



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

ROBERT J. KLEINE  
STATE TREASURER

**MEETING MINUTES OF THE STATE ASSESSORS BOARD**  
*Treasurer's Conference Room / Austin Building*  
*430 W. Allegan, Lansing, Michigan*

**Monday, August 3, 2009**  
**10:00 A.M.**

**Present:** Lisa A. Hobart, Chairperson  
Raman A. Patel, Vice Chairperson  
Henry O. Allen, Member (Excused Absence)  
Allan J. Berg, Member  
Frederick W. Morgan, Member  
  
Kelli Sobel, Interim Executive Secretary  
LaNiece Densteadt, Recording Secretary

**MINUTES:**

It was moved by Patel, seconded by Berg, and unanimously approved to adopt the regular meeting minutes of the July 13, 2009 meeting of the State Assessors Board with the correction to item number 5. (Item 1 on agenda)

**PUBLIC COMMENT:**

Peter Arbour, CMAE 4, MAI appeared before the board to indicate that he would be available to instruct classes or assist in materials that may need to be written. The board asked if he would be available to help update Segment III of the Certification Renewal Program – the Cost Manual. Mr. Arbour indicated he would be happy to assist. (Item 2 on agenda)

**EDUCATIONAL PROGRAMS:**

It was moved by Patel, seconded by Morgan, and unanimously approved to approve the requests for Experience Credit from Joel M. Nickels for Level 3 and Diane J. Dowler for Level 3. (Item 3a on agenda)

It was moved by Berg, seconded by Patel, and unanimously approved to approve the requests for Elective Renewal Credit: (Item 3b on agenda)

**Six Hours of Elective Educational Renewal Credit**

Damage Assessment  
Reappraisal Projects: Planning for Success

An update was provided to the Board on the Renewal of Programs for Real Estate Licensure Credit. The renewal of these programs was new for 2009 and required because of changes in federal statutes. The Department of Treasury intervened on the Board's behalf with DELEG and they have granted an extension for existing programs from the June 30, 2009 expiration until August 31, 2009. Liz Tobias has worked to submit all the required information to DELEG for the program approvals. That information is currently under review and DELEG has promised to expedite their review. The Board was also informed that contrary to information that had been provided that no file existed for this subject, a file folder had been created on the State Assessors Board shared drive and that file contained draft applications for twelve of the programs as well as a copy of the January letter sent from DELEG regarding this issue. (Item 3c on agenda)

#### CERTIFICATION LEVEL MATTERS:

It was moved by Patel, seconded by Morgan, and unanimously approved to adopt the Local Unit Certification Level Requirements. The Board also approved to send notification to the assessors / local units who are affected by the changes. (Item 4a on agenda)

It was moved by Morgan, seconded by Berg, and unanimously approved to approve the Certification Applicants. (Item 4b on agenda)

It was moved by Patel, seconded by Morgan, and unanimously approved to require that new applicants after July 1, take the mandatory renewal class but do not have to have 6 hours of elective credit for this year; applicants after December 1 will also have to do the mandatory 6 hours but will be given an extension until April 30 of the following year to complete their mandatory renewal class. During the next three years all certified assessors must complete the mandatory renewal classes regardless of when they obtain their certification. (Item 4c on agenda)

It was moved by Patel, seconded by Morgan, and unanimously approved to send a listserv email reminding assessors that they must complete their continuing education by September 30, 2009. A listing of which credits have been completed will be provided with the listserv message. Additionally, Equalization Directors will be sent a separate message with the listing so that they can remind assessors in their County to complete their requirements.

#### 6 HOUR RENEWAL EVALUATIONS:

It was moved by Morgan, seconded by Berg, and unanimously approved to receive and file the 6 Hour Renewal Evaluations. (Item 5 on agenda)

#### FINALIZATION OF SEGMENT 3 OF THE MANDATORY RENEWAL PROGRAM:

The Board would like Interim Executive Secretary Sobel to recommend a cost of compensation to be offered for writing this course and report back to the board at the September meeting. (Item 6 on agenda)

#### FINANCIAL REPORT:

It was moved by Morgan, seconded by Patel, and unanimously approved to receive and file the Financial Report for June, 2009. (Item 7 on agenda)

CLOSED MEETING:

A closed meeting was permissible under the Open Meetings Act, Michigan Compiled Law 15.268(a) and 15.268(h). It was moved by Patel, seconded by Morgan, and unanimously approved to go into closed session. Roll Call Vote: Hobart-Yes, Patel-Yes, Allan -Yes, and Berg-Yes.

OPEN MEETING:

It was moved by Patel, seconded by Morgan, and unanimously approved to return to open session. Roll Call Vote: Hobart – Yes, Patel – Yes, Allen – Yes, and Berg – Yes.

It was moved by Patel, seconded by Hobart, that in accordance with standard policy regarding complaints, the individual that appeared before the Board would need to put their complaint in writing and then to proceed with an independent investigation. The interim Executive Secretary is to report back at the next meeting options for independent investigators. Morgan recused himself. Berg voted no. The motion passed.

It was moved by Patel, seconded by Berg, and unanimously approved to adopt the closed meeting minutes from the July 13, 2009 meeting of the State Assessors Board. (Item 8a on agenda)

It was moved by Berg, seconded by Patel, and unanimously approved to dismiss revocation petition 09-0015 because no violation of rule 211.447 occurred. (Item 8b on agenda)

It was moved by Morgan, seconded by Patel, and unanimously approved to dismiss revocation petition 09-0016 because no violation of rule 211.447 occurred. (Item 8c on agenda)

It was moved by Morgan, seconded by Patel, and unanimously approved to ask the assessor named in revocation petition 09-0031 to respond in writing regarding the allegations named in the petition. (Item 8d on agenda)

It was moved by Patel, seconded by Morgan, and unanimously approved to dismiss revocation petition 08-0035 because no violation of rule 211.447 occurred. Berg recused himself. (Item 8e on agenda)

It was moved by Morgan, seconded by Patel, and unanimously approved to ask the assessor named in revocation petition 09-0032 to respond in writing regarding the allegations named in the petition. Berg recused himself. (Item 8f on agenda)

It was moved by Patel, seconded by Morgan, and unanimously approved to ask the assessor named in the revocation petition 09-0033 to respond in writing regarding the allegation named in the petition. Berg recused himself. (Item 8g on agenda)

It was moved by Morgan, seconded by Patel, and unanimously approved to dismiss revocation petition 09-0029 because no violation of rule 211.447 occurred.

It was moved by Morgan, seconded by Patel, and unanimously approved to dismiss revocation petition 09-0034 because no violation of rule 221.447 occurred.

It was moved by Patel, seconded by Berg, and unanimously approved to notify the candidates that the Board does not recommend the use of the properties submitted for Level 4 Demonstration Appraisal's. (Item 8h on agenda)

OTHER BUSINESS

Member Raman Patel indicated that he wanted to make sure Mr. Lee's phone was being transferred to someone to answer the calls.

Interim Executive Secretary Sobel mentioned there has been a positive response on Dear SABby.

ADJOURNMENT:

It was moved by Patel, seconded by Berg, and unanimously approved to adjourn the State Assessors Board Meeting at 11:55 a.m.

Date Minutes Approved: September 9, 2009

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Lisa A. Hobart, Chairperson