



BOARD OF TAX APPEALS

Public Board Meeting

October 20, 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: Keri Lamb, Rebecca Smith, Trish Johnson, Jasmine Bruns, Rachel McDaniel, Neil Savage, Mark Pree, Michael Turner, Ashley Rivera, Tomas Goldsmith

Call to Order

- Meeting called to order at 9:30 a.m.
- Approved agenda
- Approved minutes for August 18, 2023, Meeting

Discussion Topics

Director Report

- Statistics
 - Statistics were provided to the Board for the month of August.
- Spartan
 - Spartan will be in our office to observe our processes and gather information on October 23 and 24.
- Document Update
 - The motion and statement of reliance documents are now available on our website.

Retreat Debrief

- Scheduling
 - All staff met and discussed the backlog and ways to increase efficiency.
 - The Board discussed changing the amount of hearings assigned to Tax Referees per month and having a 'floating' hearing to help fill in schedules when cases withdraw and stipulate.
 - Motion to approve changes to Tax Referee hearing schedules starting January 1, 2024.
 - Passed.
- Decision Template
 - A new decision template has been created to help streamline the decision writing process.

- The new format has been designed to mirror templates used by other adjudicative agencies.
 - Motion to approve a piolet program for the new template after edits from the legal editor have been completed.
 - Passed.
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- Miscellaneous Business: None
 - Future Agenda Items: Follow up on Spartan and decision piolet, Legislative session, Budget.
 - Public Comments: Mr. Goldsmith thanked the Board.
 - At 9:52 a.m. the meeting adjourned.