DAUPHIN COUNTY TAX COLLECTION COMMITTEE

AGENDA

January 15, 2020 – 6:30 PM

I. Welcome to Organization Meeting - August "Skip" Memmi

II. Roll Call to Establish Quorum

III. Public Comment

IV. Annual Organization Meeting; Bylaws Art. II, Section 2
   A. Designation of Temporary Chairperson
   B. Election of Officers
      i. Nomination for Slate of Officers (Chairperson, Vice-Chairperson, Secretary) -- VOTE REQUIRED

V. Accept Summary Report of September 2019 Meeting

VI. Accept Financial Report Ending December 31, 2019

VII. New Business
   A. Tax Collection Matters
      i. Keystone’s 2020 First Quarter Review and Summary of 2019 Collections
      ii. Discussion of Keystone’s internal controls report for July 1, 2018-June 30, 2019 fiscal year (electronically distributed by Keystone to DCTCC on 10/11/2019)
   B. Administrative Matters
      i. Designation of Sub-Committees Under Bylaws Art. IV, Section 1 (Audit, Finance, Risk Management) – VOTE REQUIRED
      ii. Appointment of Committee Members by Chairperson, Subject to TCC Approval – VOTE REQUIRED
      iii. Appointment of Appeals Board Members (Three Required) – VOTE REQUIRED
      iv. Determine Schedule of Remaining 2020 Regular Meetings – VOTE REQUIRED
      vi. Conflict of Interest Questionnaire (2020)
      viii. Finance Subcommittee – Approve TCC’s budget for FYE 12/31/2020 – VOTE REQUIRED
VIII. Old Business

A. Ratification of Renewal Proposal of PennPRIME Trust; Coverage Term: January 1, 2020 – January 1, 2021; Cost -- $4,485.00 - VOTE REQUIRED

IX. Closing Comments and Adjournment

A. Next Meeting -- March 18, 2020 at 6:30 p.m.