



**Municipal Tax Project
Forum #3
User Interface, Funds Transfer, & Data Transport
MEETING MINUTES**

DATE: Thursday, June 17, 2004

TIME: 1:15 p.m. – 3:30 p.m.

LOCATION: Riffe Center, 31st floor Conference Rooms West B&C
77 S. High Street, Columbus, OH

ATTENDEES (in alphabetical order):

Corky Allen (EZGOV), Ed Cole (Akron), Melinda J. Frank (Columbus), V. Faye Gibson (Dublin, OBGSC Member), Michael D. Jones (Columbus), Mike McCormick (OBG), Brian Nelsen (Akron), Jim Neusser (RITA), Fred Pamer (Salem), Michelle Pickering (OBG), Art Preiksa (Green), Teresa Richter (Cincinnati, OBGSC Member), Dwight Smith (Sophisticated Systems, Inc., OBGSC Member), Nikki Sprentnak (Ernst & Young), Mark Taranto (RITA), Andrew Thomas (Findlay), Dan Vinson (OBG Municipal Tax Project), Clair Winebar (Marathon Ashland Petroleum LLC), Thomas J. Zammikiel (OBGSC Member), Joe Zapotosky (OBG), John Zawisza (Toledo)

ORDER OF BUSINESS:

I. Welcome and Opening Remarks

Joe Zapotosky opened the forum with a welcome and thanks to all attendees for attending Forum 3. Mr. Zapotosky outlined forum's objectives and project's major components, milestones, and accomplishments since User Interface Forum held on April 6, 2004. (*Reference; Presentation Materials.*)

II. Recap of Conceptual Ideas & Next Steps

A. Funds Transfer Conceptual Ideas

Mr. Zapotosky reviewed the conceptual ideas for managing the funds transfer process previously presented in the Funds Transfer & Data Transport Forum. (*Reference; Presentation Materials.*)

Mr. Zapotosky identified the next steps expected to be taken by the both the Muni Project staff and the Municipalities over the next 90 days of the project.

B. Recap of Data Transport Conceptual Ideas

Mr. Zapotosky reviewed the conceptual ideas for managing the transport of tax and related payment data to the municipality previously presented in the Funds Transfer & Data Transport Forum. (*Reference; Presentation Materials.*)

Mr. Zapotosky identified the next steps expected to be taken by the both the Muni Project staff and the Municipalities over the next 90 days of the project.

C. Previous Forum Feedback

Mr. Zapotosky indicated that written feedback regarding the conceptual designs had been extremely limited. However, verbal feedback received had been generally positive. Feedback to date has been in the areas of:

- Implementation Costs and long-term funding,
- Data Security
- Audit Standards Compliance
- Electronic Signatures
- Support Desk
- System Usability

Mr. Zapotosky indicated that the Conceptual Designs for Funds Transfer and Data Transport have been endorsed by the OBG Steering Committee during the May 25 committee meeting.

III. Presentation of the User Interface materials

A. Forms and Data Elements

Mr. Zapotosky reviewed the conceptual ideas on the forms and data elements to be captured by the user interface. Presentation outlined the applicable forms, filters used in the evaluation of each form, and the recommended data elements required to support the information needs of banks, municipalities, and/or the municipality's agents. (*Reference; Presentation Materials.*)

B. Screen Design and Application Flow

Mr. Zapotosky presented the revised screen design and flow of the on-line taxpayer application. (*Reference; Presentation Materials.*)

General suggestions and recommendations were made by forum participants regarding form content, form organization and general application flow.

IV. Project Schedule Overview

Mr. Dan Vinson, Project Manager, Municipal Tax Project, presented a high-level project schedule and the supporting detailed milestone schedule for the upcoming 90 days of the project. (*Reference; Presentation Materials.*)

V. Open Discussion

General Feedback received during the forum addressed areas of:

- A. Application help
- B. Safe Harbor
- C. Local taxpayer identification numbers
- D. Joint Economic Districts

VI. Conclusion

Mr. Zapotosky concluded the forum with a request from the meeting participants for written questions and feedback be submitted by Thursday, June 24, 2004.

Written correspondence can be directed to:

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30 East Broad Street DAS Suite 4085
Columbus, Ohio 43215

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The meeting adjourned at 3:45p.m.