



BOARD OF TAX APPEALS

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Public Board Meeting

May 19, 2023

10:30 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, Justin Seay, Dylan Taylor, and Thomas Goldsmith

Call to Order

- Meeting called to order at 10:29 a.m.
- Approved agenda
- Approved minutes for April 21, 2023

Discussion Topics

Director Report

- Stats Report: Jasmine Bruns
 - Provided an update on first quarter stats with handout to the Board with April Stats
 - Jasmine requested the Board discuss stats in depth in future.
- CaTS Replacement
 - Ross provided the Board with updated information on Case Management System approval process.
 - Discussed with OFM and DES about expenditures so close to end of fiscal year.
 - WaTech has given preliminary go ahead and moved to further review with Spartan Tech.
 - Spartan provided the Board with preliminary contract.
 - Ross suggests we have it reviewed by AG's office.
 - Board asked clarifying questions on cost breakdown in contract.
 - Spartan gave an overview of timeline for implementation.
 - If any major changes were needed a separate contract would be needed.
 - If any small changes were needed there would be no additional cost.
 - Board moved to continue with WaTech review and AG review of contract.
- Miscellaneous Business:
 - Legislative session is now over
 - Board's supplemental budget request funded.

- Budget for next biennium is set and plans are set to work with OFM on allotment.
- Training group met and will have information to the Board by next meeting.
- Rosann moved to create subcommittee to discuss streamline processes for processing and scheduling appeals.
 - Board discussed overall parameters of the committee
 - Adopted
- Future Agenda Items: Follow up on topics covered today, discussion of possible form bank on the agency website, elections, training, case management system update, and security and limited elevator access.
- Public Comments: Mr. Goldsmith commented thank you. Spartan Technologies commented that they would like to help with input on the technical side for committee on streamlining appeals. Keri Lamb commented that the OneNote transfer is now complete.
- At 11:01 a.m. the meeting adjourned.