



JACKSON COUNTY COURTHOUSE
415 EAST 12th STREET, SUITE 102
KANSAS CITY, MISSOURI 64106
(816) 881-3309

MEMORANDUM

To: Audwin L. Harvey, Hearing Officer
Gail B. Bronfman Bunch, Hearing Officer
Howard C. Hoyt, Hearing Officer
James M. Mucklestone, Hearing Officer
Robert W. Smalley, Hearing Officer
Rosetta B. Robins, Hearing Officer
Terry Y. Beebe, Hearing Officer
Gregory Mason, BOE Manager
Ronald Jurgeson, BOE Legal Counsel
Mary Jo Spino, Clerk of the County Legislature
Gail McCann Beatty, Director of Assessment
Maureen Monaghan, Deputy Director of Assessment

Date: July 9, 2021

From: Melinda Taylor, Supervisor to the Board of Equalization

Subject: Hearing Officers Swearing-in/Orientation

The Board of Equalization will hold its Swearing-in and Orientation on Friday, July 16, 2021, at 10:00AM - 12:00PM, in person at the Historic Truman Courthouse, 112 W. Lexington Ave., Independence, MO 64050, Large Meeting Room - 2nd Floor.

AGENDA

1. Welcome and Introduction - Gregory Mason, BOE Manager to the Board of Equalization
2. Swearing-in of Hearing Officers - Mary Jo Spino, Clerk of the County Legislature
3. 2021 Reassessment/Informal Review - Gail McCann Beatty, Director of Assessment
Maureen Monaghan, Deputy of Assessment
4. Overview of Appeal Process and Legal Procedure - Ronald Jurgeson, BOE Legal Counsel
 - Break: 11:15am - 11:25am (10 minutes)
5. Essentials of BOE hearings (process paperwork/daily operation) - BOE Staff
6. Q & A
7. Adjournment