

**Real Property Tax Appeals Commission
Minutes of the Public Meeting held on
Friday, December 20, 2013**

Chairperson Gregory Syphax called to order the Commission's final public meeting for 2013 on December 20, 2013, at 5:33 p.m. in Hearing Room 1 in the Commission's suite of offices located at 441 4th Street NW. The quorum consisted of Gregory Syphax, Richard Amato, May Chan, Alvin Jackson, Cliftine Jones, Hillary Lovick, Frank Sanders, Sean Warfield and Trent Williams. Karla Christensen, Andrew Dorchester, Don Isaac, Jr., and James "Skip" Walker, were absent from the meeting. Executive Director, Carlynn Fuller Jenkins and her administrative staff consisting of Judith Brightwell, Sophia Murray and Debra Spencer were also in attendance.

Mr. Syphax called for a motion to table acceptance of the September 26th minutes until the next meeting. Trent Williams made the motion and several Commissioners seconded the motion.

Mr. Syphax thanked staff for pushing the Commissioners to complete all hearings except one before Christmas. There is one hearing in January and a few non appearance cases to be assigned. Mr. Syphax also thanked the Commissioners for their hard work.

Mr. Syphax informed the part time Commissioners that they need to schedule some training classes. There are online classes available and that during the off season time should be devoted to taking training classes.

Ms. Fuller Jenkins talked about the importance of limiting access to the official files and that if a Commissioner needs a file it should be requested from a staff person.

Ms. Fuller Jenkins also reminded the Commissioners of the statutory deadline for completing all decisions related to valuation cases.

Mr. Syphax asked if the public had any comments. David Fuss wished everyone Happy Holidays.

Mr. Syphax adjourned the meeting at 5:49 p.m.