

IFTA Audit Committee Meeting Minutes
February 27, 2015, 8:00 am
San Antonio, Texas

Jurisdiction Representatives:

Jeff Hood, IFTA Chair IN	Dave Nicholson, IFTA Vice-Chair, OK	
Dawn Lietz, Ex-Officio, NV	Bob Gattinella, RI	Stacey Hammock, WY
Diana Kay, FL	Robert Schwab, MO	Jimmy Tompkins, AL
Helen Varcoe, MT	Kristie Zanis, NH	

Jurisdiction Representatives Not Present:

Don Williams, ID	Maxime Dubuc, QE
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Board Liaison

Steve Nutter, VA
Joy Prenger, MO

IFTA Representative:

Debbie Meise
Lonette Turner

Notes taken by:

Helen Varcoe, MT

Jeff request Dave Chair this meeting.

Ballot #3 Discussions

Jeff made a suggestion to add the word “audit” in front of evidence throughout the documents. He also suggested we review the ASSC comments and move the procedures back from the agreement.

Steve stated a great amount of work has been done. The attorneys have comments on 3 major parts. He stated he spoke with the ASSC Lawyer at the end of his presentation. Steve feels we should look at changing the wording to pass the attorneys thoughts and work with them in this endeavor.

Jeff/David – the attorney section needs to give us someone who is willing to work with us. The attorney who presented is not that person.

Dawn – stated hundreds of hours have been spent and now it feels as though the rug is being pulled out from under us and we were set up to fail. When the ICAWG was being formed, discussions were held regarding the ASSC and if an attorney from this committee needed to be on the ICAWG along with the other committees. It was decided we did not need to do this.

Dawn suggested moving forward with the recommended changes without additional consultation of the ASSC or maybe having an independent council to assist?

Steve asked if it would be an option to pull ballot, do the work and come in as next year ballot.

Diana asked, what happens now, final fails do we re start or what happens next?

David asked “How much effort to move procedures manual and add the word “audit”? Let the ballot run and see if it passes or fails.

2015 Ballots are due April 10th. The 3rd comment period is up March 5 then 45 days to change documents with any comments. Final vote June 20ish.

AC Vote Options:

- 1) Dump it
- 2) Fix with comments send out to final vote
- 3) Leave it as is

The conclusion of the vote is Option 2. Fix the document with adding the word “audit” and move the procedures out of the agreement. Review other comments from the third comment period.

Audit Workshop

Great Job! We received lots of positive feedback at the time of the workshop. IFTA will send Surveys out next week. It was suggested that the Survey be sent to the chairs to see if anything should be added.

Items from Last year’s Annual Business Meeting:

Interest rounding is it .42 or .4167? Is there any consistency throughout the community? How much money is invoiced before it is material? Do we want to address these questions? No leave it alone for now.

Surcharge – Do you net against fuel tax line then interest or charge interest on each line separately? KY net apply is easier. In Oklahoma, each line is separate on the return. Under field audits the lines are netted before interest is calculated.

Interest dual tax – when there are two different fuel types. Agreement Procedures Committee should look at this. Dave will draft a letter.

One of the commissioners would like us to revisit how to count less than 4 quarters as an audit.

Ballot 4

Debbie looked up current final vote standing, 14 yes 8 No; 15 No votes will cause this ballot to fail. This is a very important ballot. This one is for the four consecutive quarters for an audit period instead of a calendar year.

New AC Committee Members

Midwest Region - Board request opening, Chairperson solicited region for volunteers. If no volunteers then take from jurisdiction vacated. Dave will work with Debbie and get out an announcement to solicited volunteers for these vacancies.

What's next for this year, what do we want to accomplish:

Stacey – put on another great workshop.

Joy – let's see where ballot 3 goes. Do more webinars.

Bob G – put on another great workshop. Discuss different ideas for the material presented.

Diana – Look at surveys, look at new material and put on a great workshop.

Lonette – Workshop format was awesome, well received and great job everyone. Board is working on Action Items for strategic plans – AC may have role in this for our part sometime this year. May want to look at the Town Hall Session for next year and change it up. Motel/Hotel for conference IFTA is paying for 2 nights not 3. Tammy will work with front desk to correct their error.

Debbie – Absolutely more webinars this year, Audit 101, 301, Management Compliance, Suggest working with IRP – Anthony on webinars. IFTA/IRP workshop will be hosted by IFTA. IRP will host Law Enforcement Managers conference. Travel reimbursement forms will be emailed to each member for their submission.

Kristie – Workshop next year, brainstorm ideas, what do we want to see happen with this workshop?

Helen – Work on presenting another great workshop. See where Ballot 3 ends up, finalize the Best Management Guide. Do our best as an AC committee.

Bob S – Thanked everyone and we all thanked Bob for his years of service.

Number of Audits and Dollar figure

This information can be received from the Clearinghouse for the annual jurisdictional reports. The AC can send an email to Lonette for this to happen. She will pass it on the clearinghouse to see if this report can be generated. It was requested that IFTA/Clearinghouse sends this information to the jurisdictions before it becomes official record.

AC this year procedures:

Make agenda's for each meeting.

Conference calls will remain the 2nd Tuesday of each month @ 11:30 am Eastern Time. Debbie will calendar these calls for everyone's participation. The first call will be March 10th.

Stacey will take notes on all conference calls.

After each conference call put together items for next agenda – try to send them in advance.

Effective/Efficiently ran meeting that will assist us in accomplishing our goals.

Webinars

IFTA has money in budget to help with webinars. IFTA request that each speaker be identified from what committee they reside or at the very least, list all names of all committee members of the subcommittee who worked on each webinar.

Idea's for next IFTA/IRP Workshop

GPS one truck – Challenges with this are the workstations to show data. We discussed using paper documents and the volume of paper. We may use a webinar for GPS Training.

Keep in small groups for working hands on material.

1 Truck Inadequate

1 Truck logs

1 truck GPS

1 truck Dispatch

Each breakout session separate on these topics.

Have a break between sessions for a brain break; Mini town hall scenario.

Interviewing Skills – Webinar or workshop? We may need to bring in outside speaker or professional.

Discuss language and how to use. I.e....Jurisdiction vs. states.

No records @ all – How to derive at numbers; 4.0, industry average or like trucks/companies.

Rental/leasing – long term

Buses

Dave asked IFTA if we have satisfied our time. Lonette response “yes “especially with all of the work that was done during the workshop.

Wrap up

Bob Schwab moved that the meeting be adjourned. Bob S. seconded. (This is Bob S. final meeting)
The meeting was adjourned at 11:20 am.