



**BOARD OF TAX APPEALS**

**Public Board Meeting**

January 16, 2024

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, Trish Johnson, Jasmine Bruns, Mark Pree, Gilda Felizardo, Kiirsti Janhunen, Bill Pardee, Laura Chartoff, and Tomas Goldsmith

**Call to Order**

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- Meeting called to order at 9:30 a.m.
- Approved agenda
- Approved minutes for October 20, 2023, and January 5, 2024, Meeting

**Discussion Topics**

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Director Report

- Statistics
  - Statistics were provided to the Board for the month of December and second quarter fiscal year 24.
- Spartan
  - Ross provided an update on the Spartan case management project. The conversion of our data is nearing completion and creation of templates and other documents in the system is underway. Work on the portal is beginning.
- Hearing Scheduling
  - The Board previously approved the addition of one unassigned case per week to fill calendars for Tax Referees who have cancelations.
  - This process began in January, the vice chair gave feedback on her experience of being assigned one of these cases.
  - The Board will continue with this process and review for changes.
- Residential Decision Template Pilot
  - Several Tax Referees have had the chance to use the new template and provide feedback.
  - The Board reviewed some of the feedback and discussed options for changes.
  - The template will continue to be updated and reviewed.
- Office Lease
  - Lease for the third floor of the Capitol Court building expires at the end of June 2025.

- The Office of Financial Management requires all agencies to complete a survey explaining their utilization of office space and teleworking programs.
- There is an initiative to cut lease cost by cutting down on space not being utilized due to teleworking.
- Because of the need for Tax Referees to have a private quiet space for hearings it is unclear if the BTA would need to cut down on its currently leased space in the future.
- Elevator
  - The repairs on elevator 2 are on hold until a part arrives. In the meantime, elevator 1 is operational.
  - There are issues with elevator 1 but they are being addressed as quickly as possible as they arise.
- Audit Update
  - Three of four control meetings with the auditor's office have been completed. The fourth meeting is scheduled.
  - Requests for documentation have been received, staff and DES are fulfilling the requests as quickly as possible.
  - The auditor will be in our office two days to complete control meetings and review agency processes.

#### Legislative Session

- A brief update on the legislative session so far was given.
  - The bill put forth by the Board, HB 2440, has a hearing scheduled.
  - It is the same language as the bill the Board put forth last year.
- Miscellaneous Business: None
- Future Agenda Items: Follow up on Statistics, Legislative session, Scheduling.
- Public Comments: Mr. Goldsmith thanked the Board.
- At 10:05 a.m. the meeting adjourned.