



BOARD OF TAX APPEALS

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Public Board Meeting

March 1, 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, Mike Turner, Kiirsti Janhunen, Rebecca Smith, Ashley Rivera, and Rachel McDaniel

Call to Order

- Meeting called to order at 9:30 a.m.
- Approved agenda
- Approved minutes for January 19, 2024

Discussion Topics

Director Report

- Statistics
 - Statistics were provided to the Board for the month of January.
 - The Board requested statistics on appeals filed fiscal year 23 compared to fiscal year 24.
 - Case Manger to provide requested statistics to Board.
- Audit Update
 - Audit for fiscal years 21-23 has been completed.
 - Exit meeting scheduled for March 6, 2024, at 12:00pm.
- 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.
 - The first iteration for review is forthcoming.
 - Ross discussed to possibility of integrating AI into the decision writing process.
 - Research into it's possible use is underway, an update will be provided.

Policy Review

- Changes to Policy 3.4 Purchase Card Program were reviewed.
 - Moved to adopt with changes.
 - Adopted
- Changes to Policy 3.5 Purchasing were reviewed.
 - Moved to adopt with changes.
 - Adopted.

Legislative Update

- Bill proposed by agency did not make it to hearing in the Senate.
- Budget and bills in this year's session do not appear to have any effect to our agency.

Executive Session

- The Board went into executive session to discuss personnel matters.
 - Entered executive session at 9:49 a.m.
 - Returned at 10:20 a.m.
 - Required additional time.
 - Entered executive session at 10:20 a.m.
 - Returned at 10:30 a.m.
 - Required additional time.
 - Entered executive session at 10:30 a.m.
 - Returned at 10:45 a.m.
- Rosann moved to delegate authority regarding the administrative staff for the remainder of fiscal year 24 to the Executive Director.
 - Approved.
- Rosann moved to delegate authority regarding all exempt employees for the remainder of fiscal year 24 to the Chair and Executive Director.
 - Approved.
- Miscellaneous Business: Rebecca Smith's last day of employment with the BTA will be March 15, 2024. The Board thanked her for her service and wishes her well.
- Future Agenda Items: Follow up on Statistics, Spartan, and AI. Policy review.
- Public Comments: None
- At 10:48 a.m. the meeting adjourned.