

OPPAL Advisory Committee Meeting Minutes

On Wednesday, May 4, 2016, the meeting of the Optional Personal Property Assessment Link (OPPAL) Advisory Committee was held at 10:00AM in the Revenue Commissioner's Conference Room. Those in attendance included Committee Chairperson Jennifer Byrd, committee members, Leigh Ann Fair, Greg Norris, and Wendy Williams. Also in attendance were Department of Revenue employees Derrick Coleman, Will Martin, Debbie Hornsby, Gary Graham, Arleen Alexander, Amanda Wolfe, and Deputy Revenue Commissioner Brenda Coone. Committee members Mandi Freeman, Chris Kuykendall, Don Armstrong, Jim Carmichael, Robert Miller, and Glen Ford were not present.

Committee Chairperson Jennifer Byrd opened the meeting by welcoming everyone and thanking them for their attendance.

Jennifer Byrd then reviewed the minutes from the previous meeting. Wendy Williams made a motion that the minutes be approved with Leigh Ann Fair seconding the motion. The motion carried and the minutes were so approved. Jennifer Byrd then presented the meeting agenda to the committee.

Old Business: User acceptance testing (UAT) - Jennifer Byrd reported that UAT began Monday, May 2 with Jennifer Byrd, James Robinson, and Evelyn Pope of ADOR performing the initial tests. On Tuesday, May 3rd, 12 issues were sent through PCC's tracking system to be addressed.

Emails were sent to a list of testers submitted by the committee. Jennifer Byrd explained the testing process. As responses to those invitations to test are received by ADOR the testers will be set up with a standard form for testing and the URL.

Wendy Williams asked if the committee could also see the URL. Jennifer Byrd responded that they could.

New Business: Jennifer Byrd addressed the change in the permanent URL for OPPAL. It will be www.oppal.alabama.gov. Debbie Hornsby explained the process of domain registration/set up. PCC will host the temporary site to save ADOR \$37 per month.

Advertising – Jennifer Byrd discussed the mailers and posters that would be distributed to the counties for their use in advertising OPPAL. Advertising will also be done in various professional journals. ADOR is in the process of awarding a contract for the creation of PIN mailers.

Jennifer Byrd explained the process for mailing PINs to current county account holders in a secure envelope, using data after the county abstracts are completed in August. At that time, statistical information will be available as to how many people will potentially use OPPAL.

Jennifer Byrd asked for any other business. There followed a discussion of training for counties coming from the CAMA vendors, not ADOR. ADOR will work with the vendors to ensure training support is in place by September.

Arleen Alexander asked about "help" features in OPPAL. Technical help will come from PCC through email and filing questions can be asked by the taxpayer through the 800 number, email, or ADOR office number.

Wendy Williams asked about the last date to file in OPPAL. Jennifer Byrd replied that January 31 is the last date that OPPAL will accept returns each year and that the penalty for late filing will apply. After January 31 each year, PCC will disable the site until the following October 1. Jennifer Byrd commented that Arleen Alexander's previous suggestion on adding "How to file an amended return" to the FAQ's in OPPAL was forwarded to PCC for inclusion on the FAQ page.

Jennifer Byrd asked for any suggestions or concerns. She announced that another demo of the site would occur at either the July or September meeting. The next meeting would be Wednesday, July 6, 2016. She thanked everyone for their attendance and the meeting was adjourned.