

**Notices and Correspondence Committee (NCC)
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
Wednesday, March 12, 2025**

Designated Federal Officer (DFO)

- Cedric Jeans TAP East Chief

Attendance

- | | | |
|----------------------------|-------------------|-----------------|
| • Talibah Bayles | Birmingham, AL | Member |
| • Howard Choder | Seattle, WA | Member (Absent) |
| • 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 |
| • Shawn Collins | TAP Director |
| • Conchata Holloway | TAP Program Analyst |
| • Kelvin Johnson | TAP Program Analyst |
| • Ann Tabat | TAP Program Analyst |

IRS Staff

- | | |
|-------------------|--------------------------------------|
| • Mejbeen Balsara | Taxpayer Services (TS) |
| • Tambra Eppard | Small Business Self-Employed (SB/SE) |

Welcome/Opening – DFO

Cedric Jeans opened the call and welcomed all who joined.

Roll Call

Brown conducted the roll call. Quorum was met.

National Office & DFO Report

Jeans reported the administrative staff is working on the business cards and mailing out Speak-Up brochure orders at this time and they will be delivered soon. Jeans reminded everyone to request more brochures if needed.

Collins reported due to travel restrictions there will be no face-to-face meeting. We are working on a virtual meeting which will be shared as soon as it is finalized. Speak with your analyst before you do any local travel for outreach to ensure it can be reimbursed.

Jeans reported the National Taxpayer Advocate (NTA) is asking for input for Most Serious Problems (MSPs). The turnaround time to submit by email is close of business Tuesday, March 18, 2025. Last year's MSPs and the TAP annual report are now available on www.improveirs.org, per Jeans.

Jeans reported the federal register notices were not allowed to be posted at this time; therefore, our meetings were not open to the public. Hopefully this will be resolved soon so we can advance referrals and vote on the completed committee work.

Jeans referenced the TAP Outreach Toolkit, which contains numerous documents that would be helpful for outreach. This includes a press release should one be needed. The Taxpayer Advocate Services Communications Liaison unit can provide assistance, if necessary, per Jeans.

Jeans spoke about www.tapspace.org which is used to share documents and information. Jeans asked everyone to go in and update your profile with all of your experiences that may be useful to other members. Let Tabat know if you do not have a mentor. Jeans announced the merging of the Outreach and Internal Communications committees. Jeans mentioned return to office process for federal employees, travel being cancelled, and a possible reduction in force. The staff will keep the committee informed on all these topics.

Approval of Minutes

November 12, 2024, Meeting Minutes- Tabled

February 19, 2025, Meeting Minutes- Tabled

2024 Project Committee Work approved ready for Joint Committee (JC)

Sklar reported the 2024 projects completed and voted on last year but were waiting Attorney Advisor and Systemic Advocacy review. He discussed will be sent to the JC for the April meeting since the feedback was received.

- Project **71594**: LT38 Reminder, Notice Resumption
- Project **73865**: CP 04 Military Dates of Service & LTR 15109
- Project **69719**: Ltr. 5071C & other related docs

Attorney Advisors/Systemic Advocacy (AA/SA)

Sklar reported due to the amount of feedback received on the CP59 project it will be reassigned back to the subcommittee to determine any edits.

- Project **75134**: CP 59- First Notice Unfiled Return Delinquent

Subcommittee 1

Stewart reported the subcommittee started working on Project 74553 CP 30 Est. Tax Penalty Notice (Bal-Due) and making recommendations. Sklar and Gerstein spoke about using a standard template for issues being worked by this committee for simplicity and familiarity. A screening report review and meeting will be completed to pull additional work once the committee's assigned analyst returns.

Subcommittee 2

Porcaro reported the subcommittee started its review on Project 66432, CP 565 (ITIN) and incorporated the standard recommendations. Project 76527, CP 312 & CP 313 POA Online Termination short form was started in 2024, the project was assigned to the subcommittee, and they hope to wrap it up by the next meeting.

Outreach

Kipple reported the first Outreach/Internal Communications meeting is scheduled for March 20, 2025. Kipple reminded the committee to get preapproval for travel for local outreach and suggested looking up your Local Taxpayer Advocate for outreach opportunities. Remember to record all your TAP activities on www.tapspace.org. This includes reading emails; preparing for meetings; sending emails; doing outreach; and attending meetings. Jeans reminded the members that your time can qualify you for presidential awards after your three years, which is signed by the current president.

Internal Communications Committee

Tabat reported the TAP Newsletter will be due on the twenty-fifth of each month starting in April. Bayles and Johnson the ICC representatives can discuss rotating reporting out and soliciting members to write-up blurbs summarizing the committee's work progress each month, the newsletter can also highlight outreach activities and screening statuses.

Action Items

- Project **75134**- CP59 reassigned back to Sub-1 for review.
- Minutes tabled to the April meeting.
- Communication to the assigned committee analyst on the three issues to be reviewed prior to being sent to JC analyst.

Chair Closing Comments & Round Table

Sklar thanked everyone for attending the meeting.

Closing

Jeans spoke of how important the work that TAP does is to the American public. Please speak about the importance of TAP while you are doing your outreach. The JC will be meeting on Friday, March 14, 2025, at 12 noon. Feel free to join. Jeans closed the meeting at 11:54am ET.



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

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