

IFTA AUDIT COMMITTEE Minutes
February 16, 2018
Chandler, AZ

Jurisdiction Representatives:

Helen Varcoe, Chair, MT
Dave Nicholson, Ex-Officio, OK
Bob Gattinella, RI
Joel Foreman, NE
Kristie Zanis, NH
Betsy McCabe, NV

Beth Duda-Rel, Vice Chair, AZ
Kelly Heaton, AR
Jimmy Tompkins, AL
Lynden Landholm, KS
Marsha Douglas Roy, QC
Bille Pierson, ID

Board Liaisons:

Steve Nutter, VA
Joy Prenger, MO (absent)
L. Michael Romeo, CT (absent)

IFTA Inc., Advisors:

Debbie Meise
Tammy Trinker (absent)
Lonette Turner (absent)
Marie Coronado (absent)

Volunteer to take minutes – Bille Pierson & Jimmy Tompkins

Roll Call: Absent – Joy Prenger & Michael Romeo

Introductions: Marie from IFTA, Inc. (absent) and L. Michael Romeo, CT, Board Liaison. (absent). Michael Romeo will full-fill Rick LaRose's remaining time on Board and then will be up for vote. Steve Nutter will not be a AC Board Liaison. He is now the CEO of the Board of Directors.

Industry Committee Representative

Dennis Vanderslice, Chair would like to discuss the proposal of an Industry Representative on the AC.

Dennis Vanderslice – Proposed one or two representatives from Industry, mirroring IRP as non-voting representatives, for a perspective partnership. At this time, industry representatives are not members of other IFTA committees; the audit committee has the biggest impact on industry.

Bob Gattinella – Values Industry opinions and recommended reaching out for guidance. Concerns with conflicts of confidentiality for Revenue Agencies were discussed.

Steve Nutter – Honor requests, suggested possible vote (chair to chair) and indicated Industry representation works for IFTA. Another suggestion was quarterly calls with industry representative without being on committee.

Marsha Douglas Roy – Ask industry goals? Dennis replied to have in-site and perspective.

Lynden Landholm – Expressed concerns about dominating calls. Dennis replied not the purpose; a selection committee could select Industry representative.

Kelly Heaton – Concerned about audit independence and appearance. Conflict of auditor's interest in audits of industry.

David Nicholson – Audit Committee should be part of selection process. Dennis replied Industry Chair and Vice-Chair if quarterly time on the calls dedicated.

Debbie Meise – Communication is open and calls are easy to set-up.

Kristie Zanis – Suggested take home to IFTA Commissioners of each jurisdiction.

Helen Varcoe – Develop talking points to IFTA Commissioners. Debbie Meise suggested using the IFTA message board (contact Debbie if need access). Deadline for suggestions is March 1 to Helen and have answers from IFTA Commissioners by next call (3/13). Marie Coronado will be hosting committee calls.

Approval: Approval of January 9, 2018 meeting minutes. Bob Gattinella made a motion to approve the previous meeting minutes. Seconded by Jimmy Tompkins. Motion passed.

Webinar Update – Kelly feedback from Auditor 101 sessions. 192 registered and 160 connections (with multiple listeners) were available on-line.

Joint Training Sessions - Jimmy and Lynden Update? No updates. The next committee call is 2/20/18. Betsy McCabe volunteered to be added to the committee. Beth suggested someone from outside the Committee to work on the webinars.

Record Review Update – Beth, David, Kelly. What's next? Put on questionnaire (workshop survey) if the community wants us to move forward with the possible ballot. Steve Nutter suggested calling it an Internal Control Review limited to a half-day of on or off track. Helen Varcoe has examples from Montana that were used in accordance with the Agreement language. Kristie Zanis shared New Hampshire reviews all new accounts. Joel Foreman suggested mirroring IRP for joint shops.

PCRC Questionnaire Inadequate Assessments – Continue our group discussion from last month's meeting. Communicate numbers (tracked consistently by jurisdictions) to annual report for inadequate assessments on a ballot. Instead of a ballot, recording it on the clearinghouse when the audits are transmitted. Debbie Meise suggested a check box and will check with Jason at the clearinghouse for IFTA.

BPG – Helen, Bob. What's next? Document is at IFTA, Inc., for final formatting and hyperlinks. It will be done by the end of the month and posted to the IFTA website.

Housekeeping:

- Agenda's for each meeting, do we need any changes? No, it's Okay
- Should Conference calls remain the 2nd Tuesday of each month @ 11:30 am Eastern Time? The next call will be March 13, 2018. Schedule for 1½ hours. Maria will send out new schedule (delete previous schedule).
- Do we want to continue taking turns keeping the minutes of each meeting? Keep rotating and ask for volunteers at the end of each meeting to take minutes at the next meeting.
- After each conference call put together items for next agenda – try to send them in advance.

Follow-up on Items:

- Finish Best Practices Guide
- Webinars
Ideas for topics have been defined.
- Joint Training Sessions – work will continue with the JAWS subcommittee.
- Any outstanding questions from the community? Indiana Inadequate questions. Dave Nicholson will discuss scenarios with credits for fuel with Jeff Hood. David will report back on next month's call.

Audit Workshop:

Everyone did a great job this year. We the members of the planning committee appreciate all of the AC members for volunteering and stepping up to make our workshops valuable and successful.

Discussions and feedback from each member:

The scenarios:

What worked well? Betsy and Kristy said everyone was very interactive. Send notes from breakouts to Beth Duda-Rel, Helen Varcoe & Renee Kyser

What needs to be improved? Table set up. Microphones outside. Short breaks to transition to outside presentations.

How can we make it better? Keep listening to the community needs. Continued push for interaction with scenarios.

The Vendor Breakout: Good but would be better with microphones and more space for each vendor.

The Regional Breakout: Good, everyone like these and there was a lot of discussion.

The ASSC Presentation: Good, everyone seemed to like the presentation. It may be shorter or different topic next time.

The General Sessions – Good, text questions worked well.

ELD – Great. The ELD presentation was well liked and very informative.

Ideas for next year's IFTA/IRP Workshop

Discussions and input from each member. Look at survey results for Planning Committee. Time will be relatively the same. A list of suggested cities was developed and given to Debbie Meise for ideas.

AC Committee Members

Bob and Jimmy will roll off our committee.

Northeast and Southeast Regions – Debbie and Helen solicited regions for volunteers. We have received several volunteer applications. Next is to review, and submit names for Board Approval. Seven applicants (all attended workshop) for two openings. Helen met and visited with all seven.

What do we want to accomplish this next year:

Discussions and input from each.

Another great workshop

Webinars & Joint Training

Wrap up:

Discussion was held about the 3% requirement coming from a regional breakout. Does it need to be reduced? Helen asked if we want credit for each year audited. Steve mentioned jurisdictions sometimes focus on smaller carriers to make numbers. Dave said that if the % is reduced, then staff numbers may reduce as well. Kelly suggested softening out-of-compliance language when not making the 3% Debbie Meise will update worksheet and web reports. Discussion and stratification of percentages was tabled for the Board to decide.

Adjourn: Bob Gattinella made a motion to adjourn the meeting. Seconded by Jimmy Tompkins. Motion passed.