



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

April 1, 2015
Date

273
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular meeting on April 1, 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 Tuesday, March 30, 2015 at 9:00 a.m., and transmitted to the offices of the Board members on March 25, 2015 and posted to the REAB website on March 30, 2015. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Vice-Chairperson Lee R. Caesar Jr. 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;
 Lee R. Caesar Jr.;
 James R. Artman;
 P. Lane Wheeler;
 Stephen C. Walton;
 Betty J. Cagle

Board members excused were: Shelley Pruitt and John P. 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; Barron Brown, OID Counsel; Eric Schoen, Board Secretary and Ashley Snider, Legal Secretary. Others present were: Steve McCaleb, Tyler Laughlin, and Frank Towery.

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

Mr. Wheeler moved that the reading of the minutes of the March 12, 2015 session be waived and approved as published and distributed. The Motion was seconded by Mr. Walton. The Chair ordered a roll call vote with the following results:

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

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

- III. **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, 2015. (Exhibit "C")**

Mr. Wheeler made a Motion and it was seconded by Mr. Walton to issue an order to suspend the individuals listed in Agenda Item III, 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. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

B. Discussion and possible action regarding approval of renewal applications due by May 31, 2015 and authority to issue certificates. (Exhibit "D")

Mr. Wheeler made a Motion and it was seconded by Mr. Walton to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item III, 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. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

C. Discussion and possible action regarding approval of original certificates of registration for Appraisal Management Companies. (Exhibit "E")

Mr. Wheeler made a Motion and it was seconded by Mr. Walton to approve Board staff to issue an original certificate of registration to the company listed in Agenda Item III, 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. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

THE RESULT WAS FIVE 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 April 30, 2015 and authority to issue certificates. (Exhibit "F")

Mr. Wheeler made a Motion and it was seconded by Mr. Walton to issue renewal certificates to the companies listed in Agenda Item III, 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. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Excused
	Mr. Caesar	Yes

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

IV. 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. Wheeler made a Motion and it was seconded by Mr. Artman to approve the recommendation as presented in Agenda Item IV. B. 1. The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS FIVE 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 "H")

(A) Mr. Wheeler 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 IV B. 2 (A). The Chair ordered a roll call vote with the following results:

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

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

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

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

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

(C) Mr. Wheeler made a Motion and it was seconded by Mr. Artman to allow staff to be given authority to reinstate a Certified General Appraiser credential to the individual listed in Agenda Item IV B. 2 (C). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes

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

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

(D) Mr. Wheeler made a Motion and it was seconded by Mr. Artman to allow staff to be given authority to reinstate a Certified General Appraiser reciprocal credential to the individual listed in Agenda Item IV B. 2 (D). The Chair ordered a roll call vote with the following results:

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

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

(E) Mr. Wheeler made a Motion and it was seconded by Mr. Artman to allow staff to be given authority to reinstate a State Licensed Appraiser credential to the individual listed in Agenda Item IV B. 2 (E). The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS FIVE 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. (Exhibit "I")

(A) Mr. Wheeler made a Motion and it was seconded by Mr. Artman to allow staff to be given authority to issue an original license to the individual listed in Agenda Item IV. B. 3. (A). The Chair ordered a roll call vote with the following results:

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

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

C. Legislation and 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 action.

2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.

Following a discussion regarding the resignation of Brett Brown from the Board's Standards and Disciplinary Procedures Committee and Probable Cause Committee, the chair of the PCC recommended that Kelly A. Davis be appointed to fill that vacancy. Ms. Cagle made a Motion and it was seconded by Mr. Artman that Kelly A. Davis be appointed to the PCC. The Chair ordered a roll call vote with the following results:

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

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

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

V. DISCUSSION AND POSSIBLE ACTION REGARDING EXERCISING THE FOURTH OF FOUR OPTIONS TO RENEW A CONTRACT FOR LOBBYING SERVICES WITH CAPITAL CITY ASSOCIATES FOR FISCAL YEAR 2016 TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "J")

Mr. Wheeler made a Motion and it was seconded by Ms. Cagle to extend the contract. The Chair ordered a roll call vote with the following results:

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

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

VI. DISCUSSION AND POSSIBLE ACTION REGARDING A CONTRACT FOR LEGAL SERVICES FOR FISCAL YEAR 2016 WITH MARY SUE WYCOFF TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "K")

Mr. Wheeler made a Motion and it was seconded by Mr. Walton to approve the contract. The Chair ordered a roll call vote with the following results:

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

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

VII. DISCUSSION AND POSSIBLE ACTION REGARDING A STANDING ORDER OF THE BOARD AS TO UTILIZATION OF BOARD COUNSEL AS A HEARING OFFICER FOR PRE-HEARING MATTERS IN APPRAISER AND APPRAISER MANAGEMENT COMPANY DISCIPLINARY PROCEEDINGS. (Exhibit "L")

Mr. Wheeler made a Motion and it was seconded by Mr. Artman to utilize board counsel. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes

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

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

VIII. **NEW BUSINESS.** No Action.

IX. **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 L.



A handwritten signature in blue ink, appearing to be "Lee R. Caesar Jr.", written over a horizontal line.

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

A handwritten signature in blue ink, appearing to be "Eric M. Schoen", written over a horizontal line.

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