

**State Board of Assessors
Meeting Minutes
Tuesday, September 12, 2023**

Chairperson Jane Grossinger called the meeting to order at 8:33 a.m.

Board members in attendance:

Jane Grossinger	Mike Reed
Anne Grunert	Lori Schwendemann
Kelly Ydstie	Averi M. Turner
David Parsons	Mark Vagts

Averi M. Turner arrived to the meeting at 8:41am.

Charlie Blekre was unable to attend.

Agenda for the September 12, 2023, meeting was reviewed. Dave Parsons moved to approve the agenda. Lori Schwendemann seconded the motion. The motion carried.

Minutes of the July 11, 2023, meeting was reviewed. Lori Schwendemann moved to approve the minutes. Mike Reed seconded the motion. The motion carried.

Updates

- **Form Report:** Since July 1, 2023, the start of fiscal year 2024, 15 reports have been submitted, 12 reports were approved, 3 reports are being graded and 5 assessors received their AMA.
- **Board Policies:** Policies that were created at the July 2023 board meeting have been updated on the website and in the board members manuals.
- **Kaplan:** No longer offers Appraiser education. Removed the Kaplan link from the board's website and in the board's manual.
- **CEH Requirements Reminder:** An email was sent to 446 assessors that need to complete their CEH requirements. 150 assessors need to complete PACE and 188 assessors need to complete Ethics, this data was collected on August 3, 2023. 262 assessors out of 708 licensed assessors have completed their required continuing education requirements for the current 4-year cycle which ends on June 30, 2024. Congrats to those 262 assessors for completing the CEH requirements!
- **Rule Changes:** The Request for Comments were published in the Minnesota State Register on August 7, 2023. An email was sent to all licensed assessors and the state assessor trade association (MAAO). The Request for Comments was also posted on the Board's website. Comments will close at 4:00pm October 6, 2023.
- **MAAO Conferences:** MAAO supports the Board of Assessor's recommendation to follow the IAAO standard of requesting CEH approval for our conferences as a whole. This would replace our former standard of granting and tracking CEHs for each individual seminar at each conference. MAAO will develop a conference summary letter that, beginning with Fall Conference 2023, they will send within 30 days of each conference's conclusion to attendees. These letters will take the place of our previous process of sending attendance rosters to you/the Board as official notification of CEHs granted.

Letters sent to individual conference attendees will serve as official notification of CEHs earned at the conference as well as list the specific seminars attended, including noting which were approved

for PACE credit. Conference attendees will be responsible for uploading their own letters to the Assessor Licensing System for appropriate credit.

- **Virtual Room:** A new virtual room has been created for the Board of Assessors. The virtual room will store documents that everyone on the board can view and use for future use. We are starting with some education reports, if there are any other items you would like to be able to use, let the board's admin know. You will all be receiving an invite to join the virtual room, make sure to accept the invite and sign in. The board agrees this will be a useful tool for sharing documents. Nicole Halling relayed that the plan is to upload relevant documents, then invite board members to join because each member of the virtual room will receive an email as every document is uploaded.
- **MAAO Executive Board Meeting Update:** David Parsons provided the following update from the August 15 & 16, 2023 executive board meeting:
 - Mark Peterson announced that the upcoming session will be his last as chair. Josh Hoogland will co-chair committee with Mark Peterson this session and potentially move into the chair position.
 - A new platform is being reviewed to track courses and attendance (replace Memberclicks).
- **Complaint Summary:** Since July 2023, the Department of Revenue has received no new complaints. The Department of Revenue has closed two complaints, is in the process of closing another, and is actively investigating one.
 - Jon Klockziem and Justin Massmann attended the meeting to discuss complaints procedures.
 - The board was asked to review the next complaint summary and determine if additional information is needed.
 - Mike Reed suggested follow-ups to complainants whose investigations are ongoing.
- **Ad Hoc Committee:** David Parsons provided the following update: The committee will be meeting this fall. They decided to wait until after the MAAP Summer Seminars. Outline for Certification has been completed – the plan is to vet everything and MAAP will be working on creating their tracking system with roll out July 1, 2024, to coincide with Assessors 4-year cycle. Next meeting is September 22, 2023 to discuss CAT (Certified Assessment Technician) certification.
- **MAAO Curriculum & Assessor Standards Committee:** Gertrude Paschke from Faribault County and Mathew Malvin from Scott County were selected as Co-Chairs of the committee.

Discussion Items

- **Complaint Process & Guidelines:** The board was asked to review the next complaint summary and determine if additional information is needed.
- **Code of Conduct & Ethics:** David Parsons and Kelly Ydstie will work together to develop policies based on the code of conduct and ethics, and will provide updates at the November meeting.
- **Assessor Licensure Standards:** The board is reviewing the standards for any changes or updates. Tabled until November meeting.
- **Course Review with Standards:** The board will discuss the steps for reviewing courses and comparing them to standards. Tabled until November meeting.
- **Board Work Plan:** Lori Schwendemann and Jane Grossinger will review the board work plan and provide updates at the November meeting.

Approved Continuing Education Hours Requests

- **2023 MAAO Fall Conference:** MAAO requested the board review this conference, sponsored by MAAO, that will be held on September 26 - 27, 2023 in Gull Lake, MN for continuing education. The board's continuing education committee approved this conference for 16 continuing education hours. The CIA Sales Verification & Designing Successful Tax Court Valuations and DOR Sales Listings Gravy classes qualify as PACE continuing education credit.
- **Surprise! That's in Statute:** Cassie Ninefeldt requested the board review this class, sponsored by MN Revenue Property Tax Division, for continuing education. The board's continuing education committee approved this class for 4 continuing education hours. This class qualifies as PACE continuing education credit.

Denied Continuing Education Hours Requests

- **Mastering the Art of Meaningful Feedback Conversations:** Joy Kanne requested the board review this virtual class, sponsored by Society for Human Resource Management (SHRM), for continuing education. The board's continuing education committee denied this class for 1 continuing education hour. The consensus of the CEH committee was that this class does not have enough relevant assessment related education, to consider it for continuing education.
- **Vanguard User Group Meeting:** Teresa Ellerby requested the board review this meeting, sponsored by Vanguard Appraisal, Inc., that will be held on October 17 – 18, 2023 for continuing education. The board's continuing education committee denied this meeting for 9.5 continuing education hours. The consensus of the CEH committee was that this meeting does not have enough relevant assessment related education, to consider it for continuing education.

Requests for Licensure Course

- **Advanced Residential Assessing:** MAAO is requesting the board review this licensure course, sponsored by MAAO, for licensure education. This course consists of seven modules presented in person over 14 hours/2 days, followed by a 1 hour fully online proctored exam. MAAO plans to hold the inaugural offering of this course on October 25 and 26, 2023 in St. Cloud, Minnesota and is submitting this with a request for approval for this course's eligibility as a 15-hour income-qualified licensure course (14 CEHs without exam). The board is reviewing this course and will provide a decision prior to the November meeting.

Approved Applications for Certified Minnesota Assessor

- **Cari Miller**, Carver County
- **Ryan Olson**, Ramsey County
- **Carly Pohlman**, Cottonwood County
- **Angela Tomaro**, City of Minneapolis
- **Erin Wachtel**, Nicollet County
- **Julie Walker**, Goodhue County
- **Jeanne Washburn**, Anoka County
- **Nathan Wildermuth**, Cottonwood County

Approved Applications for Certified Minnesota Assessor Specialist

- **Larry Rock**, Renville County

Approved Applications for Temporary IQ Minnesota Assessor

- **Seth Daniel**, Ramsey County

Approved Applications for Accredited Minnesota Assessor

- **Fran Bekaert**, Mower County
- **Berit Bringsjord**, Rice County
- **Matthew Bye**, City of Minneapolis
- **Kathleen Elson**, Roseau County
- **Paige Heath**, City of Brooklyn Park
- **Patricia Lloyd**, Todd County
- **Joseph Olson**, Houston County
- **Ann Phillips**, City of St. Cloud
- **Ashley Riel**, Wilkin County
- **Ryan Sauve**, St. Louis County
- **Nicholas Siltanen**, Carlton County
- **Joseph Sullivan**, Le Sueur County

Applications for Senior Accredited Minnesota Assessor

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

David Grev, Cottonwood County

Lori Schwendemann seconded the motion.

- Mike Reed made a motion to invite the following individual to return for a second interview.

Jesse Jacobson, Redwood County

Mark Vagts seconded the motion. The motion carried with none opposed.

- David Parsons made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

Henry Ndawula, Washington County

Anne Grunert seconded the motion.

- Averil M. Turner made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

Michael Bownik, Ramsey County

Anne Grunert seconded the motion.

The chairperson set the next meeting date as Tuesday, November 14, 2023, at St. Michael City Center, St. Michael, MN at 8:30 am.

Averil M. Turner made a motion to pay the expenses for the meeting. Anne Grunert seconded the motion. The motion carried.

Lori Schwendemann made a motion to adjourn the meeting. Anne Grunert seconded the motion. The motion carried.