

## IFTA AUDIT COMMITTEE TELECONFERENCE MINTUES

December 13, 2016

### **Jurisdiction Representatives:**

Dave Nicholson, Chair, OK  
Jeff Hood, Ex-Officio, IN  
Bob Gattinella, RI  
Jimmy Tompkins, AL  
Lynden Landholm, KS  
Beth Duda, AZ

Helen Varcoe, Vice Chair, MT  
Kelly Heaton, AR  
Stacey Hammock, WY  
Joel Foreman, NE  
Kristie Zanis, NH  
Marsha Douglas Roy, QC

### **Board Liaisons:**

Steve Nutter, VA  
Joy Prenger, MO

### **IFTA Inc., Advisors:**

Debbie Meise  
Tammy Trinker

**Roll Call:** Beth Duda and Steve Nutter were absent.

Approval of November 2016 meeting minutes; Lynden motioned and Marsha second to accept minutes as is; motion carried; minutes pass.

### **Ballot 4**

The ballot has passed effective July 1, 2017. Helen thanked everyone for their help and support.

### **BPG**

Dave and Helen are reviewing and giving initial feedback to Monica. Jody has taken another position but one of his auditors was helping him with revisions. Dave added that Jody wanted to thank everyone he worked with and let him know his e-mail is the same if anyone wanted to get a hold of him. Jody stepped in when Tom Rabaglia left.

### **Planning Committee**

The workshop was discussed in detail and several decisions were made.

The AC voted for “The Future is Now” theme for the 2017 Workshop. The IRP AC liked that one too.

Diana Kay and her boss Teresa have volunteered to run the Icebreaker. They are just starting to work on it. Bob volunteered to help.

In the general session, Monica Halstead has agreed to do a presentation on the BPG. Stacey volunteered to help her.

Volunteers are needed for the unreported jurisdictions presentation. There were no takers, so Dave and Helen will do a presentation.

The Auditor 101 webinar will be presented at the optional breakfast presentation. A presenter is needed from the IFTA AC. It will be Wednesday morning from 7:45 – 8:15. Helen asked for a

volunteer. The presentation was discussed and Bob volunteered to help. A person from the IRP AC is still needed. Dave mentioned he will attend this optional presentation.

Dave asked everyone to let him know if they wanted to help with any presentations. Ken Carey and Lonette will present the history of IFTA and IRP.

More volunteers and scribes are needed for the breakouts. The scribe will take notes and the presenters (facilitators) will recap what was discussed in the general session. Lynden volunteered to be a scribe. Dave and Helen mentioned they could be scribes. Kelly mentioned AR doesn't see many electronic audits but he can ask questions he may have to the attendees.

Dave hoped that after the planning committee call next Wednesday they would be able to get the scenarios out to all the presenters. They will go over the scenarios with each breakout team. The scenarios that were not discussed will be presented in the Town Hall meeting. The attendees will have access to the scenarios before the workshop. Each facilitator will have an opportunity to attend the GPS breakout. Attendees will move from room to room.

Bob and Kelly volunteered to help Jimmy with his Excel pointers presentation.

Four vendors will be selected for the vendor presentation. Gary from ProMiles has two possible trucks with GPS systems to display. Tammy mentioned the hotel has other areas outside to accommodate the size of the trucks.

### **Industry Averages**

The results have been compiled from the survey that went out to the membership. The board may need to decide on the AC's role on this project. Dave will put something together and send it to all the members of the AC. It will also be sent to the Attorney's section for review.

### **ARWG**

Stacey gave an update on the progress of this working group. They are still tweaking a survey. They want the wording of the questions to be the same as the report is now. They are working audit questions into the survey as well. Lonette will put the questions into survey monkey and the working group will make final changes from there. Their next call is December 16, 2016.

### **PCRC**

The potential changes to the PCRC guide were discussed in detail. There was a presentation regarding the potential changes at the ABM. Joy has reached out for specific feedback. A working group has been formed to work on this project and they will reach out to the AC for help moving forward. Joy asked everyone to think about ideas that may help with the review process.

The revisions would speed up the process and review things in a more timely manner. The concern is that the review may not be as detailed as it should be with the new language. They are trying to utilize the Clearing House so issues can be found quicker and dealt with sooner before it is an issue.

Joy commented it is the jurisdiction's responsibilities to review these audits and that we all have to work together. Not all jurisdictions are able to review every audit report because of time constraints and staff and some have established a dollar amount threshold when it affects their jurisdiction.

Other comments were made concerning notification of large refunds and possibly another committee reviewing audits and then notifying the PCRC with issues. Inadequate adjustments and unreported jurisdiction were discussed.

### **New Business**

The Board supports an award in Don Stroncheck's name but they would like the criteria for a recipient and a team will need to be formed to go through the applicants and select a winner. Dave has reviewed the criteria for other awards. Bob suggested Dave send the criteria for those awards to all the committee members for review. Don's family will also be informed.

Marsha had more questions regarding an e-mail on auditing mega carriers. Some jurisdictions are auditing them but they are very time consuming and still only count as one audit. A ballot concerning the audit count for these mega carriers has been a topic of discussion for many years. Electronic records may help with auditing these mega carriers.

A signed sampling agreement is not in the new language but it will be in the BPG.

The new audit procedures are out on the website and the others should be out this month. Dave is working on a side by side comparison for the workshop regarding the new language. That will also go out on the website.

Kelly motioned to adjourn the meeting; Bob second; motion carried; meeting adjourned.