

County Council of Howard County, Maryland

2021 Legislative Session

Legislative day # 10

RESOLUTION NO. 102 - 2021

Introduced by: Chairperson at the request of the County Executive

A RESOLUTION approving a list of Howard County residents to be sent to the Governor, in accordance with State law, so that the Governor may choose one of the residents from the list to fill a vacancy on the Property Tax Assessment Appeal Board.

Introduced and read first time on June 7, 2021.

By order Michelle Harrod
Michelle Harrod, Administrator to the County Council

Read for a second time and a public hearing held on June 21, 2021.

By order Michelle Harrod
Michelle Harrod, Administrator to the County Council

This Resolution was read the third time and was Adopted Adopted with amendments___, Failed___, Withdrawn ___ by the County Council on July 6, 2021.

Certified by Michelle Harrod
Michelle Harrod, Administrator to the County Council

NOTE: [[text in brackets]] indicates deletions from existing language; TEXT IN ALL CAPITALS indicates additions to existing language. Strike-out indicates material deleted by amendment; Underlining indicates material added by amendment.

1 **WHEREAS**, Sections 3-102 through 3-107 of the Tax-Property Article of the Annotated
2 Code of Maryland provide for Property Tax Assessment Appeal Board in Howard County; and also
3 provide that the County must submit three names to the Governor for each vacancy on the Board; and

4 **WHEREAS**, the County Executive has proposed that names of Donald Trent and Mike Plank
5 be submitted to the Governor for appointment as a member of the Property Tax Assessment Appeal
6 Board; and

7 **WHEREAS**, the County Council ratifies the County Executive's special trust and confidence
8 in the abilities of the nominees.

9 **NOW, THEREFORE, BE IT RESOLVED** by the County Council of Howard County,
10 Maryland this 6 day of July, 2021 that the following names are approved for submission to
11 the Governor for appointment as a member of the Property Tax Assessment Appeal Board to serve
12 from the passage of this Resolution to June 1, 2024 or until a successor is appointed and confirmed:

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Donald Trent
Ellicott City, MD

Mike Plank
Ellicott City, MD

DONALD TRENT

PROFESSIONAL EXPERIENCE

State of Maryland, Department of Assessments & Taxation, Howard County

ASSESSOR SUPERVISOR | ASSESSOR SUPERVISOR I - APPEALS SUPERVISOR - Real Property | 2008-2017

- ↯ Oversee the preparation and review of residential appeal hearing at the supervisor, Property Tax Assessment Appeals Board, and the Maryland Tax Court Levels to defend the department estimate of value as stated in the Maryland Assessment Procedures Manual
- ↯ Provide guidance for assessor staff in presenting all three levels of residential appeal process to maintain adherence to office procedures and guidelines through the appropriate distribution of reading materials
- ↯ Directly coordinate with real estate and development organizations in order to determine sales and construction information
- ↯ Initiate the review of property values after appeal and provide advice on necessary adjustments
- ↯ Regulate the designation and evaluation on the work of other staff and facilitate training for employees
- ↯ Prepare and submit technical data to the AAVS System to maintain department property records while ensuring compliance with departmental and local procedures
- ↯ Monitor all received records and identify the classification of all appeals files at the local office and arrange the proper allocation of appeals to assessors
- ↯ Carry out extensive review of cases; arrange settlements with owners; and generate complete narrative appraisals for submission
- ↯ Identify the quality and condition of both existing and newly constructed real properties
- ↯ Attend to meetings with assessors and clerks to appropriate assignment of appeals and oversee scheduling of hearings and the supervisor's level

ASSESSOR III - Personal Property | 1999-2008

- ↯ Performed comprehensive review of reports and published data from diverse sources related to taxation for the development of new approaches for identifying valuations of taxable properties
- ↯ Wrote explanations for county finance officials and taxpayers with regard to assessment methods, regulations, and procedures; as well as property tax law and case law

Earlier Positions Held:

ASSESSOR II - Personal Property | 1998-1999

ASSESSOR I - Real Property | 1997-1998

EDUCATION

Bachelor of Science in Business Administration
UNIVERSITY OF SOUTHERN MAINE, PORTLAND, ME

Mike Plank

Professional Profile

Veteran sales and operations manager and team builder recognized for professionalism, a spirit of dedication and a positive attitude instilled in the production staff - achieved awards based on efficiency and profitability - dealt with conflict resolution in a fast paced environment - established and maintained a positive work culture and developed administrative policies for mission oriented programs.

Analytical skills gained through years of mortgage experience and an M.B.A. degree - first-hand knowledge of secondary marketing, credit underwriting, profitability and budgeting, automated processing and underwriting - developed procedures improving work methods, management controls and staff-to-workload ratios - Proficient with MS Excel.

Educator, Coach and Consultant with excellent oral and verbal presentation skills comfortable with individual, group and executive-level sales, training and evaluation presentations - conducted customer service surveys in relation to staff performance measurement by highlighting best practices and lessons learned.

Proven sales record with demonstrated leadership and problem solving with experience as a commissioned sales person and management of commissioned sales and administrative support personnel.

Current Employment

Public High School Business Administrator

I have authority over the administrative duties and am responsible for all financial activities and supply requests for a high school that educates 1,850 students with over 200 support staff and teachers. My duties include budgeting, accounting, supply procurement, renting the building, scheduling activities, managing the performance of custodial and cafeteria employees, building repairs, building climate, locker assignment, and security. I will retire 30 June 2021.

Previous Experience

Vice President

I directed a multiple-state branch office mortgage network. I responded to state and federal compliance audits; kept accurate personnel and production data; planned and conducted training and management meetings; compiled, authored and distributed a weekly newsletter that incorporated best practices, marketing ideas and program/product updates, production and profitability spreadsheets; rendered underwriting and pricing decisions on residential mortgage loan files for closing.

Branch Manager

I managed a branch office and supervised a staff of 25 employees; conducted annual performance reviews; mediated conflicts; prepared budgets and evaluated actual performance to projections; consulted on commissioned employees' pay structure, award and bonus pay and deductions in pay due to mistakes in pricing; acted as an intermediary in cross functioning home office departments (secondary marketing, underwriting, human resources, accounting, post-closing, customer advocate).

Public School Teacher

Education

- **MBA** Executive Management
- **BS** Education

Loyola University (MD)
Slippery Rock University (PA)