



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

February 1, 2019
Date

319
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 February 1st, 2019 at 9:31 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 Wednesday, January 30th, 2019 at 9:30 a.m., and transmitted to the offices of the Board members on January 25th, 2019 and posted to the REAB website on January 30th, 2019. The agenda is attached as Exhibit "A".

I. **CALL TO ORDER.** Stephen C. Walton called the meeting to order at 9:31 a.m. The roll of Board members was called to establish a quorum.

Board members present were: Stephen C. Walton;
Lee R. Caesar, Jr.;
Betty J. Cagle;
H.E. Ted Smith;
Becky Zarecki;
Patty Broome

Board members excused were: Glen Mulready and Shelley Pruitt

Based on the result of the roll call, a quorum was declared present by the Chair.

Others in attendance were: Bryan Neal, Assistant Attorney General; Christine McEntire, Director; Barron Brown, OID Counsel; Eric Schoen, Administrative Officer III; and Kayla Dekat, Legal Secretary. Others present were: Steve McCaleb, Rod Bien and Josh Cockroft.

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

Mr. Caesar moved that the reading of the minutes of the January 14th, 2019 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. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

III. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF ALAN D. HERRMAN; COMPLAINT #18-009; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

Mr. Smith is recused from consideration of Agenda Item III. in his capacity as Chair of the Probable Cause Committee.

Following a brief presentation by Stephen McCaleb, Ms. Cagle made a Motion and it was seconded by Ms. Broome to adopt the consent order regarding Alan D. Herrman listed in Agenda Item III. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
-----------------	------------	-----

Ms. Cagle	Yes
Mr. Smith	Recused
Mr. Walton	Yes
Ms. Pruitt	Excused
Ms. Broome	Yes
Ms. Zarecki	Yes

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

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 November 30, 2018. (Exhibit "D")

Mr. Caesar made a Motion and it was seconded by Mr. Smith to approve Board staff to suspend the individuals listed in Agenda Item IV., Director's Report A. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

B. Discussion and possible action regarding approval of renewal applications due by March 31, 2019 and authority to issue certificates. (Exhibit "E")

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 IV., Director's Report B. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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 February 28, 2019 and authority to issue certificates. (Exhibit "F")

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

Ms. Broome	Yes
Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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 "G")

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

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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 "H")

(A) Ms. Zarecki made a Motion and it was seconded by Ms. Broome to allow staff to be given authority to issue an original certificate 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. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

(B) Ms. Broome made a Motion and it was seconded by Mr. Smith to allow staff to be given authority to issue an original certificate to the individual listed in Agenda Item V. B. 2. (B). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

(C) Ms. Cagle made a Motion and it was seconded by Mr. Smith to allow staff to be given authority to issue an original certificate to the individual listed in Agenda Item V. B. 2. (C). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
-----------------	------------	-----

Ms. Cagle	Yes
Mr. Smith	Yes
Mr. Walton	Yes
Ms. Pruitt	Excused
Ms. Broome	Yes
Ms. Zarecki	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE EXCUSED 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) Ms. Zarecki made a Motion and it was seconded by Ms. Broome to allow staff to be given authority to issue an upgrade certificate to the individuals listed in Agenda Item V. B. 3. (A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

C. Legislation & Rules Committee. No action. (Exhibit "J")

D. Probable Cause Committee.

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

2. Discussion and possible action regarding standard operating procedures for the Probable Cause Committee. No report.

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

VI. PUBLIC HEARING REGARDING PROPOSED PERMANENT RULEMAKING TO AMEND 600:10-1-6 EXPERIENCE PREREQUISITE AS POSTED IN THE NOVEMBER 9, 2018 NOTICE OF PROPOSED PERMANENT RULEMAKING FILED WITH THE OKLAHOMA SECRETARY OF STATE OFFICE OF ADMINISTRATIVE RULES AND PUBLISHED IN THE OKLAHOMA REGISTER ON DECEMBER 17, 2018. No action.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF PROPOSED PERMANENT RULEMAKING TO AMEND 600:10-1-6 EXPERIENCE PREREQUISITE AS POSTED IN THE NOVEMBER 9, 2018 NOTICE OF PROPOSED PERMANENT RULEMAKING FILED WITH THE OKLAHOMA SECRETARY OF STATE AND PUBLISHED IN THE OKLAHOMA REGISTER ON DECEMBER 17, 2018 AND FOLLOWING A PUBLIC HEARING HELD ON FEBRUARY 1, 2019. (Exhibit "K")

Mr. Caesar made a Motion and it was seconded by Ms. Cagle to adopt the proposed permanent rulemaking amendment listed in Agenda Item VII. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

VIII. **DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF WARREN S. BARGER TO THE EDUCATION, EXPERIENCE & TESTING COMMITTEE FOR THE CALENDAR YEAR 2019 WITH CONCURRENT RE-APPOINTMENT OF KIM N. ALLEN TO THE LEGISLATION & RULES COMMITTEE.** (Exhibit "L")

Mr. Caesar made a Motion and it was seconded by Mr. Smith to appoint Warren S. Barger and re-appoint Kim N. Allen to the committees listed in Agenda Item VIII. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Ms. Cagle	Yes
	Mr. Smith	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Ms. Broome	Yes
	Ms. Zarecki	Yes

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

IX. **NEW BUSINESS.** No report.

X. **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.




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


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