



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

April 21, 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, Mark Pree, Keri Lamb, Jasmine Bruns, Rebecca Smith, Mike Turner, and Thomas Goldsmith

Call to Order

- Meeting called to order at 9:30 a.m.
- Approved agenda
- Approved minutes for March 24, 2023

Discussion Topics

Director Report

- CaTS Replacement
 - Paperwork was distributed to the Board with information on each system viewed so far and pricing.
 - Ross gave a brief overview of each system.
 - The Board will hold a study session some time before the next Board Meeting to discuss in depth the different systems viewed and how they would like to proceed.
- Personnel Evaluations
 - Ross and Keri attended a meeting with the agency DES Small Agency HR representative and discussed the options for using other evaluation forms.
 - To ensure all requirements are met the forms provided by DES HR should be used.
 - The Board approved the use of the forms.
 - Ross also provided an example of language for completing the forms for Tax Referees.
 - The Board will make suggestions for changes prior to the commencement of evaluations.
- Security
 - Ross shared his concerns with the security access to the third floor. Compared to other floor sin the building where there are multiple agencies behind locked doors, the third floor is open once you exit the elevator.
 - With increased activity on the Capitol Campus and issues that required campus security and law enforcement responses Ross requests the Board approve funding to make the elevator key card access only to the third floor.

- The Board voted to fund the key card access for the elevator and will reevaluate the subject in 6 months.
- Budget
 - Claire gave an update on the current state of the agency budget.
 - A subcommittee will be formed to create a policy for allocating agency funds for training.
- Interviews
 - There are currently three applicants for the open Tax Referee positions.
 - The Board agreed to interview the current candidates.
- Miscellaneous Business: None
- Future Agenda Items: Follow up on topics covered today, discussion of any issues from the Tax Referee staff meeting in April, discussion of possible form bank on the agency website.
- Public Comments: Mr. Goldsmith commented that with the current format it is hard to know who is speaking when.
- At 10:19 a.m. the meeting adjourned.