



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

October 7, 2015
Date

279
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 October 7, 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 Monday, October 5, 2015 at 9:00 a.m., and transmitted to the offices of the Board members on September 30, 2015 and posted to the REAB website on October 5, 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;
 Betty J. Cagle;
 H.E. Ted Smith;
 Stephen C. Walton;
 Shelley Pruitt;
 John Smithson

Board members excused were: None

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; and Eric Schoen, Board Secretary. Others present were: Steve McCaleb, Daniel Gamino, Walter King, Tyler Laughlin, Carrie Burkhart, David Standridge, and Buddy Combs.

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

Mr. Walton moved that the reading of the minutes of the September 2, 2015 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	Yes
	Mr. Caesar	Yes

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

TAKEN OUT OF ORDER

- V. **DISCUSSION AND POSSIBLE ACTION REGARDING A DISCIPLINARY HEARING PANEL RECOMMENDATION IN THE MATTER OF WALTER M KING; COMPLAINT #14-002 AND COMPLAINT #14-028; TO INCLUDE A REQUEST FOR ORAL ARGUMENT AND ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

Following oral argument by Daniel Gamino, Walter King and Steve McCaleb, Ms. Cagle moved to adopt the findings of fact and conclusions of law, however, modifying the recommended discipline and striking items two through five. 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	Recused
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

Mr. Artman made a Motion and it was seconded by Ms. Cagle to go into executive session. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Yes
	Mr. Smith	Recused
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

After coming out of executive session, the Chair ordered a roll call with the following results:

ROLL CALL:	Mr. Artman	Present
	Ms. Cagle	Present
	Ms. Pruitt	Present
	Mr. Smithson	Present
	Mr. Caesar	Present

III. **DISCUSSION AND POSSIBLE ACTION REGARDING AN AFFIDAVIT OF SURRENDER IN LIEU OF DISCIPLINARY ACTION IN THE MATTER OF PATTY A JACKSON; COMPLAINT #14-040; COMPLAINT #14-041; COMPLAINT #14-042; AND COMPLAINT #15-025; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "D")

After a brief presentation by Steve McCaleb, Ms. Cagle moved that the Board accept the surrender in lieu of disciplinary action in the matter of Patty A. Jackson. 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	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

IV. **DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR HEARING BY APPLICANT, DAVID L. STANDRIDGE, AS TO THE DENIAL OF HIS APPLICATION FOR A TRAINEE CREDENTIAL.** (Exhibit "E")

After a presentation by David L. Standridge, the Board confirmed the previous denial of his application for a trainee credential. No action.

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 individuals for non-payment of annual fees due on July 31, 2015.** No action.
- B. **Discussion and possible action regarding approval of renewal applications due by November 30, 2015 and authority to issue certificates.** (Exhibit "F")

Mr. Caesar 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 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	Yes
	Mr. Caesar	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE 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 "G")

Mr. Artman made a Motion and it was seconded by Ms. Pruitt to approve Board staff to issue a certificate of registration to the company listed in Agenda Item VI, 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
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS SEVEN 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 November 30, 2015 and authority to issue certificates.** (Exhibit "H")

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

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE 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 "I")

Ms. Cagle made a Motion and it was seconded by Ms. Pruitt to approve the recommendation as presented in Agenda Item VII. B. 1. 1. A. and to deny sections B.-J. 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	Yes
	Mr. Caesar	Yes

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

Ms. Cagle made a Motion and it was seconded by Mr. Smith to approve the recommendation as presented in Agenda Item VII. B. 1. 2.-3. 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	Yes
	Mr. Caesar	Yes

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

Mr. Caesar made a Motion and it was seconded by Ms. Pruitt to approve the recommendation as presented in Agenda Item VII. B. 1. 4. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Artman	Yes
	Ms. Cagle	Abstained
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE ABSTAINED. THE MOTION WAS AGREED TO.

2. Discussion and possible action regarding approval or disapproval of reciprocal applications received and authority to issue certificates. (Exhibit "J")

(A) Mr. Artman made a Motion and it was seconded by Ms. Pruitt to allow staff to be given authority to issue an original certificate to the individual 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	Yes
	Mr. Caesar	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE

MOTION WAS AGREED TO.

(B) Mr. Artman made a Motion and it was seconded by Ms. Pruitt to allow staff to be given authority to issue a trainee appraiser credential to the individual listed 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	Yes
	Mr. Caesar	Yes

THE RESULT WAS SEVEN 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 "K")

(A) Mr. Artman made a Motion and it was seconded by Ms. Pruitt to allow staff to be given authority to issue an upgrade certificate to the individual 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	Yes
	Mr. Caesar	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE 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. (Exhibit "L")

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

Following discussion of Grievance #15-025, Mr. Smithson 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	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE RECUSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #15-026, Mr. Smithson 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	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE RECUSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #15-029, Mr. Smith made a Motion and it was seconded by Mr. Artman 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	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE RECUSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #15-030 & #15-031, Mr. Smithson made a Motion and it was seconded by Mr. Artman that both Respondents receive a non-disciplinary letter of concern, the file closed and no further action be taken. 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	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	No

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, ONE IN THE NEGATIVE AND ONE RECUSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #15-032, Mr. Artman made a Motion and it was seconded by Ms. Pruitt 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	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE RECUSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #15-033, Mr. Artman made a Motion and it was seconded by Ms. Pruitt 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	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Recused

Ms. Pruitt	Yes
Mr. Smithson	Yes
Mr. Caesar	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE RECUSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #15-034, Mr. Artman 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	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE RECUSED. THE MOTION WAS AGREED TO.

Following discussion of Grievance #15-036, Mr. Artman made a Motion and it was seconded by Ms. Pruitt 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	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Recused
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE AND ONE RECUSED. THE MOTION WAS AGREED TO.

VIII. DISCUSSION AND POSSIBLE ACTION REGARDING PURCHASE OF THE 2016-2017 VERSION OF THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE FROM THE APPRAISAL FOUNDATION FOR BOARD MEMBERS, BOARD STAFF AND ALL COMMITTEE PERSONS, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "M")

Mr. Caesar made a Motion and it was seconded by Mr. Artman to approve the purchase of the 2016-2017 USPAP version 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
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

IX. DISCUSSION AND POSSIBLE ACTION REGARDING A MEETING WITH UCO CONCERNING IMPLEMENTATION OF A REAL ESTATE DEGREE PROGRAM TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. No action.

X. NEW BUSINESS. No action.

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 M.



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

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