



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

April 4, 2018  
Date

309  
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 April 4, 2018 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, April 2, 2018 at 9:30 a.m., and transmitted to the offices of the Board members on March 28, 2018 and posted to the REAB website on April 2, 2018. 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: Stephen C. Walton;  
James R. Artman;  
Betty J. Cagle;  
H.E. Ted Smith;  
Becky Zarecki;  
Shelley Pruitt;  
Patty Broome

Board members excused were: John D. Doak

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, OIG Counsel; Eric Schoen, Board Secretary and Sherry Ainsworth, Legal Secretary. Others present were: Steve McCaleb.

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

Mr. Smith moved that the reading of the minutes of the March 7, 2018 session be waived and approved as published and distributed. 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
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF HAROLD G. BROWN; COMPLAINT #17-015; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

Mr. Artman is recused from consideration of Agenda Item III. in his capacity as Chair of the Probable Cause Committee.

Following a brief presentation by Stephen McCaleb, Ms. Cagle moved to accept the consent order listed in Agenda Item III. The Motion was seconded by Ms. Zarecki. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Recused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

IV. **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 January 31, 2018. (Exhibit "D")**

Ms. Zarecki made a Motion and it was seconded by Mr. Smith to approve Board staff to suspend the individual listed in Agenda Item IV., 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
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED, NONE RECUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**B. Discussion and possible action regarding approval of renewal applications due by May 31, 2018 and authority to issue certificates. (Exhibit "E")**

Mr. Artman made a Motion and it was seconded by Ms. Pruitt to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item IV., 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
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED 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 "F")**

Mr. Artman made a Motion and it was seconded by Ms. Pruitt to approve Board staff to approve the registration to the company listed in Agenda Item IV, 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
	Ms. Broome	Yes

Ms. Zarecki Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**D. Discussion and possible action regarding approval of AMC renewal applications due by May 31, 2018 and authority to issue certificates. (Exhibit "G")**

Ms. Broome made a Motion and it was seconded by Mr. Artman to issue renewal certificates to the companies listed in Agenda Item IV., 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
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**V. 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 "H")**

**(A)** Mr. Smith made a Motion and it was seconded by Ms. Pruitt to approve the recommendation as presented in Agenda Item V. B. 1. 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
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED 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 "I")**

**(A)** Mr. Artman made a Motion and it was seconded by Ms. Pruitt to allow staff to be given authority to issue original certificates to the individuals listed in Agenda Item V. 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
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

**(B)** Ms. Zarecki made a Motion and it was seconded by Ms. Pruitt to allow staff to

be given authority to issue an original trainee certificate to the individuals listed in Agenda Item V. 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
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED 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.** No report.

2. **Discussion and possible action regarding standard operating procedures for the Probable Cause Committee.** No report.

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

VI. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONTRACT FOR LEGAL SERVICES FOR FISCAL YEAR 2019 WITH THE OKLAHOMA ATTORNEY GENERAL'S OFFICE WITH RESPECT TO THE SERVICES OF BOARD COUNSEL TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "J")

Mr. Smith made a Motion and it was seconded by Ms. Broome to accept the contract listed in Agenda Item VI. 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
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

VII. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONTRACT FOR LEGAL SERVICES FOR FISCAL YEAR 2019 WITH THE OKLAHOMA ATTORNEY GENERAL'S OFFICE WITH RESPECT TO THE SERVICES OF AN ADMINISTRATIVE HEARING EXAMINER TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "K")

Mr. Artman made a Motion and it was seconded by Ms. Pruitt to accept the contract listed in Agenda Item VII. 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
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

VIII. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONTRACT FOR LEGAL SERVICES FOR FISCAL YEAR 2019 WITH DERRYBERRY & NAIFEH WITH RESPECT TO PROSECUTORIAL SERVICES TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "L")

Ms. Cagle made a Motion and it was seconded by Ms. Zarecki to accept the contract 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
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

IX. **DISCUSSION AND POSSIBLE ACTION REGARDING EXERCISING THE SECOND OF FOUR OPTIONS TO RENEW A CONTRACT FOR LEGISLATIVE LIAISON SERVICES FOR FISCAL YEAR 2019 WITH CAPITAL CITY ASSOCIATES TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "M")

Ms. Zarecki made a Motion and it was seconded by Ms. Broome to accept the contract listed in Agenda Item IX. 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
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

X. **DISCUSSION AND POSSIBLE ACTION REGARDING EXERCISING THE THIRD OF FOUR OPTIONS TO RENEW A CONTRACT FOR TESTING SERVICES FOR FISCAL YEAR 2019, AS TO PSI SERVICES, LLC, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "N")

Ms. Broome made a Motion and it was seconded by Mr. Artman to accept the contract listed in Agenda Item X. 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
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

XI. **NEW BUSINESS.**

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 N.



A handwritten signature in black ink, appearing to read "Stephen C. Walton".

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**STEPHEN C. WALTON, VICE-CHAIRPERSON**  
OKLAHOMA REAL ESTATE APPRAISER BOARD

A handwritten signature in blue ink, appearing to read "Eric M. Schoen".

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