



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

June 16, 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, Bill Pardee, Laura Chartoff, Justin Seay, Dylan Taylor, Ashley Rivera, and Thomas Goldsmith

Call to Order

- Meeting called to order at 9:31 a.m.
- Approved agenda
- Approved minutes for May 19, 2023
- Approved minutes for May 25, 2023, Special Meeting
- Approved minutes for May 30, 2023, Special Meeting
- Approved minutes for June 1, 2023, Special Meeting
- Approved minutes for June 7, 2023, Special Meeting

Discussion Topics

Welcome new Tax Referee Laura Chartoff

Director Report

- Elevator Report
 - Elevator maintenance is still being coordinated with the building manager. Work expected to be done before the end of the month.
- E.V. Stations
 - Two electric vehicle charging stations are being installed in the Capitol Court parking lot. There will be some parking blocked off during the installation process.
- Mothers Lounge
 - The building manager has notified all agencies in the Capitol Court building that a mother's lounge will soon be available on the second floor.
- Budget
 - Ross has communicated with the agency budget analyst and SAFS and everything is in place to wrap up the fiscal year.
- Tax Referee Evaluations
 - Annual evaluations for all Tax Referees have been completed and sent to HR.

- Annual evaluations for administrative staff will begin in August.
- Reminder that the administrative staff will be out of the office on Monday 26 June for their annual retreat.

Case Management System

- Spartan has worked diligently with WaTech to meet all requirements of the security review. A contract has been received and is being reviewed.
- Ross requests that the Board authorize him to execute the contract as soon as final language is approved and receive authorization from WaTech on the security review.
- The Board authorized Ross to execute the Spartan Case Management contract upon agreement of final contract language and WaTech authorization.

Executive Session

- The Board went into executive session to discuss candidates for employment and to review performances of employees.
 - Went into executive session at 9:41 a.m. and came out of executive session at 10:11 a.m.
- Motion to amend offer letter to Kiirsti Janhunen
 - Passed
- Motion to adjust Tax Referees salaries
 - Gilda Felizardo from step E to step F
 - Mark Pree from step H to step I
 - Bill Pardee from step H to step J
 - Mike Turner from step H to step I
 - Trish Johnson from step F to step G
 - Passed
- Motion to approve new agency standard for Tax Referee salary increases
 - For future performance reviews a Tax Referees must meet an average 100 days heard to decided for decision to be eligible for a salary increase from the Board.
 - Passed

Training Committee Report

- Training committee met and discussed a plan to allocate funds for training each year. The Board has approximately \$18,000 for training and \$13,000 for travel.
- The committee suggests: Every BTA employee be allocated \$900 per year for training. Every employee must use the most economical method of training unless otherwise specifically approved per the requirements of the SAAM manual. The unallocated balance of funds is held for special training or for extra training for new hires or agency wide training. Travel funds will come partly from the individuals' allocated funds and partly from the travel budget. Travel expenses will come first from the employees' allocated funds then any remaining balance will come from the travel fund. All travel must be preapproved and meet requirements of SAAM manual.

- Motion to approve training proposal as is.
 - Passed

Board Elections

- Motion for Claire Hesselholt for Chair of the Board.
 - Passed
- Motion for Rosann Fitzpatrick for Vice Chair of the Board.
 - Passed
- Public Comments: None
- At 10:29 a.m. the meeting adjourned.