

**Real Property Tax Appeals Commission
Minutes of the Public Meeting held on
Thursday, October 22, 2015**

Chairperson Gregory Syphax called the meeting to order at 2:40 p.m. The quorum consisted of Gregory Syphax, Richard Amato, Don Isaac, Jr., Trent Williams (via telephone), Alvin Jackson, Eric Jenkins, Cliftine Jones, Neil Olliviera, Frank Sanders, Stacie Scott Turner, James “Skip” Walker and Sean Warfield. May Chan, and Karla Christensen were absent from the meeting. Executive Director, Carlynn Fuller, and IT Specialist Donald Freeman were also in attendance.

The minutes from the July meeting were distributed for review and approval. Mr. Olliviera made a motion to approve the minutes and Ms. Jones seconded the motion. The July minutes were approved.

Mr. Syphax talked about the challenges ahead and reminded the Commissioners about the importance of meeting decision deadlines. He indicated that even though there is a full complement of Commissioners that have been appointed, one Commissioner remains unavailable. Don Isaac and Sean Warfield came up with an idea of creating a “RPTAC Posse” to go out into the community to places other than ANC meetings to help citizens become more aware of RPTAC and what the Commission does.

The plan is to continue in-house training during the year and off-season. As the Commission progresses there will be more benefit from training that specifically addresses what the Commission does. Currently, we are in the midst of the appeal season and everyone is very busy so until the season is over hearing cases and writing decisions will be the focus.

The Executive Director gave an update - for TY 2016, 3720 cases have been scheduled to date; 611 heard, 217 left to be scheduled. A little short of the numbers from last year – 3937 cases received so far this year. Every lot is a case. 2800 were filed in paper and the rest were filed online. The File and Serve System is being used a lot more this year but still not at 100%.

File and Serve was discussed and Mr. Syphax indicated that the decision to keep using File and Serve will be based on the use by the Petitioners. The Commission has given electronic filing a legitimate shot. What would make it all come together is to require Petitioners to bring in hard copies.

Question about insurance for the Surface Pro and iPads; Ms. Fuller will investigate.

Ms. Fuller requested dates of availability for the Part-time Commissioners for November and December. Most cases are commercial but there are a few residential cases as well.

Don Isaac made a motion to adjourn and several Commissioners seconded the motion. Meeting adjourned @ 3 pm