



BOARD OF TAX APPEALS

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## Public Board Meeting

August 18, 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, Keri Lamb, Rebecca Smith, Trish Johnson, and Jasmine Bruns

#### Call to Order

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- Meeting called to order at 9:30 a.m.
- Approved agenda
- Approved minutes for July 21, 2023, Meeting

#### Discussion Topics

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##### Director Report

- Statistics
  - Statistics were provided to the Board for the month of July.
- Spartan
  - We have entered the data conversion stage of the process. Data has been sent to Spartan to begin integration. The next step is the business analysis which will take place October 23-24. A ticket has been submitted to allow BTA to be added to the Secure Access Washington program.
  - Staff is working on creating detailed reports of job processes and Tax Referee will be asked for input on their processes as well.
  - Anticipated go live is now Spring 2024.
- Document Update
  - The Board reviewed proposed Motion and Statement of Reliance forms and discussed changes they would like made before the forms are made available.
  - Motion to approve forms with changes discussed.
    - Passed
- Executive Director also updated the Board on issues with county orders that had recently been received. Ross has discussed the issues with the Department of Revenue and believes they will be resolved without further issue.

### Infants in the Workplace Policy

- The Board reviewed the Infants in the Workplace policy. The policy was updated to be in line with language approved by HR.
- Motion: To approve Infant in the Workplace policy.
  - Passed
  
- Miscellaneous Business: Claire gave an update on the budget and discussed the possible need to review the failure to prosecute process.
- Future Agenda Items: Update on Spartan, review one policy per month, ideas for backlog, failure to prosecute process review.
- Public Comments: None.
- At 10:09 a.m. the meeting adjourned.