kyle Kipple self-nominated for Vice-Chair

Both nominees ran unopposed and were unanimously elected by the committee.

Approval of Minutes:

November 12, 2024, Meeting Minutes will be on next month's agenda.

Establishment of Subcommittees and Meeting Dates

- Full Committee: Meeting Second Wednesday at 11am ET
- Subcommittee 1: First Wednesday at 11:00am ET (Mike Stewart; Mitchell Gerstein; Joseph Holley; Steven Gorski; Sandy Johnson; Howard Choder)
- Subcommittee 2: First Wednesday at 1:00PM ET (Manny Dominguez; Gregory Porcaro; Steven Sklar; Talibah Bayles; Kyle Kipple)
- Outreach (Vice-Chair): Kyle Kipple
- Screening Members: (Kyle Kipple; Mike Stewart; Sandy Johnson; Greg Porcaro, Mitchell Gerstein, Steven Sklar)
- Quality (QR): Talibah Bayles; Howard Choder; Kyle Kipple
- Internal Communications: Sandy Johnson; Talibah Bayles

2025 Project Committee Work

Jeans gave a brief overview of what the committee is working on and how the committee starts and works on issues. Jeans included the Systemic Advocacy (SA) and the Attorney Advisors (AA) review of issues before they are elevated to the IRS, so the committee understands the workflow process.

Continue from last year:

Project **76527**: CP 312 & CP 313 POA Online Termin.

Preliminary work to start:

Issue **74553**: CP 30 Est. Tax Penalty Notice (Bal-Due)- Subcommittee 1

Issue **66432**: CP 565 (ITIN) Assigned- Subcommittee 2

Completed by NCC not received by JC (was waiting SA/AA):

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

AA/SA feedback received

Project **75134**: CP 59- 1st Notice Unfiled Return Delinquent

AA/SA feedback received



Project **73865**: CP 04 Military Dates of Service & LTR 15109
SA/AA: Nothing to add to recommendations – Ready for JC

Project **69719**: Ltr 5071C & other related docs
SA/AA: Waiting on feedback - Ltr 5071C (**10/24**) and (8/24) Enclosed

Meeting Assessment/Next Steps/Closing

Action Items:

- Tabat reviewed the committee leadership- Chair Sklar, Vice Chair, Kipple
- Monthly meeting- Second Wednesday 11:00am ET
- Sub-1 First Wednesday at 11:00am ET
- Sub-2 First Wednesday at 1:00PM ET
- Issue 74553: Assigned to Subcommittee 1
- Issue 66432: Assigned to Subcommittee 2
- Recurring monthly invites will be sent for meetings

Jeans and Gerstein spoke to members about working with the local Stakeholder Partnerships, Education and Communication (SPEC) representative and the Local Taxpayer Advocate (LTA) for additional outreach opportunities.

Jeans closed the meeting at 1:03pm ET.

Next Meeting: March 12, 2025, at 11am EST/10am CST/ 9am MST/ 8am PST

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