



**State of Illinois**  
**PROPERTY TAX APPEAL BOARD**

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**MAURO GLORIOSO**  
*Executive Director & General Counsel*

**Minutes of the**  
**Property Tax Appeal Board**  
**June 9, 2020 – 10:00 a.m.**  
**Springfield & Des Plaines, Illinois**

- 1. Roll Call:** Chairman Kevin L. Freeman, Jim Bilotta, Sarah Buckley, Dana D. Kinion, and Robert J. Steffen.  
  
**Staff:** Mauro Glorioso, Executive Director and General Counsel, Steven Waggoner, Chief Administrative Law Judge, James J. Moffat, Chief Fiscal Officer & Human Resources Manager, David Suarez, Chief Information Officer, Michael Bullock, Public Service Administrator, Dianne Lerman, Recording Secretary.  
  
**Guests:** Lester McCarroll, Mayer Brown, LLP;  
5 Call-in connections that failed to identify themselves

Chairman Freeman convened the meeting at 10:00 a.m. and welcomed the Board Members and the PTAB Management Team to the Property Tax Appeal Board Meeting pursuant to the Governor’s Executive Orders allowing us to meet virtually during these difficult times.

**2. Approval of Minutes from Previous Meeting**

Mrs. Kinion moved to approve the Board Minutes of May 19, 2020. Mr. Steffen seconded the Motion and it carried 5-0.

**3. Adoption or Amendments to the Agenda**

Chairman Freeman moved to Adopt the Agenda as Presented. Mr. Steffen seconded the Motion and it carried 5-0.

**BOARD MEMBERS**

**Jim Bilotta**  
*Frankfort*

**Robert J. Steffen**  
*South Barrington*

**Dana D. Kinion**  
*Springfield*

**Sarah Buckley**  
*Chicago*

**4. Electronic Transfer of Documents, Documents that Cannot be Transferred Electronically, Mail and Scanning Updates, Updates Regarding Mass E-mail, and Notices to Website**

David Suarez provided a progress report regarding the transfer of documents, electronic mail and scanning, emailing and notices. Mr. Suarez reported email was sent letting everyone know we were going to resume sending out correspondence. He further reported on June 4<sup>th</sup> 10,000 letters were sent out, of which were 4,000 notices sent twice to Cook County which accounts for 8,000 letters the other 2,000 sent were downstate extension requests, and incomplete mail.

Mr. Suarez reported we are working through the backlog. 7,000 letters are going out this week and approximately 15,000 letters still need to be sent. Mr. Suarez is intentionally spacing out these mailings.

Mr. Glorioso inquired how the mail is being sent. Mr. Suarez stated mail is electronically sent by email except for mail to pro-se appellants. The pro-se appellants receive paper mail sent to their homes or to the addresses listed on their appeal forms. Mr. Glorioso asked Mr. Suarez to quantify the number of electronically processed mail verses paper mail. Mr. Suarez reported out of the 10,000 letters sent, approximately 400 letters were pro-se mail and sent to the addresses listed on their appeals.

Mr. Suarez reported getting caught up on scanning evidence and working on new appeals. He stated PTAB received approximately 1,000 new appeals via the USPS since last count. The US Postal Service continues its delivery service, while some firms continued to send postage mail during the shut-down.

Mr. Suarez reported the computer system update is not completed yet to include the Intervenor Process. The Intervenor mail cannot be transferred electronically. The current intervenor mail is still a paper process sent to firms via the US Mail system as opposed to being emailed. IT is working towards a solution to this concern and Mr. Suarez stated that the Intervenor Mail process is the one remaining piece needed to fully automate our processes. It was discussed and decided by the board members that the intervenor process should be continue via the US Mail for the time being.

The Board and Executive Director agreed to establish a task force to set up an online filing plan with benchmarks and timelines to explore what is needed and how to get there.

**5. CMS Reports and Return to Work Planning and Implementation (Instructions and Guidelines).**

James J. Moffatt reported on a recent meeting with CMS Senior Management staff, and Chiefs of Staff to go over our return to work plan. He reported CMS provided a website

with a share-portal with resources that agencies can use to get information out to our employees, giving us direction, and signs to use. Mr. Moffat further reported we have already been using some of this material as we have had some staff in the office.

Mr. Moffat further reported they have three basic tenants for us to follow: Safety first; next extend telecommuting for as long as possible; and returning to our core mission. This can only be accomplished while staying within the safety guidelines presented and taking some personal responsibility for such things as making sure employees practice social distancing, wearing facial masks when needed, etc.

Mr. Moffat reported as we work through the days and weeks to come we will be developing a more permanent plan for ongoing operations moving past the COVID era. He stated we will need to possibly change some practices and standard operating procedures which will involve some negotiations with the union. But for the time being most our employees have been working successfully remotely at home and CMS guidance is to continue to do that for the foreseeable future.

He further reported, those who are able to work successfully from home should continue to do so. Staff who have been working from home but are having difficulty doing that due to the nature of their job or not having the resources needed to do their work, may return to work first. He stated mainly it is clerical workers such as our scanners. He further reported most of our scanning staff are back and working full time now.

Mr. Moffat reported on the open-endedness of the telecommuting directive. He reported they are talking about a possible process of 6 – 12 months before they foresee having everyone back to what we would consider normal, or the new normal. They really want us to keep people telecommuting as long as possible and in the meantime come up with new standard procedures for moving into the post COVID era.

## **6. Executive Director's Report**

Mauro Glorioso reported today's meeting will be our 4<sup>th</sup> virtual meeting. This meeting is held pursuant to the Governor's Executive Orders 2020-7, 2020-33, and 2020-39 which suspends the Open Meetings Act. We will continue with virtual meetings until further notice from the Governor's Office.

He further reported upon EO 2020-7, dated March 16, 2020 our workers were ordered to stay-at-home and work remotely. Staff has been working remotely since that date. He stated that all ALJ's have been set up to work remotely wherein they can send and receive cases electronically without having to physically come into the office. The electronic transfer of decisions and the closing of files appears to be working rather well and staff is adequately supplied with work.

As previously reported, Mr. Glorioso stated that himself in Des Plaines and Steve Waggoner in Springfield are the only two PTAB employees physically in the office each day. Occasionally certain staff will come into the office on an as-needed basis to perform functions that cannot be done remotely. Mr. Glorioso stated that each day he files a report with the Governor's Office relative to how the CV-19 virus is affecting our ability to maintain agency functions. We have been able to maintain communications with the public, attorneys and boards of review via electronic notices.

Mr. Glorioso reported we have been granting automatic extensions and have allowed the filing of new appeals with a minimum of evidence. All hearings scheduled to date have been postponed. We are exploring alternative methods to hold hearings upon resumption of our schedule.

He further reported we have been monitoring state-wide activities and Executive Orders from the Governor's Office relative to the CV-19 pandemic, and, more recently, relative to the uprisings across the nation on how to best maintain safety for all parties involved.

Mr. Glorioso reported the legislature was in session in late May in order to approve a budget. We are not certain how directly PTAB will be affected or what our final budget will be.

Mr. Glorioso reported today's meeting reflects we have closed a total of 26,655 year to date, however, our backlog of pending cases is currently increased to 72,312.

Mr. Glorioso concluded his report and stated next month's meeting shall take place Tuesday, July 14, 2020.

Mr. Bilotta moved to accept the Executive Director's Report. Mr. Steffen seconded the Motion and it carried 5-0.

## **7. Discussion of Motions**

- a. Brenneman Properties LLC: #19-00164-R-1 (Tazewell)  
Robert Fredericks: #19-00174-R-1 (Tazewell)  
MORTCR Properties LLC: #19-00180-C-1 (Tazewell)  
Michael Landwirth: #19-00184-C-1 (Tazewell)  
Kathleen Bellemey: #19-00128-R-1 (Tazewell)  
P & P Businesses LLC: #19-00172-C-1 (Tazewell)  
P & P Businesses LLC: #19-00175-C-1 (Tazewell)  
P & P Businesses LLC: #19-00187-C-1 (Tazewell)  
P & P Businesses LLC: #19-00171-C-1 (Tazewell)

P & P Businesses LLC: #19-00173-C-1 (Tazewell)  
Bob Fredericks: #19-00185-R-1 (Tazewell)  
Michael Landwirth: #19-00183-C-1 (Tazewell)  
Michael Rieker: #19-00148-C-1 (Tazewell)  
Micheal Cullinan: #19-00163-C-1 (Tazewell)  
PCR Properties LLC: #19-00162-C-1 (Tazewell)  
Town Centre Land Trust: #19-00186-C-1 (Tazewell)  
Richard & Sara Keith: #19-00165-R-1 (Tazewell)  
Tyler Steven Abraham: #19-00182-R-1 (Tazewell)

Mr. Steffen moved to grant the Tazewell County Board of Review a final 60-day extension from the original due date in each appeal. Mrs. Steffen seconded the Motion and it carried 5-0.

- b. Tammy Gustafson: #18-34202-R-1 (Cook - Jefferson)

Mr. Steffen moved to deny the Motion to File Evidence Instantly. Mr. Bilotta seconded the Motion and it carried 5-0.

- c. John Gustafson: #18-36293-R-1 (Cook - Jefferson)

Mr. Bilotta moved to deny the Motion to File Evidence Instantly.

- d. Nordstrom Store #225: #16-37932-C-3 (Cook - Schaumburg)

Mr. Bilotta moved to grant the appellant a final 30-day extension. Mr. Steffen seconded the Motion and it carried 5-0.

- e. 1851 Whipple Condo Assn.: #18-43015-R-2 (Cook - West Chicago)

Mrs. Kinion moved to grant the request to reinstate. Mr. Steffen seconded the Motion and it carried 5-0.

- f. Thomas Tench: #19-23978-R-1 (Cook – Evanston)  
Matthew Schroeder: #19-23977-R-1 (Cook – Evanston)  
Patti Anderson: #19-23976-R-1 (Cook – Evanston)  
Richard Lin: #19-23975-R-1 (Cook – Evanston)  
Arthur Crampton: #19-23973-R-1 (Cook – Evanston)  
Long Hoang: #19-23961-R-1 (Cook – Evanston)  
Andrew Yelenosky: #19-23960-R-1 (Cook – Evanston)  
Henry Conroe: #19-23959-R-1 (Cook – Evanston)  
Robert Galatzer-Levy: #19-23958-R-1 (Cook – Evanston)  
Peter De Jong: #19-23957-R-1 (Cook – Evanston)

Evia Peerbhai: #19-23979-R-1 (Cook – Evanston)  
Martha Arntson: #19-24182-R-1 (Cook – Evanston)  
Yvette Kennedy: #19-24184-R-1 (Cook – Evanston)  
Neal Hoffman-Dana: #19-24186-R-1 (Cook – Evanston)  
Kirsten Coleman: #19-24189-R-1 (Cook – Evanston)  
John Morici: #19-24191-R-1 (Cook – Evanston)  
Richard Weiland: #19-24193-R-1 (Cook – Evanston)  
Ann Dufek: #19-24195-R-1 (Cook – Evanston)  
Thomas Resnick: #19-24509-R-1 (Cook – Evanston)  
Anne Hazelrig: #19-24511-R-1 (Cook – Evanston)  
Karen Przepyszny: #19-24515-R-1 (Cook – Evanston)  
Nathan Schulz: #19-24516-R-1 (Cook – Evanston)  
Mary Alexandra Doty: #19-23980-R-1 (Cook – Evanston)

Mr. Steffen moved to deny the request to reinstate each appeal. Mrs. Kinion seconded the Motion and it carried 5-0.

## **8. Attachments**

As to Attachment A, Chairman Freeman moved to approve the attachment except for item number 2, #2011-24443-C-3, 401 North Wabash Venture, LLC, and defer the appeal to the July Board Meeting. Mr. Bilotta seconded the Motion and it carried 5-0.

As to Attachment B, Chairman Freeman moved to approve the attachment. Mr. Steffen seconded the Motion and it carried 5-0.

As to Attachment C, Mr. Steffen moved to approve the attachment. Mr. Bilotta seconded the Motion and it carried 4-0 with Chairman Freeman recusing.

As to Attachment D, Mrs. Kinion moved to approve the attachment. Mr. Steffen seconded the Motion and it carried 4-0 with Mr. Bilotta recusing.

As to Attachment E, Chairman Freeman moved to approve the attachment. Mrs. Kinion seconded the Motion and it carried 4-0 with Mr. Steffen recusing.

As to Attachment F, Mr. Steffen moved to approve the attachment. Mr. Bilotta seconded the Motion and it carried 4-0 with Mrs. Kinion recusing.

As to Attachment G, Chairman Freeman moved to approve the attachment. Mr. Steffen seconded the Motion and it carried 4-0 with Ms. Buckley recusing.

As to Attachment Z, Mr. Steffen moved to approve the attachment. Mrs. Kinion seconded the Motion and it carried 5-0.

**9. Other Business:**

Mr. Glorioso notified the Board that the next meeting will be July 14, 2020.

Chairman Freeman thanked the Board Members for their input, ideas and support.

**10. Adjournment**

Mr. Steffen moved to adjourn the meeting at 11:00 a.m. Mr. Bilotta seconded the Motion and it carried 5-0.

Respectfully Submitted,

Mauro Glorioso

Executive Director and General Counsel

MG/dl