



State of Illinois
PROPERTY TAX APPEAL BOARD

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**Minutes of the
Property Tax Appeal Board
July 14, 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;
10 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. Mr. Steffen was not present at Roll Call.

2. Approval of Minutes from Previous Meeting

Mr. Bilotta moved to approve the Board Minutes of June 9, 2020. Mrs. Kinion seconded the Motion and it carried 4-0.

3. Adoption or Amendments to the Agenda

Mr. Bilotta moved to amend the Agenda to include the Chairman's Report. Mrs. Kinion seconded the Motion and it carried 4-0.

BOARD MEMBERS

Jim Bilotta
Frankfort

Robert J. Steffen
South Barrington

Dana D. Kinion
Springfield

Sarah Buckley
Chicago

4 Electronic Transfer of Documents and Documents that cannot be transferred Electronically. Mail and scanning updates. Updates regarding mass e-mail and Notices to Website. On-line filing and timeline update presentation-D Suarez

Mr. Suarez provided an update on the scanning process of the 2019 appeals nearing 20,000 plus appeals for Cook County Board of Review. They are getting scanned and docketed, reviewed and sent out. He further reported getting caught up on sending out correspondence and stated it is back to a normal load for sending out correspondence.

Mr. Suarez reported they updated the Website and sent out a new notice on the PTAB Mailbox to inform the public we will still accept new appeals to the mailbox and any other correspondence or evidence should be sent through the mail.

Mr. Suarez reported on the Timeline Chart he sent to the Board reflecting an updated timeline to the on-line filing project. He reported he tried to shrink down the timeline. The updated Timeline Chart was included in the meeting material. Mr. Suarez further reported he is currently working on developing the business and technical requirements that need to be submitted to DoIT for their governance process.

Mr. Freeman thanked the team particularly Mr. Suarez and Mr. Egan for really engaging in this project. He stated he had several calls since the last board meeting looking at how we can expedite a rollout of online filing. It was a collaborative effort between our IT staff and members of the Management Team, Mr. Moffat, Mr. Waggoner, Mr. Glorioso and thanks to everyone for their involvement. Mr. Freeman asked Mr. Suarez for an overview, of where we are, how we think we saved some time and what we can do to hit the ultimate day of rolling out online filing.

Mr. Suarez reported he looked at the intervenor process and it doesn't fit in the way we are doing things. But the intervenor process will become fully automated with the online project. He rolled it in the process which helped to speed up some time. He engaged DoIT already to make sure the project charter is active with the online filing project. He reported we are going to get the business and technical requirements written and submitted. Once this is turned in this will be a priority to us. DoIT decides if this goes to RFP or if they have a similar system we can possibly leverage; they make the decision as to how the project will proceed forward. He stated it's difficult to know how long to know how long the project will take. He stated he put a launch for the 2022 tax year, we may be able to get this done sooner, but he doesn't want to promise something we can't deliver. He further reported we've done most of the bulk of the work but there are some unknowns in the timeline.

Mr. Bilotta thanked Mr. Suarez and all who worked on this project and stated this is doable, let's be positive moving forward, great job! Mr. Freeman thanked Mr. Suarez for taking on some of these hard issues and advancing the ball on the online filing project.

Mr. Steffen joined the meeting at 10:15 am.

Chairman's Report

Mr. Freeman reported he has been in frequent contact with Deputy Governor Dan Hynes Office regarding where we are with PTAB's online filing and other matters. They are keen to help us leverage technology so that we can be more efficient. They are sensitive to the fact that a tsunami of appeals will be coming as a result of recent assessments.

He further discussed a logical starting point and the possibility of leveraging an existing system for possible cost savings opportunities and efficiencies given that David Suarez and his team have done all the backend work to set up the framework of all the data we need to fold into a system. Mr. Freeman will be exploring opportunities and will bring back information to the PTAB Leadership Team and to the Deputy Governor's Office.

5. CMS Reports and Returning to Work Planning and Implementation (Instructions and Guidelines). Proposed cost of on-line filing. FY 2021 Budget-JJ Moffat

Mr. Moffat provided an update on budgetary matters. He reported FY 20 ended and FY 21 started July 1. We have 4 new additional head count granted to us and received a 12.4% increase this year.

He reported there are two major year-end reports going on right now. We have end of the year GAAP reporting starting up and we will have to report some numbers to the Comptroller's Office. We were also notified by the Auditor General's Office that they would like the latest period for our audit cycle for the period ended 6/30/20. The first request was about 106 items which must be pulled together in the next month or two. The new audit is also coming up. He further reported we have a three-month lapse as well to finish paying any bills that come in.

Mr. Moffat reported on HR and personnel issues. He stated, we have hired temporary employees to come in to help with some clerical work at the Springfield office. Currently we have 5 temps in addition to some of our fulltime staff that are coming back to help with scanning, docketing, and prep work.

He reported, right now we have approximately near the 50% staffing at the Springfield Office and much less at the Des Plaines Office which we are trying to keep under 50%. He stated we will see how it goes to see if there are any spikes here in the State before we bring staff back.

Mr. Freeman asked Mr. Moffat if he or the team has given any further thought to staff employee training, such as 'Office Conduct' as previously discussed. Mr. Moffat stated he hasn't thought of any training lately, there have not been any recent issues.

Mr. Freeman thanked Mr. Moffat his report.

6. Executive Director's Report

Mr. Glorioso greeted the Board Members and stated this meeting is held pursuant to the Governor's Executive Orders 2020-07, 2020-33, and 2020-39 which suspends the Open Meetings Act as well as EO 2020-44 issued June 26, 2020 upon entering Phase 4 which amended previous EO 2020-07 and requires at least one board member be physically present at the location of the meeting. He further reported amendments to the Open Meetings Act were codified by the legislature pursuant to PA 101-0640 (SB 2135) passed on June 12, 2020, effective July 1, 2020.

Mr. Glorioso reported we have been holding meetings with the management team and Chairman Freeman in order to advance the Board's proposal for on-line filing. The goal is to advance the process to make on-line filing a reality as soon as able. The pertinent points and the presentation on the project were given by Dave Suarez.

Mr. Glorioso reported as we entered Phase 4 on June 26, 2020, we were allowed to bring back to the office personnel that we believed were necessary. However, we were strongly encouraged to continue to maintain as many staff as possible working remotely. Therefore, we plan on keeping all staff working remotely that have been working remotely. To keep everyone apprised of our situation we regularly update our notice on the PTAB website. A copy of the notice was distributed to Board Members with their meeting material.

Mr. Glorioso reported during this month's General Counsels meeting we were informed that Phase 4 could last quite some time perhaps up to a year. We were again informed and encouraged to work remotely. We were instructed to utilize our Procurement Officer to obtain what supplies are needed for staff, in or out of the office. We were further informed to get prepared for reinstatement of various deadlines-which, of course, affects the PTAB.

Mr. Glorioso reported the Revolving Door prohibitions were revisited. He stated Dianne Lerman, our ethics officer, and I attended the mandatory meetings. We are required to maintain a current list of members of the PTAB subject to the revolving door prohibitions as listed on either the "C" or "H" list. This includes all board members and some of our senior staff. Those listed are required to sign an agreement subjecting the individual to the

Revolving Door policies. Dianne Lerman prepared agreements for each member to read, sign and return to her. The letters were distributed to the respective individuals in their meeting material. Mr. Glorioso encouraged the Members to sign their letters and send them to Mrs. Lerman as soon as possible.

Mr. Glorioso reported the management team has had several meetings with the Illinois Department of Innovation and Technology (DoIT) for the purposes of preparing a Business Impact Analysis (BIA). A copy of the "Business Impact Analysis Validation Report" was distributed with the meeting material. He stated we concluded our meetings this month. The BIA addresses how to best handle a business interruption and what steps need to be taken should such an event occur.

Mr. Glorioso reported we have been informed by Office of the Auditor General that they will shortly begin their compliance examination of the PTAB. We attempted to get a later date as we just concluded the last examination a few months ago. A copy of the Auditor General's letter was distributed with the meeting material.

On June 17, 2020 the PTAB filed its annual Regulatory Agenda. A copy of the PTAB July 2020 Regulatory Agenda including the anticipated rule changes was distributed with the meeting material for review.

Mr. Glorioso reported on Central Nursing Realty, LLC, v. The Illinois Property Tax Appeal Board; The Cook County Board of Review; and The Chicago Board of Education, 2020 Ill App, First District 180994. This is an Appellate Court case affirming the PTAB's decision. Since the appellant sought a change in the assessed value of more than \$300,000.00 this was a direct appeal to the appellate court. The opinion was written by Appellate Court Justice Lampkin and has been published. Mr. Glorioso thanked PTAB Administrative Law Judge Thomas Kelly who wrote the recommended decision approved by the PTAB Board. Mr. Glorioso stated great job Tom, this is a well written decision. The decision of the Court was made available for the Board's review and was distributed with the meeting material.

Mr. Glorioso commented on a congratulatory e-mail directed at PTAB staff member Kelly McAuliffe for her fine work assisting a taxpayer. Mr. Glorioso thanked Kelly and stated Kelly is a fine worker and is very cooperative; she recently took on the project of cleaning the filing room files. A copy of the email was included with the meeting material.

Mr. Glorioso reported we will be hiring back some of our 75-day workers. We will have three 75-day workers. Greg Costa will be returning to the Des Plaines Office.

Mr. Glorioso stated our next meeting is scheduled for August 18, 2020 to coincide with the State Fair, we may want to discuss changing that date under Other Business.

The Board thanked Mr. Glorioso for his report.

Mr. Freeman moved to accept the Executive Directors Report. Mr. Steffen seconded the Motion and it carried 5-0.

7. Discussion of Motions

a. Road Ranger, LLC: #18-03274-C-1 (Ogle)

Mr. Bilotta moved to grant the Ogle County Board of Review Motion for Leave to File the Corrected Appraisal Report. Mrs. Kinion seconded the Motion and it carried 5-0.

b. Frank Sciackitano: #18-01800-C-3 (Lake)

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

c. Home Depot USA, Inc.: #19-00058-C-3 (Madison)

Mr. Bilotta moved to grant Edwardsville Community School District #7's request to intervene and a 90-day extension. Mr. Freeman seconded the Motion and it carried 5-0.

d. Brunetta Hill-Corley: #18-43912-C-2 (Cook)

Mr. Bilotta moved to deny the request for extension and dismiss the appeal due to lack of evidence. Mrs. Kinion seconded the Motion and it carried 5-0.

e. Kerry McCarthy-Stilwell: #19-23414-R-1 (Cook)

Mr. Bilotta moved to deny the request and dismiss the appeal due to lack of evidence. Mr. Steffen seconded the Motion and it carried 5-0.

f. Cook County Extensions

Mr. Steffen moved to deny the request for extensions and default the BOR on 927 cases that have previously received final extensions and to grant extensions to the 627 cases that have not received final extensions. Mr. Bilotta seconded the Motion and it carried 5-0.

8. Attachments

As to Attachment A, Mr. Freeman moved to approve the attachment with the exception of item number 4, docket #2011-24443-C-3, 401 North Wabash Venture, LLC, and defer the appeal to the September Board Meeting. In addition, the Board voted to remove several items from Attachment A which are withdrawn appeals. Mr. Steffen seconded the Motion and it carried 5-0.

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

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

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

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

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

Workload Report

Mr. Glorioso reported we closed 1,507 decisions for the month. Our backlog is currently at 76,508 cases pending

9. Other Business

The August Board Meeting was scheduled for August 18, 2020 to coincide with the State Fair. After a discussion the Board took a vote to change the date. Mr. Freeman motioned to move the August Board Meeting to Tuesday August 11, 2020, Mrs. Kinion seconded the Motion and it carried 5-0.

10. Adjournment

Chairman Freeman thanked the Board Members for their input, ideas and support. Mrs. Kinion moved to adjourn the meeting at 11:20 a.m. Mr. Steffen seconded the Motion and it carried 5-0.

Respectfully Submitted,

Mauro Glorioso
Executive Director and General Counsel

MG/dl