



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

September 7, 2016
Date

290
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 September 7, 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 Tuesday, September 6, 2016 at 9:00 a.m., and transmitted to the offices of the Board members on August 31, 2016 and posted to the REAB website on September 6, 2016. 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;
Shelley Pruitt

Board members excused were: John D. Doak, Becky Zarecki 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; Barron Brown, OID Counsel; Eric Schoen, Board 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 August 3, 2016 session be waived and approved as published and distributed. The Motion was seconded by Ms. Pruitt. 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
	Mr. Smithson	Excused
	Ms. Zarecki	Excused

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

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING A SURRENDER IN LIEU OF DISCIPLINARY PROCEEDINGS IN THE MATTER OF JASON W. WILLIAMS; COMPLAINT #15-046; #16-001; #16-002; #16-033; #16-010 AND #16-011; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

Tabled until the October 5, 2016 Board meeting due to lack of a quorum.

- IV. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF SAMUEL R. FANNIN, COMPLAINT #15-051; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

Tabled until the October 5, 2016 Board meeting due to lack of a quorum.

V. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT AGREEMENT IN THE MATTER OF RACHEL SUROVEY, COMPLAINT #15-050; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.

Tabled until the October 5, 2016 Board meeting due to lack of a quorum.

VI. 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 June 30, 2016. No Report.

B. Discussion and possible action regarding approval of renewal applications due by October 30, 2016 and authority to issue certificates. (Exhibit "C")

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 VI, 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
	Mr. Smithson	Excused
	Ms. Zarecki	Excused

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO 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 an AMC renewal application due by October 30, 2016 and authority to issue certificates. (Exhibit "D")

Mr. Artman made a Motion and it was seconded by Mr. Smith to issue renewal certificates to the companies listed in Agenda Item VI, 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
	Mr. Smithson	Excused
	Ms. Zarecki	Excused

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

VII. 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 "E")

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

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO 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 "F")

(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 VII. 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
	Mr. Smithson	Excused
	Ms. Zarecki	Excused

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

(B) Mr. Smith made a Motion and it was seconded by Mr. Artman to allow staff to be given authority to issue a trainee certificate to the individual list in Agenda Item VII. 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
	Mr. Smithson	Excused
	Ms. Zarecki	Excused

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

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

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

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

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 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.

Tabled until the October 5, 2016 Board meeting due to lack of a quorum.

VIII. DISCUSSION AND POSSIBLE ACTION REGARDING ADMINISTRATIVE POLICIES AND PROCEDURES RELATED TO THE ENFORCEMENT OF PROBATION ON A RESPONDENT IN A COMPLAINT FILING TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.

Tabled until the October 5, 2016 Board meeting.

IX. DISCUSSION AND POSSIBLE ACTION REGARDING ATTENDANCE AT THE FALL CONFERENCE OF THE ASSOCIATION OF APPRAISER REGULATORY OFFICIALS IN WASHINGTON, D.C., BETWEEN OCTOBER 21, 2016 AND OCTOBER 24, 2016. No action.

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 G.



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

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