



BOARD OF TAX APPEALS

Location 1110 Capitol Way S, Suite 300, Olympia, WA 98501 | **Mailing Address** PO Box 40915, Olympia, WA 98504-0915
Voice (360) 753-5446 | **Fax** (360) 586-9020
Email bta@bta.wa.gov | **Website** bta.wa.gov

Public Board Meeting

March 24, 2023

9:30 a.m.

Board of Tax Appeals

Minutes

Attendees: Claire Hesselholt, Chair; Rosann Fitzpatrick, Member; Matt Randazzo, Member; Ross Petersen, Executive Director

Identified Members of the Public: Gilda Felizardo, Trish Johnson, Mark Pree, Keri Lamb, Jasmine Bruns, Rachel McDaniel, Mike Turner, Ashley Rivera, and Bill Pardee

Call to Order

- Meeting called to order at 9:30 a.m.
- Approved agenda
- Approved minutes for February 17, 2023

Discussion Topics

Director Report

- Building Update – At 6:40am a heat pump on the second floor of the Capitol Court building malfunctioned. It caught fire and smoldered for a time. The building was evacuated, and the fire put out before 8:00am. The building reopened shortly after 8:00am.
- Statistics Update
 - Jasmine Bruns provided information on the number of cases filed, heard, decided, and closed in the month of February.
- Tax Referee Hiring Process
 - The posting for the two open Tax Referee positions went live approximately 2 weeks ago.
 - At the suggestion of the Board the positions will also be posted on the Washington State Bar Associations website. As well as Seattle University School of Law and Gonzaga School of Law’s websites.
 - Ross asked the Board for permission to extend the posting to Willamette and University of Oregon School of law.
- CaTS Replacement
 - We received a quote from Smart Advocate that was distributed to the Board for review.
 - This product is designed more for lawyers in private practice.
 - We are awaiting a quote from another company we had a demonstration with that looked to be a better fit.
 - Meetings are scheduled with other companies as well and more information will be provided as it is received.

- Personnel Evaluations
 - When the job was posted for the vacant Tax Referee positions the Position Description was updated.
 - Ross would like to send the updated Position Description and evaluation forms to Tax Referees for review.
 - There had been some discussion on the evaluation forms last month and Ross asked for clarification on what the Board would like to see in the evaluation forms.
 - The Board will review the forms and provide feedback.
- Policy Review
 - The Governor issued a directive on modern workforce to “upgrade the work experience”. The policy provided for review addresses this requirement.
 - The Board discussed the need for this policy at the February Board Meeting.
 - The Board voted and adopted the policy.
 - The Board voted and set Tuesday as the designated in-office day.
- Interview Process
 - Assuming we get a larger pool of applicants it is suggested that we have a 2-step interview process.
 - The Board asked Ross to draft an interview process and distribute it to the Board for comments.
- Legislative Update
 - Claire gave an update on the progress of SB 5578.
 - The Senate draft budget has been released and the House budget is expected to be released on Monday.
 - The Governor and Senates budgets both include our supplemental request.
- Miscellaneous Business: Board approved changing the time for the May Board meeting from 9:30am to 10:30am.
- Future Agenda Items: Elections
- Public Comments: None
- At 9:56 a.m. the meeting adjourned.