

**State Board of Assessors
Meeting Minutes
Webex Meeting
Thursday, January 13, 2022**

Chairperson Matt Gersemehl convened the meeting at 8:30am.

Charlie Blekre moved to open the meeting. Mike Reed seconded the motion. The motion carried.

Board members in attendance:

Gary Amundson Jane Grossinger
 Charlie Blekre Joy Kanne
 Andrea Fish Mike Reed
 Matt Gersemehl Lori Schwendemann

Agenda for the January 13, 2022 meeting was reviewed. Jane Grossinger moved to approve the agenda. Joy Kanne seconded the motion. The motion carried.

Minutes of the November 16, 2021 meeting were reviewed. Charlie Blekre moved to approve the minutes. Andrea Fish seconded the motion. The motion carried.

Brittany McCormick and Patrick Chapman attended the meeting.

Updates

- **Form Report Update:**

Dates	Submitted Reports	Approved Reports	Rejected Reports	Reports being Graded
July 1, 2013 – December 31, 2019	192	192	0	0
January 1, 2020 – December 31, 2020	41	41	0	0
January 1, 2021 thru March 9, 2021	13	13	0	0
March 10, 2021 thru May 11, 2021	11	11	0	0
May 12, 2021 thru July 13, 2021	20	19	1	0
July 14, 2021 thru September 21, 2021	19	17	2	0
September 22, 2021 thru November 16, 2021	10	7	3	0
November 17, 2021 thru December 31, 2021	5	1	0	4
Totals for 2021	78	69	6	3
January 1, 2022 – January 13, 2022	0	0	0	0
Passed Reports (1/1/2021 – 11/16/2021)	Received AMA	Have not applied for AMA		
75	52	23		

- **Minnesota Campaign Finance Board:** A letter was sent in late December notifying board members of the requirement to recertify required information between January 1, 2022 and January 25, 2022.
- **CEH Committee:** Hit a milestone by reviewing their 300th course in November since the CEH committee members decided to start numbering the requests in May 2014.
- **AMA by July 1, 2022:** The board reviewed the list of assessors that need to get their AMA by July 1, 2022.
- **Trainee Registration Deadline:** A reminder letter was sent to Cottonwood County about the requirement to register trainees with the board.
- **Assessment Experience:** The Board of Assessors officers reviewed an assessment experience letter for work completed in an Auditor/Treasurer office requested by the Houston County Assessor, and unanimously decided the following: Based on the description of job duties, this experience does not qualify as one year assessment-related experience for purposes of achieving Certified Minnesota Assessor licensure.
- **MAAO Region Meeting:** Jane Grossinger and Lori Schwendemann attended Region 7 meeting on November 19, 2021. They reported that it was a good meeting with some spirited comments, and there is some confusion on what CMAs can and can't do. They also questioned if the board would give CEHs for property tours, such as a dairy barn or a commercial / industrial property. The CEH committee of the board will review any requests for CEHs that come from these region meetings for approval or denial of CEHs.
- **MAAO Executive Board Meeting Update:** No meetings since the board's November 16th board meeting.
- **Complaint Summary:** Since November 2021, the Department of Revenue has not received any additional complaints. At this time, all investigations have been closed, and no new cases have been opened.
- **Assessor Licensure Standards:** The CMA & SAMA standards are completed; the committee is working on packaging all three standards into three final products. They should be done by mid-February, at the latest.
- **MAAO Curriculum & Assessor Standards Committee:** No update at this time.

Discussion Items

- **First Year Exposure Checklist:** The board discussed changing the format of the checklist and add a signature line for the county assessor or licensed supervisor to sign off on the form. Jane Grossinger volunteered to work on the changes and bring to the March board meeting.
- **Licensure Education Policy:** The board reviewed the suggested change to the Management & Leadership course policy.

Add the following sentence to part "d" in the current policy: To get credit for meeting the licensure course requirement, the student must attend the entire course.

Andrea Fish made a motion to add the suggested language. Gary Amundson seconded the motion. The motion passed.

- **Assessor Licensure Standards:** The board discussed the future for the standards, and decided to review the final version at the March board meeting. The board will also create a committee to review the standards on a yearly basis.
- **Inactive Licenses:** After receiving feedback that assessors whose licenses will not be active after July 1, 2022 (specifically CMAs who do not achieve AMA) would prefer terminology other than “inactive” to describe those licenses, the board discussed its openness to alternate language. The board expressed its openness to suggestions from impacted CMA assessors.
- **CMAs affected by the AMA Law:** After much discussion, it was decided to put something together for the board’s April newsletter.
- **Assessment Personnel Training and Education Practices Survey Results:** Matt Gersemehl presented the findings of the survey. They show that education is truly valued for all staff members. The board decided that Jane Grossinger would discuss this at the next MAAO Executive Board meeting and hopefully a committee would be created to include the board members, MAAP and DOR for further discussion.
- **Future Rule Changes:** The board went through each rule change and discussed revisions. The list will be updated and reviewed at the March board meeting.
- **Commercial Course Options:** Matt Gersemehl received feedback from Brett Hall, and he would be interested in writing a commercial course for the 15-hour property type specific course.
- **IAAO Course Review:** Matt Gersemehl presented the course descriptions and recommendations for the IAAO courses he reviewed. All but one has been approved by the board; it was suggested that the course be submitted to the board’s CEH committee for review.
- **Board Work Plan:** The board reviewed the 2022 work plan.

Approved Continuing Education Hours Requests

- **In House Ag Training:** Lynne Freezy requested the board review this training sponsored by Washington County, that was held on September 2, 2021, for continuing education. The board’s continuing education committee approved this training for 8 continuing education hours.
- **Twenty Cost-Effective Home Improvements:** Jeff Johnson requested the board review this online seminar sponsored by Kaplan for continuing education. The board’s continuing education committee approved this seminar for 3.75 continuing education hours.

Denied Continuing Education Hours Requests

- **2021 Office Summit:** Ashley Gunderson requested the board review this summit sponsored by MN Real Estate Journal, that was held on December 3, 2021, for continuing education. The board’s continuing education committee denied this summit for 4 continuing education hours. The consensus of the CEH committee was that this summit did not have enough relevant assessment related education to consider it for continuing education.

Applications for Senior Accredited Minnesota Assessor

Mike Reed made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **Damaris Ledesma**, Department of Revenue

Andrea Fish seconded the motion. The motion carried with one member opposed.

Joy Kanne made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **David Sitek**, Ramsey County

Lori Schwendemann seconded the motion. The motion carried.

Mike Reed made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

- **Mike Czech**, Kandiyohi County

Jane Grossinger seconded the motion. The motion carried.

Jane Grossinger made a motion to invite Jeremy Gleason to return for a third interview. Andrea Fish seconded the motion. The motion carried with one member opposed.

Approved Applications for Certified Minnesota Assessor

- **Jon Gilbertson**, Kandiyohi County
- **Vicki Mandt**, Grant County
- **David Moore**, Sherburne County
- **Larry Rock**, Renville County
- **James Ryan**, Anoka County
- **Kathryn Smith**, Olmsted County

Approved Applications for Accredited Minnesota Assessor

- **Chad Benda**, Jackson County
- **Cheryl Clevenger**, Waseca County
- **Andrew Dessellier**, Polk County
- **Shana Jackson**, Nicollet County
- **Joseph Odell**, St Louis County
- **Jon Osterberg**, St Louis County
- **Anthony Troumbly**, Itasca County

The chairperson set the next meeting date as Tuesday, March 8, 2022, at the St. Michael City Center in St. Michael, MN at 8:30 am.

Lori Schwendemann made a motion to pay the expenses for the meeting. Mike Reed seconded the motion. The motion carried.

Charlie Blekre made a motion to adjourn the meeting. Lori Schwendemann seconded the motion. The motion carried.