



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

March 30, 2016
Date

285
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 March 30, 2016 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, March 28, 2016 at 9:00 a.m., and transmitted to the offices of the Board members on March 24, 2016 and posted to the REAB website on March 28, 2016. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Due to a lack of quorum at the posted start time of 9:30 a.m., Stephen C. Walton called the meeting to order at 10:20 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;
 Lee R. Caesar Jr.

Board members excused were: H.E. Ted Smith; Shelley Pruitt; and John Smithson.

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

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

Mr. Caesar moved that the reading of the minutes of the March 2, 2016 session be waived and approved as published and distributed. The Motion was seconded by Ms. Cagle. 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	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF RAY TUCKER; COMPLAINT #15-014 TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C") Tabled to the next board meeting for lack of quorum.

- 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, 2016. (Exhibit "D")

Mr. Caesar made a Motion and it was seconded by Mr. Artman to suspend individuals for nonpayment of annual fees 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	Excused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

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

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

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE, THREE 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. Caesar made a Motion and it was seconded by Ms. Cagle to approve Board staff to issue a certificate of registration to the companies 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	Excused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

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

Mr. Caesar 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	Excused
Mr. Walton	Yes
Ms. Pruitt	Excused
Mr. Smithson	Excused
Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE, THREE 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")

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

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE, THREE 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. Caesar made a Motion and it was seconded by Mr. Artman 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	Excused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

(B) Mr. Artman made a Motion and it was seconded by Mr. Caesar 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	Excused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

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

Mr. Artman made a Motion and it was seconded by Mr. Caesar to allow staff to be given authority to issue an upgrade certificate to the individual listed in Agenda Item V. B. 3. 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	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

C. **Legislation & Rules Committee.** No Action.

D. **Probable Cause Committee.**

1. **Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.** No action.

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.

VI. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONTRACT FOR LEGAL SERVICES FOR FISCAL YEAR 2017 WITH THE OKLAHOMA ATTORNEY GENERAL'S OFFICE WITH RESPECT TO THE SERVICES OF BOARD COUNSEL TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "K")

Mr. Caesar made a Motion and it was seconded by Ms. Cagle to accept the contract as presented 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	Excused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

VII. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONTRACT FOR LEGAL SERVICES FOR FISCAL YEAR 2017 WITH THE OKLAHOMA ATTORNEY GENERAL'S OFFICE WITH RESPECT TO THE SERVICES OF HEARING EXAMINER TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "L")

Mr. Caesar made a Motion and it was seconded by Mr. Artman to accept the contract as presented 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	Excused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE, THREE 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 FOR TESTING SERVICES FOR FISCAL YEAR 2017, AS TO PSI SERVICES, LLC, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "M")

Mr. Caesar made a Motion and it was seconded by Ms. Cagle to renew the contract as presented 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	Excused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

IX. DISCUSSION AND POSSIBLE ACTION REGARDING BOARD-SPONSORED DAY OF EDUCATION FOR OKLAHOMA APPRAISERS.

Mr. Caesar made a Motion and it was seconded by Ms. Cagle to negotiate with Peter Christensen, Tim Anderson and Tower Hotel as presented 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	Excused
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FOUR VOTES IN THE AFFIRMATIVE, THREE EXCUSED AND NONE OPPOSED. 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 COMPLIANT FILING TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "O") Tabled to the next board meeting.

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.




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


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