



# OKLAHOMA REAL ESTATE APPRAISER BOARD

OKLAHOMA INSURANCE DEPARTMENT

TO: John D. Doak, Chairperson  
Stephen C. Walton, Vice-Chairman  
H.E. Ted Smith, Member  
Lee R. Caesar, Jr., Member

Shelley Pruitt, Member  
John P. Smithson, Member  
James R. Artman, Member  
Betty J. Cagle, Member

## AGENDA

A regular meeting of the Oklahoma Real Estate Appraiser Board will be held on Wednesday, February 3, 2016, at 9:30 a.m. The meeting will be held in the Public Conference Room of the Oklahoma Insurance Department, Five Corporate Plaza, 3625 Northwest 56th Street, Suite 100, Oklahoma City, Oklahoma 73112.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department, Five Corporate Plaza, 3625 Northwest 56th Street, Suite 100, Oklahoma City, Oklahoma 73112 on Monday, February 1, 2016 at 9:00 a.m. Copies were transmitted by the undersigned to the offices of the aforementioned members on January 27, 2016. This agenda was posted to the Oklahoma Insurance Department website ([www.reab.oid.ok.gov](http://www.reab.oid.ok.gov)) on February 1, 2016.

## MEETING PROCEDURE

- I. Call to Order.  
Roll Call of Board Members.
- II. Reading and Approval of Minutes.  
January 6, 2016 Regular Session
- III. Discussion and Possible Action Regarding an Affidavit of Surrender in Lieu of Disciplinary Action in the Matter of Elizabeth A. Fischer, Complaint #15-015 and in the Matter of Elizabeth A. Fischer, Complaint #14-047 to Include any Associated Matters or Motions.

Possible Executive Session as authorized by 25 O.S. 2011 §307(B)(8) regarding the above matter in order to engage in deliberations or render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act.

- IV. Chairperson's Report.  
Vice-Chairperson's Report.  
Director's Report.
  - A. Discussion and possible action regarding suspension of individuals for nonpayment of annual fees due on November 30, 2015.
  - B. Discussion and possible action regarding approval of renewal applications due by March 31, 2016 and authority to issue certificates.
  - C. Discussion and possible action regarding approval of original certificates of registration for appraisal management companies.
  - D. Discussion and possible action regarding approval of AMC renewal applications due by March 31, 2016 and authority to issue certificates.

V. **Committee Reports.**

- A. Disciplinary Procedures Committee.
- B. Education, Experience & Testing Committee.
  - 1. Discussion and possible action regarding approval of course submittals.
  - 2. Discussion and possible action regarding approval or disapproval of various applications received and authority to issue certificates.
  - 3. Discussion and possible action regarding approval or disapproval of experience documentation of applicants.
- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
  - 1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
  - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
  - 3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.

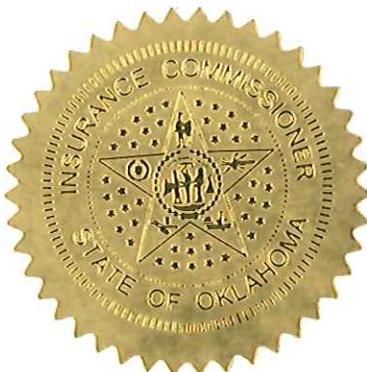
VI. **Discussion and Possible Action Regarding the Adoption of Proposed Permanent Rulemaking at 10-1-5 Qualifying Education Prerequisite and 10-1-16 Supervision of Trainee Appraisers as posted in the November 5, 2015 Notice of Proposed Permanent Rulemaking filed with the Oklahoma Secretary of State and Following a Public Hearing Held on January 6, 2016**

VII. **Discussion and Possible Action Regarding Attendance by Board Members and Board Staff at the Spring Conference of the Association of Appraiser Regulatory Officials in Phoenix, Arizona Between April 8, 2016 and April 10, 2016.**

VIII. **Discussion and Possible Action Regarding Appointment of Travis A. Jones and David A. Curtis to the Standards and Disciplinary Procedures Committee with Concurrent Appointment as Appraiser Hearing Officers for the Calendar Year 2016.**

IX. **New Business.**

X. **Adjournment.**



  
CHRISTINE MCENTIRE, Director