



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

December 2, 2015
Date

281
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular session meeting on December 2, 2015 at 9:30 a.m. The Meeting was held in the Public Meeting Room of the offices of the Oklahoma Insurance Department at 5 Corporate Plaza, 3625 NW 56th Street, Suite 100, Oklahoma City, Oklahoma. In compliance with the Open Meeting Act, 25 O.S. §301 et seq., the agenda for this meeting was posted at the main entrance of the Oklahoma Insurance Department at 3625 NW 56th Street, Suite 100, Oklahoma City, Oklahoma on Monday, November 30, 2015 at 9:00 a.m., and transmitted to the offices of the Board members on November 23, 2015 and posted to the REAB website on November 30, 2015. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Stephen C. Walton called the meeting to order at 9:30 a.m. The roll of Board members was called to establish a quorum.

Board members present were: John D. Doak;
 James R. Artman;
 Betty J. Cagle;
 Stephen C. Walton;
 Shelley Pruitt
 John Smithson

Board members excused were: Lee R. Caesar Jr. and H.E. Ted Smith

Based on the result of the roll call, a quorum was declared present by the Chair.

Others in attendance were: Christine McEntire, Director; Bryan Neal, Assistant Attorney General; Barron Brown, OID Counsel; Eric Schoen, Board Secretary and Sherry Ainsworth, Legal Secretary. Others present were: Steve McCaleb.

- II. **READING AND APPROVAL OF MINUTES.** (Exhibit "B")

Ms. Cagle moved to appoint Stephen C. Walton as interim vice-chair. The Motion was seconded by Ms. Pruitt. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Excused
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

Ms. Pruitt moved that the reading of the minutes of the November 4, 2015 session be waived and approved as published and distributed. The Motion was seconded by Mr. Smithson. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Excused
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

H.E. Ted Smith entered the meeting.

III. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF PATSY R. HOOVER; COMPLAINT #15-006; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

After a brief presentation by Steve McCaleb, Ms. Cagle moved that the Board accept the consent agreement in the matter of Patsy R. Hoover. The Motion was seconded by Ms. Pruitt. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, ONE RECUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

IV. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF STEFAN M. BARNHOUSE; COMPLAINT #15-002, COMPLAINT #15-003 AND COMPLAINT #15-005; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "D")

After a brief presentation by Steve McCaleb, Ms. Cagle moved that the Board accept the consent agreement in the matter of Stefan M. Barnhouse. The Motion was seconded by Ms. Pruitt. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, ONE RECUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

V. **CHAIRPERSON'S REPORT.** The Chairperson offered no report.

VICE-CHAIRPERSON'S REPORT. The Vice-Chairperson offered no report.

DIRECTOR'S REPORT.

A. **Discussion and possible action regarding suspension of individuals for non-payment of annual fees due on September 30, 2015.** (Exhibit "E")

Ms. Pruitt made a Motion and it was seconded by Mr. Smith to approve Board staff to issue an order to suspend the individual listed in Agenda Item V, Director's Report A. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE

MOTION WAS AGREED TO.

B. Discussion and possible action regarding approval of renewal applications due by January 31, 2016 and authority to issue certificates. (Exhibit "F")

Mr. Artman made a Motion and it was seconded by Mr. Smith to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item V, Director's Report B. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

C. Discussion and possible action regarding approval of original certificate of registration for appraisal management companies. (Exhibit "G")

Mr. Artman made a Motion and it was seconded by Mr. Smith to approve Board staff to issue a certificate of registration to the company listed in Agenda Item V, Director's Report C. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

D. Discussion and possible action regarding approval of AMC renewal applications due by January 31, 2016 and authority to issue certificates. (Exhibit "H")

Mr. Artman made a Motion and it was seconded by Mr. Smith to issue renewal certificates to the companies listed in Agenda Item V, Director's Report D. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

VI. COMMITTEE REPORTS:

A. Standards and Disciplinary Procedures Committee. No report.

B. Education, Experience and Testing Committee:

1. Discussion and possible action regarding approval of course submittals. (Exhibit "I")

Mr. Artman made a Motion and it was seconded by Ms. Pruitt to approve the

recommendation as presented in Agenda Item VI. B. 1. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

2. Discussion and possible action regarding approval or disapproval of reciprocal applications received and authority to issue certificates. (Exhibit "J")

(A) Mr. Artman made a Motion and it was seconded by Mr. Smith to allow staff to be given authority to issue an original certificate to the individuals listed in Agenda Item VI. B. 2 (A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

(B) Mr. Smith made a Motion and it was seconded by Mr. Walton to allow staff to be given authority to issue a trainee appraiser credential to the individual listed in Agenda Item VI. B. 2 (B). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

3. Discussion and possible action regarding approval or disapproval of experience documentation of applicants. No report.

C. Legislation & Rules Committee. No report.

D. Probable Cause Committee.

1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.

Ms. Cagle moved that the Board approve Jim Artman as the new chairman of the PCC. The Motion was seconded by Ms. Pruitt. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes

Mr. Caesar

Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

Ms. Cagle moved that the Board replace Kathy Mathis-Fogle with Donald L. Henderson on the PCC. The Motion was seconded by Mr. Smith. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee. No action.

3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations. No action.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF INDIVIDUALS TO EDUCATION, EXPERIENCE AND TESTING COMMITTEE; LEGISLATION AND RULES COMMITTEE; AND INDIVIDUALS TO STANDARDS AND DISCIPLINARY PROCEDURES COMMITTEE WITH CONCURRENT APPOINTMENT AS APPRAISER HEARING OFFICERS FOR THE CALENDAR YEAR 2016. (Exhibit "K")

Ms. Cagle moved that the Board approve and appoint Kurt J. Knudsen and Darin A. Dalbom to the Standards and Disciplinary Procedures Committee. The Motion was seconded by Ms. Pruitt. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE RECUSED. THE MOTION WAS AGREED TO.

VIII. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF BOARD MEMBERS AS CO-CHAIRS OF THE BOARD'S STANDING COMMITTEES FOR THE CALENDAR YEAR 2016.

Mr. Walton made a Motion and it was seconded by Mr. Smithson to approve and appoint Lee Caesar Jr. and Betty Cagle to the EET committee, John Smithson and Shelley Pruitt to the Legislation and Rules committee, Jim Artman and Ted Smith to the Standards and Disciplinary Procedures committee, and Jim Artman to the PCC committee listed in Agenda Item VIII. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE RECUSED. THE MOTION WAS AGREED TO.

IX. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF A BOARD MEMBER AS VICE-CHAIRMAN FOR THE CALENDAR YEAR 2016.

Mr. Smithson moved that agenda item IX be tabled until the January 6, 2016 board meeting. The Motion was seconded by Mr. Artman. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE RECUSED. THE MOTION WAS AGREED TO.

X. DISCUSSION AND POSSIBLE ACTION REGARDING ADMINISTRATIVE POLICIES AND PROCEDURES RELATED TO THE ENFORCEMENT OF PROBATION ON A RESPONDENT IN A COMPLAINT FILING TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.

Ms. Cagle moved that agenda item X be tabled until the January 6, 2016 board meeting. The Motion was seconded by Ms. Pruitt. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Excused

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE RECUSED. THE MOTION WAS AGREED TO.


XI. NEW BUSINESS. No action.

XII. ADJOURNMENT. The Board adjourned by general consent.

OFFICIAL MINUTES.

The action taken by the Oklahoma Real Estate Appraiser Board on the items for consideration after Motion duly made and seconded has been noted, herein, and made a part of these minutes. The Board caused the entire proceeding of the meeting, excepting any executive sessions, to be recorded on a digital audio recording device to be retained as a record in the office of the Board. Exhibits are A through K.





LEE R. CAESAR JR., VICE-CHAIRPERSON
OKLAHOMA REAL ESTATE APPRAISER BOARD



ERIC M. SCHOEN, BOARD SECRETARY
OKLAHOMA REAL ESTATE APPRAISER BOARD