

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
REAL PROPERTY TAX APPEALS COMMISSION**



**Administrative Meeting Minutes
September 13, 2023**

Chairman Williams called the meeting to order at 4:38pm

Roll Call

Present: Trent Williams, Cliftine Jones, Olufemi Abayomi-Paul, Frank Sanders, Greg Syphax, Alvin Jackson, Keith Klein

Absent: May Chan and John Woods

Chairman's Report

- Chairman Williams welcomed Commissioners and Hearing Examiners to the first administrative meeting and the beginning of the TY24 real property appeals season.
- He requested Commissioners and Hearing Examiners to send their certificates of completion for continuing education credits before the end of the month
- Chairman Williams requested that all Commissioners and Hearing Examiners label emails with a standard format including the square and lot in the subject line. This will facilitate searching for cases electronically and will be helpful as the number of decisions rises in the season.
- Please keep electronic deliberations and decisions among panelists before emailing staff. Only send the agreed upon final decision to staff when at least one other panelist has agreed with you. And please check emails regularly to complete decisions punctually and not let decisions pile up.

Executive Director Report

- RPTAC finished Tax Year 2023 on time and thanked Commissioners and Hearing Examiners for the expertise and diligence to complete the year on time, a first in three years under current directorship.
- Tax Year 2024 has already begun. OTR has received 12,093 first level cases, so RPTAC should anticipate up to 50% of those cases at the second level. We will continue scheduling for two member panels due to capacity constraints.
- RPTAC is working with DCHR to have last year's four Hearing Examiners begin at the beginning of the fiscal year, Monday, October 2.
- RPTAC is continuing to work with the Mayor's Office of Talent and Appointments (MOTA) to move the Vice Chairperson candidate forward.
- Decision processing reminders:

- Please clearly communicate among panel members who is responsible for which cases.
- Please receive electronic decision agreements from panel members in advance of submitting decisions to Debra Spencer.
- Annual hearing training will be scheduled in October once all Hearing Examiners are on board.

How to Appeal

N/a - No public attendants requested this presentation

Public Comments

No public comments

Commissioner Sanders motioned to adjourn

Meeting Adjourned at 4:50pm