

2024 ICAA Summer Conference Course Descriptions

Level I / Level II:

The Level I and Level II Assessor/Appraiser courses will be taught separately (in lieu of the on-line tutorials) from Monday through Thursday (August 26 - 30, 2024). The courses cover real estate appraising, accounting, and property tax law. **Each student needs to print and bring:**

- ***2021 Real Property Assessment Manual and Guidelines (including the updated 2022 Cost Tables – Appendix C & G and the 2024 Location Cost Multipliers),***
- ***Level 1 – 5 POWERPOINT tutorials (2024 Level 1) including the problems and answers for each module.***
- ***Level 2 – 6 POWERPOINT tutorials (2024 Level 2) including the problems and answers for each module.***
- ***Property record cards and the practice test.***
- ***A reliable calculator and a ruler.***

The Level I and Level II exam will be administered Friday (August 30, 2024) morning.

Instructors: Level I – Beth Singleton; Level II – Chris Wilkening **CE hours – NA**

Tax Abatements:

This course will cover the various aspects of the property tax abatement process. Whether you are a novice with abatements, or a seasoned veteran, you will come away from this class with a better understanding of the abatement process, and the role of the assessing official.

Instructor: Steve McKinney **3.0 CE Hours**

Public Access:

This course will cover the various aspects of Indiana's public access laws (specifically the Access to Public Records Act and the Open Door Law) as it relates to the responsibilities of the Assessor's office.

Instructor: Luke Britt **3.0 CE Hours**

Appeals/PTABOA:

This class will address recent Indiana Board of Tax Review and Indiana Tax Court decisions, as well as cover the role and responsibility of the PTABOA; "PTABOA best practices;" and recent legislative changes.

Instructors: Sarah Schreiber and Barry Wood **3.0 CE Hours**

DNR and Land Assessments:

This course will be divided into two (2) parts: One part will review the Indiana Department of Natural Resource's Classified Forest and Wildlands Program. The other part will address various aspects of assessing land, with a specific emphasis on the Land Order. Come learn the who, what, when, why and how of valuing land.

Instructors: Brenda Huter and Steve McKinney **3.0 CE Hours**

The Assessment is Right:

"Come on down" – a fun filled interactive educational presentation touching on a wide variety of real property assessment procedures and techniques. This course will be conducted in the format of the long standing TV game show, The Price is Right.

Co-hosted by: Ken Surface and Eric Baca **3.0 CE Hours**

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IAAO Forum 991 — Understanding and Using Comparable Transactions

This forum is designed to enhance the understanding and use of comparable properties. Appraisers use comparable property information every day. The entire appraisal process is dependent on the comparison of data. The analysis of real estate transactions is a critical component in the valuation of real property. Appraisal methodology and techniques are based on the comparison of data. Market analysis, highest and best use analysis, and the three approaches to value—the sales comparison approach, the cost approach, and the income approach—are developed based on the comparison of data. The proper recognition and identification of what is a comparable, why it has been selected as a comparable, and how the comparable is used is critical to the appraisal process. Improving an appraiser's ability to effectively analyze and select relevant comparable properties will result in better supported, more believable and persuasive appraisals and appraisal reviews. Additionally, an enhanced understanding of the process of selecting and analyzing properties that possess characteristics that may be useful for comparative purposes enables an appraiser to more clearly explain and support the analysis in an appraisal report.

Instructors: Andrew Smethers and Lana Boswell

7.0 CE Hours

Small County Issues:

All counties are not created equal. Join us for a roundtable discussion about the challenges that face small and rural type counties. Issues such as lack of sales data, budget constraints, staff duties, and PTABOA staffing will be discussed. Audience participation will be encouraged. Another county's perspective may help you discover a different approach to issues facing your county.

Moderators: Mike Goodpaster, Katie Potter, and Ben Castle 3.0 CE Hours

Medium and Large County Issues:

All counties are not created equal. Join us for a roundtable discussion about the challenges that face medium and large counties. Issues such as legislative changes and how they should be implemented, budget needs, staff and PTABOA member retention are just a few of the topics we will touch upon. We encourage you to come prepared to participate. Another county's perspective may help you discover a different approach to issues facing your county.

Moderator: Nicki Lawson 3.0 CE Hours

HR Best Practices to Avoid Common Pitfalls:

This course will cover navigating the complexities of Human Resources which can be challenging, and even the most experienced department leaders can encounter obstacles that hinder their effectiveness. This comprehensive session is designed to equip department leaders and managers with the foundational knowledge and tools needed to identify, address, and prevent common pitfalls in daily operations.

Instructor: Nancy Steigmeyer

3.0 CE Hours

County Assessors and Chief Deputies only

Leveraging GIS Data for Efficient Assessment and Information Sharing:

State assessors are integral in the accurate and timely assessment of property damage following natural disasters and other significant events. In an era where technology is rapidly advancing, leveraging Geographic Information System (GIS) data has become essential for efficient damage assessment and information sharing. This session will provide an overview of understanding how to utilize GIS technology to enhance damage assessment processes, the role county assessors play in that process, streamlining data sharing, and improving overall response strategies.

Instructors: Chris Fleischer, Tom Maggard & Ryan Sellman

3 CE Hours

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IAAO Course 400 – Assessment Administration

Course 400 provides fundamental management concepts for management and supervisory personnel in the assessor's office. The course begins by emphasizing the need for management, and the various roles placed on the assessor and all supervisory personnel. The course then introduces the four major management functions (planning, organizing, directing, and controlling). Although the four functions are interrelated, a separate chapter is devoted to each one. This provides for a greater understanding of the major functions. Topics such as setting goals and objectives, and budget development are included in Chapter 2. The major topics for Chapter 3 are such things as developing the structure for the organization, division of tasks, and developing comprehensive job descriptions. Chapter 4 addresses directing the organization and the major topics deal with leadership and motivational strategies. Chapter 5 addresses controlling, and the major topics focus on personnel issues and ensuring that the objectives established in the planning stage are being accomplished. Chapter 6 provides a brief introduction to public relations, with the major topics being recommendations for improving a jurisdiction's public image.

Instructor: Marion Johnson 30.0 CE Hours (for first time students)

Tax Increment Financing (TIF) Mechanics and Other Economic Development Tools

Please join us as we dive into the basics of TIF, the permitted uses of TIF, TIF calculations, TIF impacts, and other economic development tools like property tax abatements!

Instructor: Greg Balsano 3.0 CE Hours