



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

November 2, 2016
Date

292
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 November 2, 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, October 31, 2016 at 9:30 a.m., and transmitted to the offices of the Board members on October 26, 2016 and posted to the REAB website on October 31, 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: John D. Doak;
 Stephen C. Walton;
 Betty J. Cagle;
 H.E. Ted Smith;
 Shelley Pruitt;
 John Smithson

Board members excused were: James R. Artman and Becky Zarecki.

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, Ron Flowers, Crystal Flowers and Brett Robinson.

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

Ms. Pruitt moved that the reading of the minutes of the October 5, 2016 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	Excused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Ms. Zarecki	Excused

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, TWO EXCUSED 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 an individual for non-payment of annual fees due on August 31, 2016.** (Exhibit "C")

Ms. Pruitt made a Motion and it was seconded by Ms. Cagle to approve Board staff to suspend the individual 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	Excused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Ms. Zarecki	Excused

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

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

Ms. Pruitt made a Motion and it was seconded by Ms. Cagle 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	Excused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	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 AMC renewal applications due by December 31, 2016 and authority to issue certificates. (Exhibit "E")

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

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

Ms. Pruitt made a Motion and it was seconded by Mr. Smith 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	Excused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	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 "G")

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

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

(B) Ms. Pruitt made a Motion and it was seconded by Ms. Smith to allow staff to be given authority to issue trainee certificates 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	Excused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	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. No report.

C. Legislation & Rules Committee. No action.

Brett Robinson gave a brief presentation regarding the 2016 state election and general election.

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 "H")

Following discussion of Grievance #16-031, Ms. Cagle made a motion and it was seconded by Ms. Pruitt that this matter be forwarded to prosecution for further handling. The Chair

ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #16-032, Ms. Pruitt made a motion and it was seconded by Ms. Cagle that this 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	Excused
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Ms. Zarecki	Excused

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

Following discussion of Grievance #16-033, Ms. Pruitt made a motion and it was seconded by Mr. Smithson that a non-disciplinary letter of concern be issued, the matter 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	Excused
	Ms. Cagle	No
	Mr. Smith	No
	Mr. Walton	No
	Ms. Pruitt	No
	Mr. Smithson	No
	Ms. Zarecki	Excused

THE RESULT WAS ZERO VOTES IN THE AFFIRMATIVE, TWO EXCUSED, AND FIVE OPPOSED. THE MOTION WAS DENIED.

Following discussion of Grievance #16-033, Ms. Cagle made a motion and it was seconded by Mr. Smithson to send this grievance back to the Probable Cause Committee for reconsideration of it's recommendation. The Chair ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #16-036, Ms. Cagle made a motion and it was seconded by Ms. Pruitt that this matter be forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

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

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

Following discussion of Grievance #16-038, Ms. Pruitt made a motion and it was seconded by Mr. Smithson that this matter be forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

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

Following discussion of Grievance #16-039, Ms. Cagle made a motion and it was seconded by Mr. Smithson that this matter be forwarded to prosecution for further handling. The Chair ordered a roll call vote with the following results:

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

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

V. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF INDIVIDUALS TO EDUCATION, EXPERIENCE AND TESTING COMMITTEE; LEGISLATION AND RULES COMMITTEE; AND INDIVIDUALS TO STANDARDS AND DISCIPLINARY PROCEDURES COMMITTEE WITH CONCURRENT APPOINTMENT AS APPRAISER HEARING OFFICERS FOR THE CALENDAR YEAR 2017. No action. (Exhibit "I")

VI. 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 December 7, 2016 Board meeting.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING THE REPORT OF BOARD MEMBERS AND BOARD STAFF AS TO THEIR ATTENDANCE AT THE FALL CONFERENCE OF THE ASSOCIATION OF APPRAISER REGULATORY OFFICIALS IN WASHINGTON, D.C. No action. (Exhibit "J")

VIII. NEW BUSINESS.

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 J.



A handwritten signature in red 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