

IDAHO STATE TAX COMMISSION
COMMISSIONERS' OPEN MEETING
MINUTES OF MEETING OCTOBER 10, 2018

In attendance: Commissioners Elliot S. Werk, Tom Katsilometes, and Janet Moyle, Randy Tilley, Debbie Coulson, Mark Warbis, Roxanne Lopez, John Bernasconi, Steve Fiscus, Mark Poppler, Jerott Rudd, Glenda Smith, Renee Eymann, Phil Skinner, and Kelly Martinez.

Guests: Idaho Society of CPAs Executive Director Laura Lantz
Associated Taxpayers of Idaho President Miguel Legarreta
Idaho Attorney General Division Chief Kay Christensen

Public Session

Commissioner Tom Katsilometes convened the open meeting and welcomed all those in attendance.

Presentation of Certificates of Service

Roxanne Lopez, Human Resources Officer, acknowledged the employees receiving a Certificate of Service. Ms. Lopez stated how much their combined total of 70 years of state service is appreciated. The Certificate of Service recipients in attendance were: James (Michael) Pendergrass, Human Resource Specialist, Senior, Human Resources – 5 years; Deanna Messinger, Program Specialist, Taxpayer Accounting – 10 years; Annette Parenteau, Tax Auditor 3, Individual Income Tax Audit – 10 years; and Rosa Greene, Tax Compliance Officer 2, Twin Falls Field Office – 30 years.

The Certificate of Service recipients not in attendance were: Frank Pinkney Jr., Tax Specialist, Tax Appeals – 5 years and Jason Kasner, Tax Compliance Technician, Coeur d'Alene Field Office – 10 years. They will receive their certificates at a later time.

The Commissioners expressed their congratulations to all the recipients and how much they appreciate all of their hard work.

Business Requiring Vote of the Commission

Minutes: Open Meetings – September 14, 2018

Commissioner Werk moved to approve the minutes of the open meeting held on September 14, 2018. Commissioner Moyle seconded the motion. There were no comments or amendments. All voted in the affirmative and the minutes were approved.

Resolution No. 18-08 – 2019 Stumpage Values

Rod Brevig presented Resolution No. 18-08 to adopt the 2019 Stumpage Values as recommended by the Forest Tax Administrator and published on the instructions for the Commission's Form FT-102. There were not stakeholders present at today's meeting. Mr. Brevig reviewed the stumpage value comparison from 2018 to 2019. Commissioner Werk moved to approve Resolution No. 18-08. Commissioner Moyle seconded the motion. All voted in the affirmative and Resolution No. 18-08 adopting the 2019 Stumpage Values was approved.

There was no more business requiring a vote of the Commission.

Administrative Reports

Collection, Debbie Coulson

Debbie Coulson had no report.

Revenue Operations, John Bernasconi

John Bernasconi reported there has been an increase in returns filed over the last few days and will increase greatly over the next two weeks. He said we are currently up about 4% on the electronic returns and paper returns continue to be flat. Mr. Bernasconi said we have received 842,000 returns overall and anticipate a total of 865,000 for this year. He said they will be printing the Individual Income Tax booklets soon.

Management Services, Mark Poppler

Mark Poppler reported that we are waiting for the Department of Administration to finalize the lease agreement on this complex to make everything official. He said the Department of Administration did successfully get the assignment of the lease through the previous owner through the Board of Examiners to St. Luke's. This allowed us to pay the first four months of the lease to St. Luke's.

Mr. Poppler said that the Supreme Court has been in touch with our agency as they are interested in the Tax Commission intercepting more refunds for court ordered fines and restitution. The Tax Commission currently only collects criminal fines, the Supreme Court is interested in civil fines as well.

Mr. Poppler reported he has heard back from both Idaho Falls and Pocatello Auditorium Districts regarding Memorandum of Understandings (MOU) to collect local option taxes. Pocatello is anxious to get theirs signed, they offered no changes to the MOU. He said Idaho Falls has a few questions on the extent of auditing and reporting, so we are working through that.

Audit Division, Randy Tilley

Randy Tilley reported that not everyone is waiting on the move, Audit will be moving to a new location in December. He said this will impact Audit significantly and he is currently working to identify questions employees have. Mr. Tilley said he has taken a tour of the space and there will be pictures shared with staff. Commissioner Werk said another large component of this move is for IT to make sure there is connectivity when Audit is moved. Mr. Tilley is looking at transportation between the two locations and they will likely be using Skype for Business as well.

Public Information and Taxpayer Resources, Mark Warbis

Mark Warbis gave an update on the outreach measures Taxpayer Resources Unit is engaging in right now. He said they had a very fruitful meeting yesterday with the Department of Finance regarding financial literacy. He said the Tax Commission will be fully engaged in those outreach efforts. There are a lot of programs ongoing statewide throughout the year. Mr. Warbis said he has found some opportunities for updating the website and he is meeting with Jeff Weak and his team on Friday to determine our opportunities there.

Mr. Warbis said they are on the final edits of the agency style guide and should be finished by the end of the month. He plans to present those edits to the Executive Leadership Team by the end of the year. Mr. Warbis said they are taking a closer look at the ZAP process for editing documents, which is something they hope to have done by the end of the year as well.

Mr. Warbis said policy staff are working hard to complete preparations for the legislative tour, now that the dates have been finalized. The Idaho Transportation Department will send out joint invitations for the tour. The Association Taxpayers of Idaho Annual Meeting is December 5, 2018 and we will have an insert in those programs as well.

Mr. Warbis said he appreciates the help of Division Administrators for looking over the draft survey for small business outreach. The next step is to reach out to small businesses who don't have access to ready tax professionals. He noted this is a community driven effort.

Human Resources, Roxanne Lopez

Roxanne Lopez had no report.

Property Tax Division, County Support, Steve Fiscus

Steve Fiscus had no report.

There were no more administrative reports.

Reports on Rules Committees

There were no Rules Committees reports.

Other Business

There were no items of other business.

Public Comments

Commissioner Katsilometes asked if the guests in attendance had any comments. Mark Warbis wanted to publicly thank the Idaho Society of CPAs for sending out a survey regarding updating W-4s. He said the feedback was very informative and he thanked Ms. Lantz for her help.

Executive Session

Commissioner Moyle moved to go into Executive Session with its legal counsel pursuant to Idaho Code § 74-206(1)(f) to discuss the current status of litigation to which the Commission is a party. A roll call vote was taken by Kelly Martinez, Administrative Assistant and Commissioners Werk, Moyle, and Katsilometes, all voted in favor and the motion passed.

The Commission met in Executive Session with its legal counsel pursuant to Idaho Code § 74-206(1)(f) to discuss the current status of litigation to which the Commission is a party. No matters requiring a vote of the Commission resulted from the Executive Session.

Public Session

Commissioner Katsilometes declared the Executive Session ended and returned to the public session. There being no further business, Commissioner Werk moved to adjourn, and Commissioner Moyle seconded the motion. All voted in the affirmative and the meeting adjourned.

Kelly Martinez

Tom Katsilometes