



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

April 5, 2017
Date

297
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 5, 2017 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 3, 2017 at 9:30 a.m., and transmitted to the offices of the Board members on March 29, 2017 and posted to the REAB website on April 3, 2017. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Stephen C. Walton called the meeting to order at 9:34 a.m. The roll of Board members was called to establish a quorum.

Board members present were: John D. Doak;
Stephen C. Walton;
James R. Artman;
Betty J. Cagle;
H.E. Ted Smith;
Becky Zarecki;
John Smithson

Board members excused were: Shelley Pruitt

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, Brett Robinson, Ron Flowers, Crystal Flowers, Vicki Flowers and Mike Cordell.

TAKEN OUT OF ORDER

- V. C. **Legislation & Rules Committee.**

Brett Robinson offered a presentation as to an update on the 2017 Legislative Session which began Monday, February 6th, 2017.

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

Ms. Cagle moved that the reading of the minutes of the March 1, 2017 session be waived and approved as published and distributed. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING A DISCIPLINARY HEARING**

PANEL RECOMMENDATION IN THE MATTER OF MICHAEL R. CURD; COMPLAINT #16-018; 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 discussion by Stephen McCaleb, Ms. Cagle moved to go into executive session. The Motion was seconded by Mr. Smithson. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

The Chair ordered a roll call with the following results:

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

Ms. Cagle moved to accept and amend the Disciplinary Hearing Panel Recommendation as 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, ONE RECUSED, ONE EXCUSED, 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 an individual for non-payment of annual fees due on January 31, 2017. (Exhibit "D")

Mr. Smith made a Motion and it was seconded by Mr. Artman to approve Board staff to suspend the individuals 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

B. Discussion and possible action regarding approval of renewal applications due by May 31, 2017 and authority to issue certificates. (Exhibit "E")

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 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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. No report.

D. Discussion and possible action regarding approval of AMC renewal applications due by May 31, 2017 and authority to issue certificates. (Exhibit "F")

Mr. Artman made a Motion and it was seconded by Mr. Smith 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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 "G")

Mr. Artman made a Motion and it was seconded by Mr. Smithson to approve the recommendation as presented in Agenda Item V. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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 "H")

(A) Mr. Artman made a Motion and it was seconded by Ms. Zarecki 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

(B) Mr. Artman made a Motion and it was seconded by Mr. Smith to allow staff to be given authority to issue trainee appraiser credentials 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

3. Discussion and possible action regarding approval or disapproval of experience documentation of applicants. (Exhibit "I")

(A) Mr. Artman made a Motion and it was seconded by Ms. Zarecki to allow staff to be given authority to issue upgrade certificates for the individuals listed in Agenda Item V. B. 3 (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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

D. Probable Cause Committee.

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

Mr. Artman made a Motion and it was seconded by Mr. Smith to replace Kelly Davis with Brett Brown on the Probable Cause Committee. 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	Excused
Mr. Smithson	Yes
Ms. Zarecki	Yes

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

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. (Exhibit "J")

Mr. Artman is recused from consideration of Agenda Item V. D. 3. in his capacity as Chair of the Probable Cause Committee.

Following discussion of Grievance #16-043, Ms. Cagle made a Motion and it was seconded by Mr. Smith that the matter be forwarded to prosecution for further action. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #16-045, Ms. Zarecki made a Motion and it was seconded by Mr. Smithson that the matter be dismissed, file closed and no further action be taken. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #A16-046, Mr. Smith made a Motion and it was seconded by Mr. Smithson that the matter be forwarded to prosecution for further action. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #16-047, Ms. Zarecki made a Motion and it was seconded by Ms. Cagle that the matter be forwarded to prosecution for further action. 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	Excused
Mr. Smithson	Yes
Ms. Zarecki	Yes

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

Following discussion of Grievance #17-001, Mr. Smith made a Motion and it was seconded by Mr. Smithson that the matter be dismissed, file closed and no further action be taken. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #17-002, Mr. Smith made a Motion and it was seconded by Mr. Smithson that the matter be forwarded to prosecution for further action. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #17-003, Ms. Cagle made a Motion and it was seconded by Mr. Smith that the matter be dismissed, file closed and no further action be taken. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #17-004, Ms. Zarecki made a Motion and it was seconded by Mr. Smith that the matter be forwarded to prosecution for further action. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, ONE RECUSED, ONE

EXCUSED AND NONE OPPOSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #17-005, Mr. Smith made a Motion and it was seconded by Mr. Smithson that the matter be forwarded to prosecution for further action. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #17-006, Ms. Zarecki made a Motion and it was seconded by Ms. Cagle that the matter be forwarded to prosecution for further action. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

Following discussion of Grievance #17-007, Mr. Smithson made a Motion and it was seconded by Mr. Smith that the matter be dismissed, file closed and no further action be taken. 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

After a five minute recess, the Chair ordered a roll call with the following results:

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

VI. DISCUSSION AND POSSIBLE ACTION REGARDING A CONTRACT FOR LEGAL SERVICES FOR FISCAL YEAR 2018 WITH THE OKLAHOMA ATTORNEY GENERAL'S OFFICE WITH RESPECT TO THE SERVICES OF BOARD COUNSEL TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "K")

Ms. Cagle made a Motion and it was seconded by Mr. Artman 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
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Ms. Cagle	Yes
Mr. Smith	Yes
Mr. Walton	Yes
Ms. Pruitt	Excused
Mr. Smithson	Yes
Ms. Zarecki	Yes

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

VII. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONTRACT FOR LEGAL SERVICES FOR FISCAL YEAR 2018 WITH THE OKLAHOMA ATTORNEY GENERAL'S OFFICE WITH RESPECT TO THE SERVICES OF AN ADMINISTRATIVE LAW JUDGE TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "L")

Ms.Cagle made a Motion and it was seconded by Mr. Smith 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

VIII. **DISCUSSION AND POSSIBLE ACTION REGARDING EXERCISING THE FIRST OF FOUR OPTIONS TO RENEW A CONTRACT LEGISLATIVE LIASON SERVICES FOR FISCAL YEAR 2018 WITH CAPITAL CITY ASSOCIATES TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "M")

Ms.Cagle made a Motion and it was seconded by Mr. Artman to exercise the first of four options to renew 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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 TESTING SERVICES FOR FISCAL YEAR 2018, AS TO PSI SERVICES, LLC, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "N")

Ms.Cagle made a Motion and it was seconded by Mr. Artman to exercise the second of four options to renew 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	Excused
	Mr. Smithson	Yes
	Ms. Zarecki	Yes

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

X. **NEW BUSINESS.**

XI. **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".

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

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

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