

ANNOTATED AGENDA

Strategic Planning Steering Committee Meeting

Tuesday, June 19, 2012

4:00 p.m. to 6:00 p.m. Eastern Time

The Fairmont Hotel
(Thomas Jefferson Room)
2401 M Street, N.W.
Washington, D.C. 20037

I. Welcome and Introductions – Attending: Cory Fong, Joe Huddleston, Greg Matson, EH,

II. Public Comment Period

III. Strategic Planning

A. Review progress of Engagement Goal work team and Engagement Goal management

Last meeting's conclusions: Staff will put together the calendar, communication materials, begin to gather the data. A new systems framework is being installed to keep track of the data (status?). Time frames selected are manageable. SC needs to decide who will be accountable for keeping data current, how often progress should be reviewed.

Action: Staff needs to complete the calendar and the communication materials and review with the team. Team needs to decide on measures, baselines and targets. Project is on track. [Also need to set review dates for progress over the next two to three years.]

For today: Review and act on possible measures and baselines.

B. Review progress of Compliance Program Goal work team

Last SC Meeting discussion: Compliance Team Report: Clarifying the request – what improvements can we make to the audit process that would result in doing more audits while still maintaining quality? Refocus the work of the compliance team to the audit program only. Change membership. Questions that must be addressed by Steering Committee or Executive Committee: What is the essential purpose of the audit function? Is it to maintain uniformity? Is it to maximize dollars? Are there other purposes?

SC says it is okay to propose a project that creates an exception to the “no repeat audit” policy. SC wants the group to think outside the box. Cory – willing to have the group meet in person; value is demonstrated through the assessments as well as touching more taxpayers. There are funds available to pay for an in-person meeting to talk about audit project. Add an extra day at annual meeting for this group. *Compliance Work Group meeting has been scheduled for Grand Rapids.*

C. Review planning time line and plan for upcoming Commission meetings

Need to adjust current plan

1. Steering Committee meeting – **Week of June 18, 2012**
 - a. Close down Engagement Team and fold back into Steering Committee; SC should establish measures and benchmarks and staff takes over implementation.

- b. Feedback and guidance for Compliance work group. Direction in advance of Grand Rapids meeting; contact with top tax administrators about Compliance/Audit program
- 2. Steering Committee meeting – **July 11, 2012**
 - a. Prepare for in person meeting of Compliance work group.
 - b. Prepare report for Executive Committee and Commission, including approval of MVVG.
- 3. Implement Engagement tactical plan. **(Ongoing?)**
- 4. Steering Committee meeting – **August 2012**
 - a. Review outcomes from Compliance Work Group meeting in Grand Rapids.
 - b. Determine next steps on Compliance Goal.
- 5. **Review status of planning process, decide how to proceed. September 2012**
- 6. **Review status of Engagement/outreach project, decide on external outreach project. January 2013**

IV. Other Strategic Planning Business

V. Adjournment

NOTE: The next meeting, via teleconference, is currently scheduled for Wednesday, July 11, 3:00 to 5:00 p.m. Eastern Time.