



State of Illinois  
**PROPERTY TAX APPEAL BOARD**

Wm. G. Stratton Office Bldg.  
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KEVIN L. FREEMAN  
*Chairman*

MICHAEL I. O'MALLEY  
*Executive Director & General Counsel*

Suburban North Regional Office  
9511 W. Harrison St., Suite LL-54  
Des Plaines, Illinois 60016  
(T) 847.294.4121  
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**Minutes of the  
Property Tax Appeal Board  
December 13, 2022 – 10:00 a.m.  
Springfield & Des Plaines, Illinois**

**1. Roll Call:** Chairman Kevin Freeman, Mr. James Bilotta, Sarah Buckley, Dana D. Kinion, and Robert J. Steffen.

**Staff:** Michael O'Malley, Executive Director and General Counsel  
Steve Waggoner, Chief Administrative Law Judge  
James Moffat, Chief Financial Officer & Human Resources Manager  
David Suarez, Chief Information Officer  
David Eagan, PTAB Information Technology  
Kelly McAuliffe, Recording Secretary  
Phyllis McJunkins, Recording Secretary

**Guests:** Call-in connections identified as follows:

Michael Bullock, Property Tax Appeal Board  
Carol Kirbach, Property Tax Appeal Board  
Anonymous caller - 1  
Eileen Sergo, Elliott & Associates, P. C.

Chairman Freeman convened the meeting at 10:00 a.m. and welcomed the Board Members and the Management Team to the Property Tax Appeal Board Meeting.

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

Mr. Bilotta made a motion to approve the Board Minutes of November 15th, 2022, as presented. Mr. Steffen seconded the Motion, and it carried 5-0.

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

Chairman Freeman motioned to accept the agenda as presented; Ms. Kinion seconded the motion, which carried 5-0.

**BOARD MEMBERS**

Jim Bilotta  
*Frankfort*

Robert J. Steffen  
*South Barrington*

Dana D. Kinion  
*Springfield*

Sarah Buckley  
*Chicago*

### 3. Executive Director's Report

See Addendum A.

Chairman Freeman moved to approve the Executive Director's Report. Ms. Kinion seconded the Motion, and it carried 5-0.

### 5. Discussion of Motions

#### a. Doyle Development LLC: #21-07091.001-C-2 (Cook – West Chicago)

The board acknowledged that Eileen Sergo, representing the appellant was present. Sergo appealed to the discretion of the PTAB with the evidence deadline. PTAB has shown some leniency to these types of deadlines in the past. For example, the PTAB extended the deadline for documentation, where it was more than one day late because it did not prejudice the other parties.

Additionally, for the current year 2022 the appellant has reached an agreement to a certain fair market value based on the same evidence with the DuPage County Board of Review using the same evidence submitted to PTAB for 2021. If the PTAB allowed the appeal to proceed the appellant and the DuPage County BOR would probably agree to that same value for 2021. Therefore, the appellant does not believe the DuPage County BOR would be opposed to the reinstatement of the appeal and proceeding to settle as they have settled in the current year.

Mr. Bilotta made a motion to grant the appellant's motion to reinstate and grant a 30-day final extension; the motion was seconded by Chairman Freeman, and it carried 5-0.

#### b. (End of Motions)

### 6. Attachments

a. **Attachment A** – Mr. Steffen moved to approve the attachment. Mr. Bilotta seconded the Motion, and it carried 5-0.

b. **Attachment B** – Chairman Freeman moved to approve the attachment. Ms. Kinion seconded the Motion, and it carried 5-0.

c. **Attachment C** - Ms. Kinion moved to approve the attachment. Mr. Steffen seconded the Motion, and it carried 4-0. Chairman Freeman recused himself.

d. **Attachment D** – Chairman Freeman moved to approve the attachment. Ms. Kinion seconded the Motion, and it carried 4-0. Mr. Bilotta recused himself.

- e. **Attachment E** – Mr. Bilotta moved to approve the attachment. Chairman Freeman seconded the Motion, and it carried 4-0. Mr. Steffen recused himself.
- f. **Attachment F** – Chairman Freeman moved to approve the attachment. Mr. Steffen seconded the Motion, and it carried 4-0. Ms. Kinion recused herself.
- g. **Attachment G** – Chairman Freeman moved to approve the attachment. Ms. Kinion seconded the Motion, and it carried 4-0. Ms. Buckley recused herself.
- h. **Attachment Z** – Chairman Freeman moved to approve the attachment. Mr. Steffen seconded the Motion, and it carried 5-0.

**7. Other Business**

- a. Executive Director O’Malley thanked the board members for hosting the dual parties to occur at the Springfield and Des Plaines office locations.

**8. Adjournment**

- a. Chairman Freeman moved to adjourn the meeting at 10:29 a.m., Ms. Kinion seconded the Motion, carrying 5-0.

Respectfully Submitted,

/s/ Michael O’Malley

Michael I. O’Malley

Executive Director and General Counsel

Addendum A.



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## Executive Director's Report December 2022

### 1. HR/Fiscal Update:

#### a. HR:

- Steve's last day in the office will be December 30, 2022, after 35 years of service to PTAB.
- Open management positions.
  - Chief Administrative Law Judge – [REDACTED]
  - Deputy Administrative Law Judge – Jenifer Vesely has been temporarily assigned until a replacement can be hire.
- Long-term plan to fill vacancies and re-organize the office.
  - I plan to move forward with hiring the Chief Administrative Law Judge first. The Chief Administrative Law Judge should have a say in who his/her subordinates are. But if this is difficult, I will adjust this plan.
  - I plan to re-organize the agency due to growth that is expected in DPO. JJ is working on getting an additional supervisor position in DPO. The deputy Administrative Law Judge title will be eliminated, and two supervising administrative law judge positions will be created. This change is only a change in working title. There are currently 13 ALJs in DPO and we are optimistic that we will get an additional ALJ positions in the next budget, bring the total ALJs in DPO to 18 – not including the current deputy position). Creating 2 supervising ALJ positions will help with the management and training of the ALJ staff and expected growth in case filings. The space we are getting will allow for more staff if needed.
  - I also plan to specifically designate someone PTAB's Clerk to supervise all aspects of case management – outside of assigning cases which will be the responsibility of the Chief and Supervising ALJs. With the advent of e-filing, PTAB will be better off having all staff outside of IT and the ALJ staffs reporting to one individual.
  - See revised organizational chart attached.

#### b. Fiscal Update:

- JJ and I testified before the IL General Assembly's Audit Committee last month. Most pressing questions related to the case backlog. We informed the committee that we have requested additional staff and that we are moving to a bigger office downtown. We also mentioned the lose of space in SPO, but that at some point we will be moving into another building.
- The Auditor General meet with us regarding the next internal audit. We have setup an audit team to help manage this audit, instead of JJ taking on the responsibility himself. The team is

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made up of JJ, Phyliss, Joseph Reed, Beth Leet, and Brendon Stark. JJ is going to be very busy with filling vacancies and working through our budget, so this team should help him.

2. IT Update:

E-filing – The issue which prevented the e-filing system from going live has been resolved by the vendor.

3. DPO Move to Downtown Chicago:

View from our future office:



This office space can accommodate 20 employees, with room to expand.

4. Case Load as of 12/3/2022:

Open cases: 92,337

Dockets that need docketed: 1,986 (75 Downstate, 1,911 Cook)

Docket numbers assigned for 2022: 68 Downstate, 16 Cook

Docket numbers assigned for 2021: 7,660 Downstate, 24,801 Cook

Docket numbers assigned for 2020: 9,332 Downstate, 28,824 Cook

Docket numbers assigned for 2019: 9,632 Downstate, 35,399 Cook

Dockets that need initial review (MANA): 14 Downstate, 5,089 Cook

Dockets that need returned review (MARA): 0 Downstate, 120 Cook

Dockets that need evidence review (MAE): 4 Downstate, 232 Cook

Dockets ready to notify county (LCNOT): 0 Downstate, 657 Cook

5. Future Board Meetings:

a. The Governor has extended the disaster proclamation regarding COVID. The extension allows PTAB to continue to hold its Board meetings remotely.

b. Proposed 2023 Board Meeting Schedule:

| Date                                 | DPO            | SPO                                  |
|--------------------------------------|----------------|--------------------------------------|
| January 10 <sup>th</sup>             | Sarah Buckley  | Dana Kinion (can't attend in-person) |
| February 14 <sup>th</sup>            | Robert Steffen | Dana Kinion                          |
| March 14 <sup>th</sup>               | Kevin Freeman  | Dana Kinion                          |
| April 11 <sup>th</sup>               | Jim Bilotta    | Dana Kinion                          |
| May 9 <sup>th</sup>                  | Sarah Buckley  | Dana Kinion                          |
| June 20 <sup>th</sup>                | Robert Steffen | Dana Kinion                          |
| July 11 <sup>th</sup>                | Kevin Freeman  | Dana Kinion                          |
| August 15 <sup>th</sup> (State Fair) | Jim Bilotta    | Dana Kinion                          |
| September 12 <sup>th</sup>           | Sarah Buckley  | Dana Kinion                          |
| October 10 <sup>th</sup>             | Robert Steffen | Dana Kinion                          |

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Sarah Buckley  
Chicago

|                           |               |             |
|---------------------------|---------------|-------------|
| November 14 <sup>th</sup> | Kevin Freeman | Dana Kinion |
| December 12 <sup>th</sup> | Jim Bilotta   | Dana Kinion |

The next meeting is scheduled needs to be addressed.

**BOARD MEMBERS**

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*South Barrington*

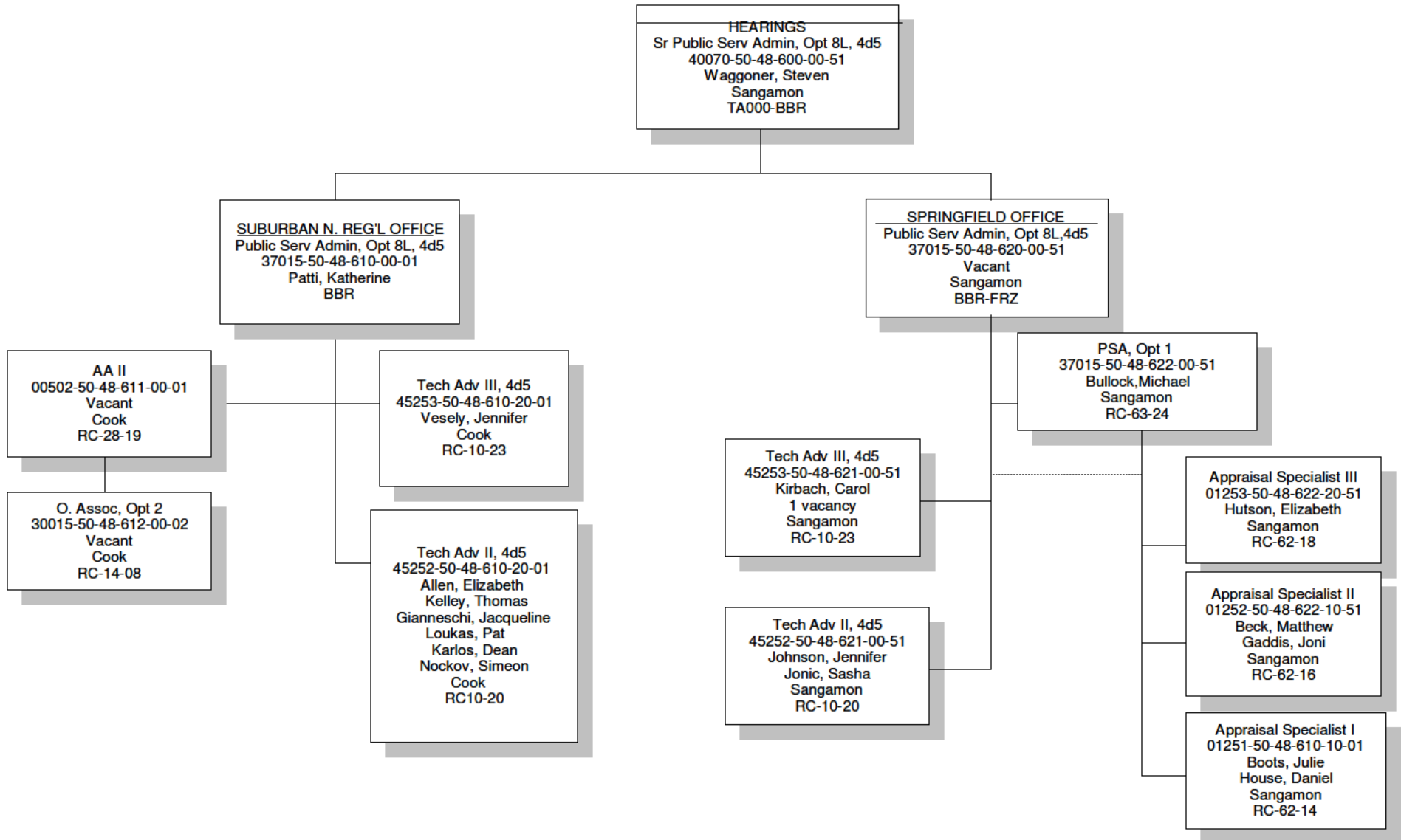
**Dana D. Kinion**  
*Springfield*

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# Current

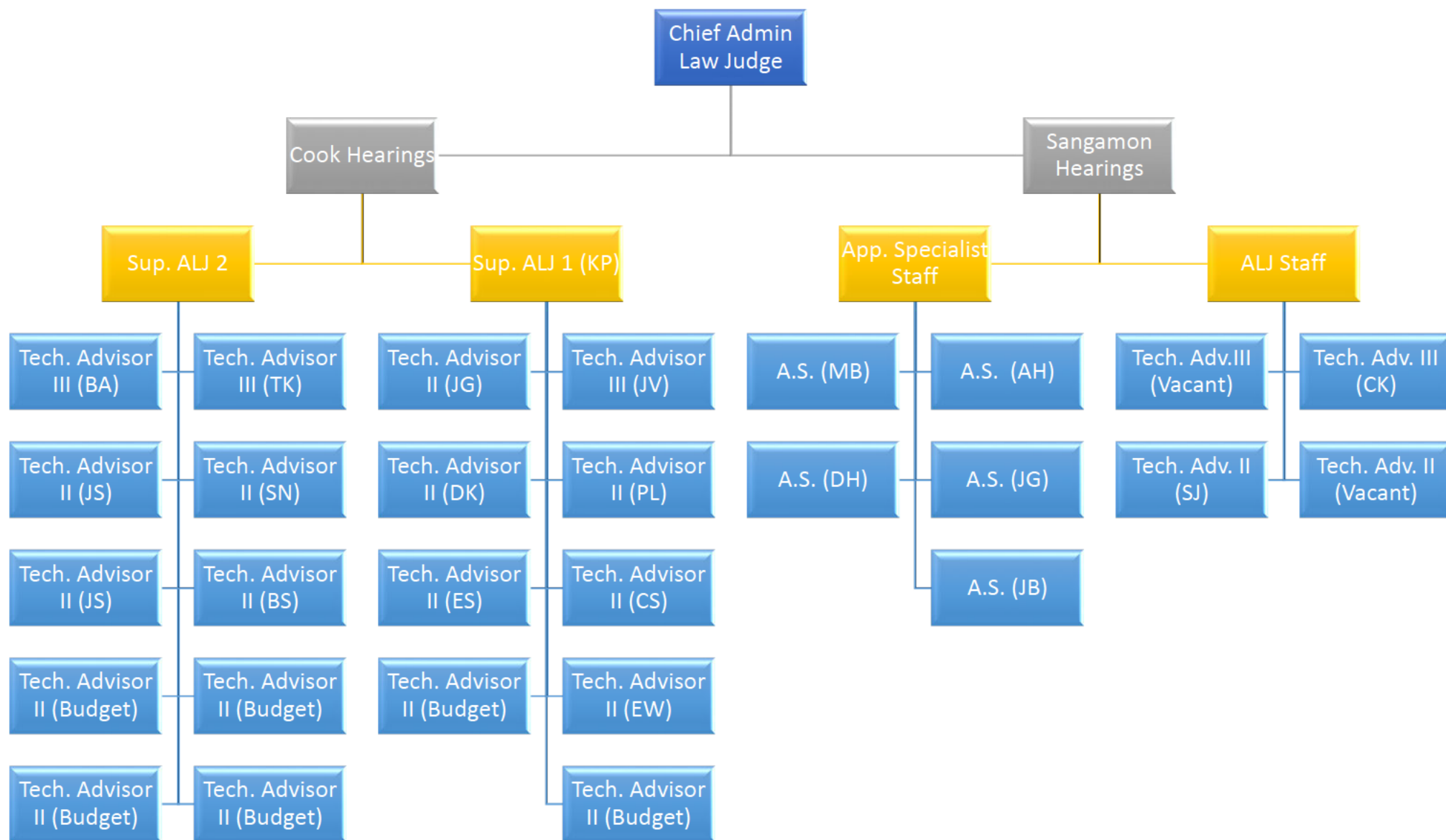
## Property Tax Appeal Board Hearings

Effective  
07/01/2021



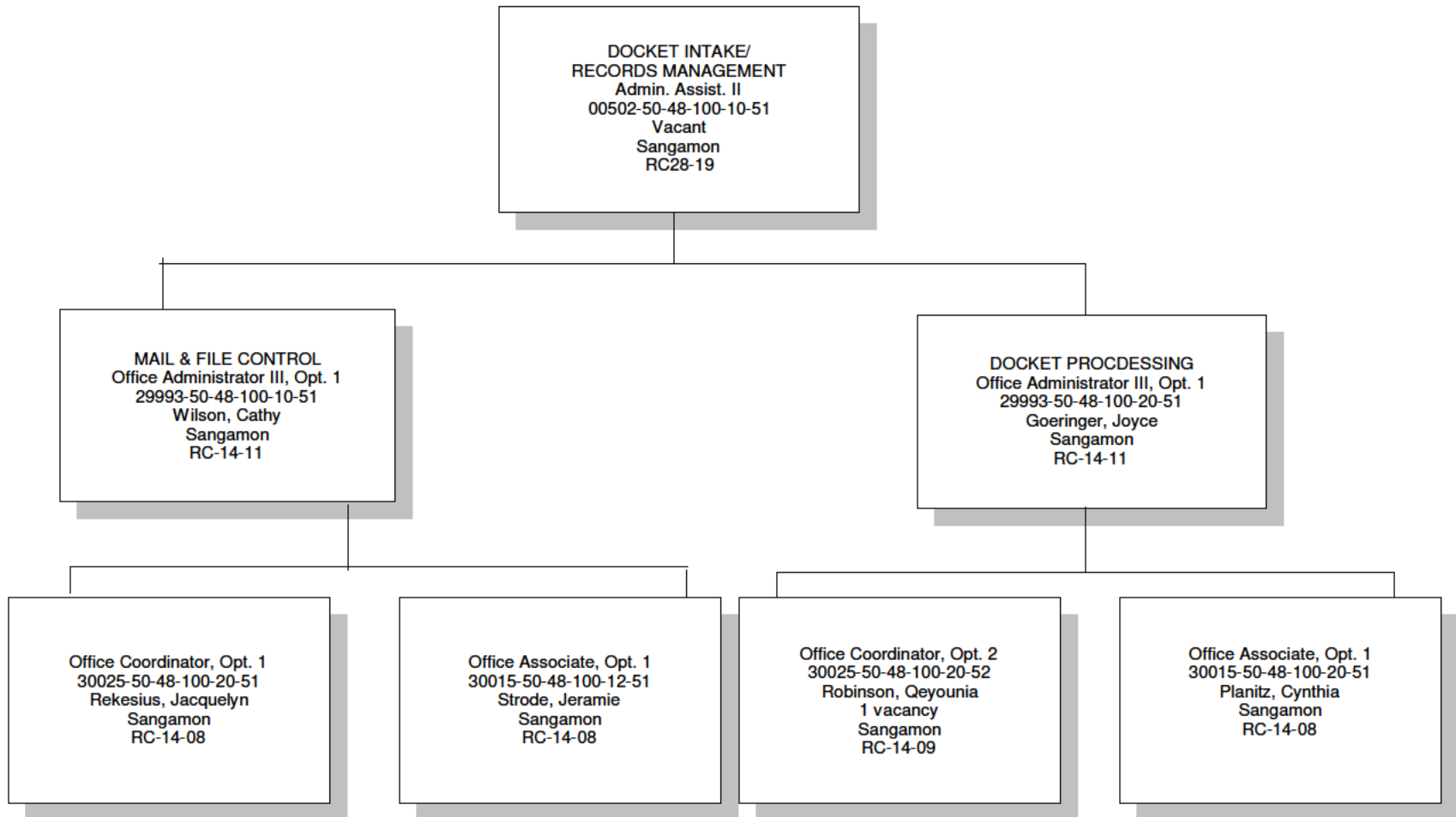


# Proposed Hearings Division

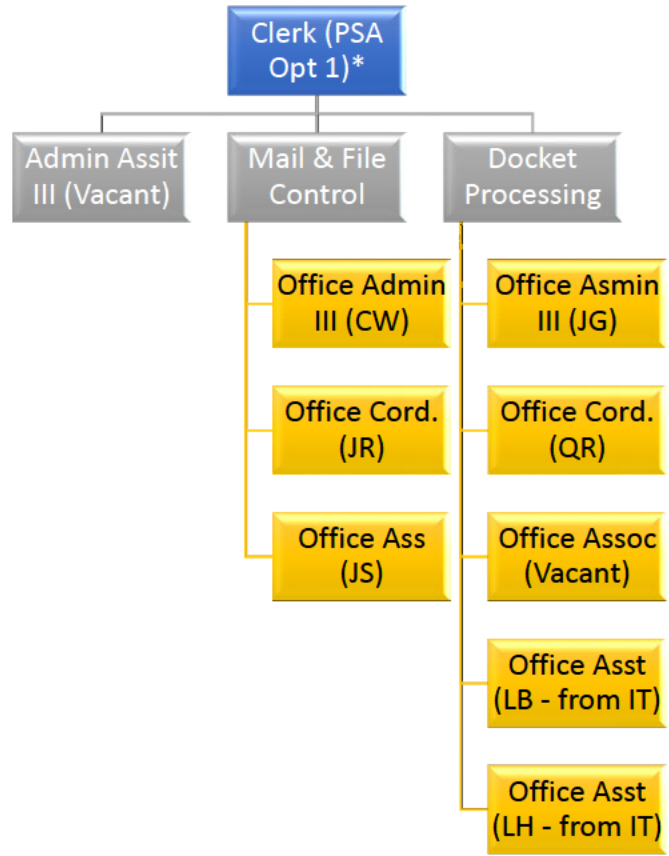


# Current

## Property Tax Appeal Board Docket Intake/Records Management



# Proposed



\*Clerk's duties include:

1. In take of cases.
2. MANA Reviews.
  - a. To be performed by all trained staff including ALJs.
3. Grant initial continuances at discretion of Ex. Dir.
4. Direct all motions and pleadings to assign ALJ or a Supervising ALJ to be assigned as needed.
5. Set policies and procedures for all entries in to the clerk's system (PTAB2000).
  - a. Train all staff on these policies and procedures.
6. Direct all inquires to the board to the appropriate party.
7. Docket all cases.
8. Schedule all SPO hearings.
9. Work with Ex. Dir. & Chief Admin Law Judge on drafting agenda.
10. Work with all ALJ on case management.
11. Train new ALJ and AS staff.
12. Additional duties as needed.