



BOARD OF TAX APPEALS

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Public Board Meeting

May 17, 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, Conan Cummings and Thomas Goldsmith

Call to Order

- Meeting called to order at 9:30 a.m.
- Approved agenda
- Approval of minutes for April 19, 2024, will be held over until June meeting.

Discussion Topics

Director Report

- Statistics
 - Statistics were provided to the Board for the month of April.
- Spartan
 - Ross provided an update on the Spartan case management project.
 - Weekly updates are now being provided by Spartan as well as monthly meetings to update and discuss project.
 - Latest update reviewed, all targets on track.
- Website Funding
 - Due to limited availability of WaTech website development team, we are unable to update the website before the end of the fiscal year.
 - Ross requested to use some of the funds allocated to the website update to update the agency logo and DT search function on the website.
 - Moved to approve funds for new logo and update to DT search.
 - Approved.

Policy Review

- Changes to Policy 1.4 Conflict of Interest were reviewed.
 - Moved to adopt with changes.
 - Adopted
- Changes to Policy 3.6 Internal Control of Fixed Assets were reviewed.
 - Additional changes needed. Will review again in June.

Rule Making

- Moved to proceed with filing of CR101.
- Passed.

- Miscellaneous Business: Cost-of-living adjustment to go into effect July 1, 2024.
- Future Agenda Items: Policy review, rules, April meeting minutes.
- Public Comments: Mr. Goldsmith thanked the Board for allowing him to listen.
- At 9:51 a.m. the meeting adjourned.