

IFTA AUDIT COMMITTEE TELECONFERENCE MINUTES
April 14, 2015 at 11:30 EST

Jurisdiction Representatives:

Dave Nicholson, Chair, OK
Jeff Hood, Ex-Officio, IN
Bob Gattinella, RI
Diana Kay, FL
Jimmy Tompkins, AL

Helen Varcoe, MT
Maxime Dubuc, QC
Stacey Hammock, WY
Don Williams, ID
Kristie Zanis, NH

Board Liaisons:

Steve Nutter VA
Joy Prenger MO

IFTA Inc. Advisors:

Debbie Meise
Lonette Turner

Roll Call: Diana Kay and Joy Prenger absent

Review Minutes

There were a few small changes that were made to the minutes.
Helen Varco made a motion to accept the minutes from the March meeting.
Bob Gattinella seconded the motion.
The March minutes were approved.

Old business:

Webinar discussion:

Last week's webinars were discussed. Changes have been made. Jeff commented that we are still listening to the discussions and continue to make changes.

Steve explained that the ASSC has the ballot with changes that have been made. He sent Stuart Zion an e-mail this morning. Chuck was going to speak with Ed this week.

The full draft has been sent to the commissioners, committee members and the ASSC per a request on the webinars. Dave explained that because of the changes, the numbering still needs to be changed.

The 30 day demand letter was an issue that arose during the webinars. It was discussed and was agreed upon to take it out. The reference to "30 days" under P570 has been removed.

Stacey asked if there could be another comment period. Debbie researched the comment periods and there's nothing that prohibits at least two jurisdictions from requesting another comment period. Stacey asked how that would work. Debbie explained the jurisdictions would just have to notify IFTA Inc. in writing. Under R1640, another comment period is 45 days and there is no timeline for a jurisdiction to respond. A comment had been made during one of the webinars that they had contacted the ASSC and that we hadn't given them our changes. Stacey commented that Steve was asked during the webinar if the ASSC had responded to our changes because they had been given to them.

Jeff commented that a vote for another comment period needs to be timely. If no changes have been made to a ballot, a jurisdiction cannot refer to R1640. We still have to have the ballot to IFTA Inc. by April 20th.

Changes that have been and are still in discussion are the record requirements, the word evidence, if these changes are adding more work and the words “should, must and shall”. Stacey brought up Jeff’s comment during the webinar about how many times the words “must, shall and should” are in the current language within the three documents.

The audit manual is now of progression of what happens during an audit. It does not change the sovereign rights as mentioned before.

Several people commented about what a great job Dave, Jeff and Dawn did on the webinars.

New members:

Joel Foreman from Nebraska has volunteered to be on the AC Committee. He works with Mark Byrne and has been on the IFTA Compliance team and is currently on the Best Practices subcommittee. He is very knowledgeable in IFTA and IRP. Steve commented that the Board is working on Joel’s confirmation.

Another volunteer is needed for the Midwest Region. They are trying to get volunteers from other jurisdictions. There is a possible volunteer from Kansas.

Ballot 3:

Dave commented that we need to have the ballot to the repository by April 20th so we need to vote on whether or not to move the ballot to vote or create a new ballot. He would like to see it move forward. We addressed the concerns and will deal with another comment period if necessary.

Jeff agrees with Dave. We can and need to make changes as long as we stay true to our core values and principals. The movement back to the Procedures Manual was one of the main concerns and that has been changed. We audit on behalf of our member jurisdictions and we need to let the community speak and move forward.

Helen agreed to move forward with the changes and let the community speak.

Stacey thought maybe another comment period would be beneficial to give the ASSC a little more time to respond. Steve didn’t think we would have the ASSC’s response by April 20th. She did agree to move it forward to vote.

Maxime agreed to move it forward.

Jimmy agreed to move it forward.

Bob agreed to move it forward but is also ok with another comment period.

Don agreed to move it forward.

Kristi agreed to move it forward but thought there was a high probability of a 4th comment period.

It was unanimous to make the corrections and move forward. The numbering and other minor tweaks will be completed by April 20th.

The ballot must go to vote before another comment period may be requested.

Dave read a comment from an audit manager in another jurisdiction regarding the “must, shall, should” and having more clarity and uniformity. He stated that the current language has no uniformity. There is only standard on sampling and not how to sample. The new language provides guidance and a uniform process.

Jeff commented that the new language creates a more efficient way of auditing. We can communicate with each other regarding these things. Electronic information can be reviewed in total and not be sampled.

A310 Number of audits:

Dave thanked Helen, Jimmy and Stacey for working on this issue. Bob’s comments were discussed.

Helen asked how the PCRC looks at the requirements in current language.

Dave wasn’t sure and he will contact Pat for clarification. This can go out as a short track ballot and will be provided to the attorney’s section, audit contacts and commissioners for comments. It must be sent out 60 days prior to the annual business meeting in August. Possibly have it completed and out to the community by the first week in June.

Helen commented that the subcommittee will address Bob’s comments and review how the PCRC looks at the current language. Jimmy and Stacey agreed to review it again.

Dave will contact Pat and Debbie regarding the PCRC. The short period license year audit count could address the carriers that jump from jurisdiction to jurisdiction.

Stacey asked what was changed in the ballot that was previously passed. The only thing that was changed was the word “registration” to “license” year. This was ballot 2-2011

Don thought that doing three record reviews like IRP could solve the jumping problem.

Dave commented that addressing the records reviews and there being no money attached to them along with the carriers that jump from jurisdiction to jurisdiction is on our list for this year.

The PCRC guide refers to four quarters as an audit.

New business:

Workshop reviews:

The surveys for the workshop are completed. Tammy is working on compiling all 107 surveys.

ITAC:

Dave asked for a volunteer to sit on the ITAC conference calls. They meet once a month. Jeff has previously been involved with those calls. There were no volunteers. Dave asked everyone to think about it and let him know. If there are still no volunteers, he and Helen might have to alternate.

Other business:

Helen hasn't received her reimbursement check from the workshop and asked if anyone else had received theirs. Several members had received theirs. It was suggested she check her account again and then contact Amanda or Debbie if it still isn't in her account.

It was requested that Stacey send the minutes out to everyone at the same time to review as well as Tammy.

Helen motioned the meeting be adjourned. Stacey seconded. Motion carried.

There might be another short call around April 20th on ballot #3.