



**North Dakota Association of Assessing Officers
Executive Board Meeting**

November 4, 2015

1:00 PM

Conference Room – Property Tax Dept. State Capitol

Call to Order:

President Paul Houdek called the meeting to order at 1:00 pm, on Wednesday, November 4, 2015, at the Bismarck State Capitol.

Executive Board Members Present:

President Paul Houdek, Grand Forks City; Vice President Henry Gerving, Golden Valley County; Secretary-Treasurer Carla Broadland, Wahpeton City; Member at Large Brenda Johnson, Bismarck City.

Executive Board Members Absent:

Past President Dean Pearson, Bowman County.

Others Present:

Education Chair Sandy Fossum, Richland County; Kim Vietmeier and Shelli Idyle from the State Tax Department.

Approval of Minutes:

The minutes of the May 7, 2015 Executive Board Meeting were reviewed. **Brenda moved to approve the minutes; seconded by Henry; motion carried.**

Treasurer's Report:

Broadland reported that the current balance in the checking account \$28,773.72. Broadland provided a copy of the Checking Account Register from July 1, 2015 through October 29, 2015; Expense Report; Income Report; and Recap of Annual Conference. Broadland said that the Certificate of Deposit balance is \$13,029.19.

Brenda moved to approve the Treasurer's Report; seconded by Henry; motion carried.

Unfinished Business:

Discussion was held in reference to what type of classes the State will give continuing education credit hours for while attending NCRAAO. There was discussion at our annual meeting in August with many members expressing concern. Houdek said the concern is that members do not feel that they receive enough credit for the education they are attending; some would like the State to except all courses that NCRAAO approves. Kim said that she has requested additional information on a few of the courses but has not yet received the information. As an example, Kim used a NRCAAO Class, Safety Awareness of Dogs, stating that it does not directly relate to certification. Kim said that if continuing education is for certification purposes the State would like to see the training geared more towards the education requirements that the State has. Kim gave the example of excel, stating that it is good for your job but that is not a requirement of your certificate.

Brenda then asked if continuing education has to relate just to your assessing duties. Johnson asked if there was any difference between "Continuing Education" and "Certification Education". Johnson said she felt that continuing education is broader since we already have our Certification - it makes us better at our job, better employees - an enhancement.

Johnson said she felt that technology allows each of us to do our job better, yet none of those classes were given credit at NCRAAO. Brenda pointed out that even at the IAAO Conference only 3 of 7 classes

were approved by the State and IAAO is the standard for our field. Discussion continued. Johnson asked for Guidelines from the State as to what will be approved so assessors can choose their courses accordingly.

Discussion continued as to what route can be taken to know ahead of time what classes will be given CE credit hours. Fossum will forward the course description to the State as soon as it is made available for this year's NCRAAO Conference in Iowa. Johnson also mentioned that IAAO provided an app that had all of the information needed for the classes - perhaps that could be given to the state to see if those courses qualify.

Henry suggested that we look at this as a college degree - you receive your degree (certification) and then continuing to learn what helps us be a better assessor. Henry said that he attended the dog course and it was the best course. It was engaging and pointed out how you should think about it before you get there. The "Generations" course was how to interact better with each generation; even though not part of my degree I think I should receive credit for that. Henry said that he is trying to get his hands on that class for the VA to teach the 70 year old Veteran how to deal with the 20 year old Veteran. He suggested the state look at it from that stand point. Henry said he was skeptical at first and after it was over he said "brilliant class - I want to see this again".

Kim said that they will look through the material available prior to the conference and give credit for what they can justify at that point. Then if an attendee provides more detail on the course along with the benefit they will give it another look.

For clarification purposes Paul reviewed the process. Education Chair would present agenda and description ahead of time to the State for CE Credits to inform attendees what was approved prior to attending the classes. If, after attending the course, an individual can provide additional information to the State with a description of why approval should be given, the state will take that under consideration.

Discussion was held in reference to the NDRAA test and the lack of interest in that certification and the costs involved. Brenda said that she felt the IAAO Designation was better and with our courses being offered in state that would be the route to take. **Motion by Henry, seconded by Brenda, to ask the Membership if they would like to remove the NDRAA Designation from the By-Laws at the Annual Meeting in August; motion carried.**

NDAAO Cap Rate Subscription - Paul stated that he had looked into a subscription which costs \$500 for a one year subscription per user, \$850 for 5-9 users, so if our organization purchased this subscription the cost could be split between the 9 jurisdictions. Broadland stated that four jurisdictions did express some interest. Houdek said that Grand Forks purchased Realty Rates for a fee of \$250 or less. Johnson will check out Realty Rates site and then follow up.

Redi Comps - Paul stated that the information was only as good as what was put in to the system and that anyone could go in and make changes. Paul said that if everyone across the state entered the data it would be a good system for commercial sales. Only three or four were interested in the product.

New Business:

Winter Workshop has been scheduled for February 18th 1:00 - 5:00 pm and February 19th from 8:00 - noon. Sandy said that she asked for education suggestions for both Winter Workshop and August Conference. Brenda did express interest in having a round table discussion on low income properties to see how each jurisdiction treats them. Paul would like to see the legislature address the frivolous abatements

and would like to have a round table discussion on that. Brenda suggested we have a list of topics and go down the list. Sandy suggested adding Farm Exemption Application and income sheet.

Henry suggested we focus on "Required - Desired and Entertaining". Perfect conference - Governor should address or Assistant Governor should address us. Required - what are the new changes, example Homestead Credit. Desired - round table. Entertaining that 2nd morning with a little bit of fun and keep me engaged on day two. Education Committee will put together the agenda and the State will give us credit of what they feel is worthy for CE hours.

Discussion followed on education involving Centrally Assessed property. Brenda stated that many counties want a list of what is valued on the Centrally Assessed properties so they can determine which properties they need to add to their local assessment rolls.

August Annual Conference Education was discussed. Sandy had received information in reference to Craig Steinley (Rapid City Appraiser) who teaches a course on linier regression and USPAP which could work for either the Winter Workshop or the August Conference. Sandy will follow up to see what dates he is available and the cost of the training.

Sandy will look to hire Rick Stuart for his 8 hour course, "How to Critique an Appraisal" for our August Conference and ask what other 4 hour course he would suggest be offered the second day of training.

Paul reported that Linda Morris will continue to be our Social Event Coordinator and will take care of those aspects with the Comfort Inn for the Annual Conference.

President Houdek asked for approval of the Life Memberships for Wanda Wilcox and John Herz. **Henry moved to approve the Life Memberships; seconded by Brenda; motion carried.**

Next meeting will be held during the February 2016 Winter Workshop. Discussion followed on various means to meet, example Go-To Meeting. We will attempt to have a conference call/go-to meeting in December/January.

IAAO Representatives - Paul received a letter stating that we can have four representatives. Discussion was held as to what benefit each representative would receive. Brenda will follow-up with her IAAO contact.

There being no further business, Henry moved to adjourn.

Respectfully Submitted, Carla Broadland, Secretary-Treasurer