

**Real Property Tax Appeals Commission  
Minutes of the Public Meeting held on  
Friday, November 6, 2015**

Chairperson Gregory Syphax called the 3<sup>rd</sup> public meeting to order at 11:20 a.m. in Hearing Room 1 in the Commission's suite of offices located at 441 4<sup>th</sup> Street NW. The quorum consisted of Gregory Syphax, Richard Amato, May Chan, Alvin Jackson, Cliftine Jones, Neil Ollivierra, Frank Sanders, and Stacie Scott Turner. Karla Christensen, Don Isaac, Eric Jenkins, James "Skip" Walker and Sean Warfield, and Trent Williams were absent from the meeting. Executive Director, Carlynn Fuller, was also in attendance.

The Executive Director requested a motion to table the minutes until the next meeting. Stacie Scott Turner made the motion and May Chan seconded the motion. The approval of the minutes from the October 22, 2015, Public Meeting was tabled until the December meeting.

Mr. Syphax reminded the Commissioners that the holidays were coming up and that they may need to work on the weekends in order to meet the February 1<sup>st</sup> deadline.

A discussion was had regarding the need for Petitioners to bring paper copies of their appeals to the hearings. Debra Spencer informed the Commissioners that only date stamped appeals are part of the official file. What is needed is any additional documentation that is submitted and accepted during the hearing. This led to a discussion of the effectiveness of electronic filing and the prudence of using it in future tax seasons. The topic of the cost of the system plus the need to use temporary workers during the hearings was discussed. It was determined that recommendations will be put forth during the December Public meeting as to how to proceed in Tax Year 2017.

Ms. Fuller indicated that the entire hearing calendar for November has been emailed. The last hearing date as of the meeting is January 16th.

There were no members from the public present at the meeting.

Mr. Sanders made a motion to adjourn the meeting. Mr. Amato seconded the motion. The meeting was adjourned at 11:45 a.m.