



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

June 5, 2020
Date

334
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 June 5th, 2020 at 9:30 a.m. The meeting was held in the Public Meeting Room of the offices of the Oklahoma Insurance Department at 400 NE 50th St, 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 400 NE 50th St, Oklahoma City, Oklahoma on Wednesday, June 3rd, 2020 at 9:30 a.m., and transmitted to the offices of the Board members on June 3rd, 2020 and posted to the REAB website on June 3rd, 2020. 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:

- Glen Mulready;
- Stephen C. Walton;
- Brandon J. Witt;
- H.E. Ted Smith;
- Ryan C. Litz;
- Timothy R. Ledbetter;
- Patty Broome

Board members excused were: Lee R. Caesar, Jr.

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; Kayla Rochelle, OID Counsel; Eric Schoen, Administrative Officer III and Shannon Burns, Legal Secretary. Others present were: Steven McCaleb, Teresa Green and Rod Bien.

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

Mr. Ledbetter moved that the reading of the minutes of the May 1st, 2020 session be waived and approved as published and distributed. The Motion was seconded by Ms. Broome. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|---------------|---------|
| ROLL CALL VOTE: | Mr. Caesar | Excused |
| | Mr. Witt | Yes |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Mr. Ledbetter | Yes |
| | Ms. Broome | Yes |
| | Mr. Litz | Yes |

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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 individuals for non-payment of annual fees due on March 31, 2020.** (Exhibit "C")

Mr. Witt made a Motion and it was seconded by Mr. Walton to approve Board staff 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. Caesar | Excused |
| | Mr. Witt | Yes |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Mr. Ledbetter | Yes |
| | Ms. Broome | Yes |
| | Mr. Litz | Yes |

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

B. Discussion and possible action regarding approval of renewal applications due by July 31, 2020 and authority to issue certificates. (Exhibit "D")

Mr. Witt made a Motion and it was seconded by Mr. Litz to approve Board staff to issue a renewal certificate to each of 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. Caesar | Excused |
| | Mr. Witt | Yes |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Mr. Ledbetter | Yes |
| | Ms. Broome | Yes |
| | Mr. Litz | 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 July 31, 2020 and authority to issue certificates. (Exhibit "E")

Mr. Smith made a Motion and it was seconded by Mr. Litz to approve Board staff to issue a renewal certificate to each of 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. Caesar | Excused |
| | Mr. Witt | Yes |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Mr. Ledbetter | Yes |
| | Ms. Broome | Yes |
| | Mr. Litz | Yes |

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

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

| | | |
|-----------------|------------|---------|
| ROLL CALL VOTE: | Mr. Caesar | Excused |
| | Mr. Witt | Yes |

| | |
|---------------|-----|
| Mr. Smith | Yes |
| Mr. Walton | Yes |
| Mr. Ledbetter | Yes |
| Ms. Broome | Yes |
| Mr. Litz | 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 "G")

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

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

(B) Mr. Ledbetter made a Motion and it was seconded by Mr. Litz to allow staff to be given authority to issue an original certificate 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. Caesar | Excused |
| | Mr. Witt | Yes |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Mr. Ledbetter | Yes |
| | Ms. Broome | Yes |
| | Mr. Litz | 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. No report.

C. Legislation & Rules Committee.

Teresa Green gave a brief presentation regarding the current legislative session.

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.

V. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF AN INDIVIDUAL TO THE EDUCATION, EXPERIENCE AND TESTING COMMITTEE FOR THE REMAINDER OF CALENDAR YEAR 2020. (Exhibit "H")

Mr. Ledbetter made a Motion and it was seconded by Ms. Broome to approve the appointment listed in Agenda Item V. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|---------------|---------|
| ROLL CALL VOTE: | Mr. Caesar | Excused |
| | Mr. Witt | Yes |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Mr. Ledbetter | Yes |
| | Ms. Broome | Yes |
| | Mr. Litz | Yes |

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

VI. DISCUSSION AND POSSIBLE ACTION REGARDING A CONTRACT FOR LEGAL SERVICES FOR FISCAL YEAR 2021 WITH THE OKLAHOMA ATTORNEY GENERAL'S OFFICE WITH RESPECT TO THE SERVICES OF BOARD COUNSEL TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "I")

Mr. Smith made a Motion and it was seconded by Mr. Ledbetter to approve the contract listed in Agenda Item VI. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|---------------|---------|
| ROLL CALL VOTE: | Mr. Caesar | Excused |
| | Mr. Witt | Yes |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Mr. Ledbetter | Yes |
| | Ms. Broome | Yes |
| | Mr. Litz | Yes |

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

VII. DISCUSSION AND POSSIBLE ACTION REGARDING A CONTRACT FOR LEGAL SERVICES FOR FISCAL YEAR 2021 WITH THE OKLAHOMA ATTORNEY GENERAL'S OFFICE WITH RESPECT TO THE SERVICES OF AN ADMINISTRATIVE HEARING EXAMINER TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "J")

Mr. Ledbetter made a Motion and it was seconded by Mr. Litz to approve the contract listed in Agenda Item VII. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|---------------|---------|
| ROLL CALL VOTE: | Mr. Caesar | Excused |
| | Mr. Witt | Yes |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Mr. Ledbetter | Yes |
| | Ms. Broome | Yes |
| | Mr. Litz | 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 APPROVAL OF DRAFT BUDGET FOR FY 2021. (Exhibit "K")

Mr. Smith made a Motion and it was seconded by Mr. Litz to approve the FY 2021 draft budget listed in Agenda Item VIII. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|---------------|---------|
| ROLL CALL VOTE: | Mr. Caesar | Excused |
| | Mr. Witt | Yes |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Mr. Ledbetter | Yes |
| | Ms. Broome | Yes |
| | Mr. Litz | Yes |

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

IX. DISCUSSION AND POSSIBLE ACTION REGARDING A ONE YEAR EXTENSION OF A CONTRACT FOR TESTING SERVICES WITH PSI SERVICES, LLC TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "L")

Mr. Smith made a Motion and it was seconded by Mr. Witt to approve the one-year extension of the contract listed in Agenda Item IX. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|---------------|---------|
| ROLL CALL VOTE: | Mr. Caesar | Excused |
| | Mr. Witt | Yes |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Mr. Ledbetter | Yes |
| | Ms. Broome | Yes |
| | Mr. Litz | Yes |

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

X. DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION OF THE APPRAISER QUALIFICATIONS BOARD TO EXTEND APPRAISER TEST CARD EXPIRATION DATES FOR 90 DAYS PAST THE EXPIRATION OF OKLAHOMA'S EMERGENCY DECLARATIONS RELATED TO COVID-19. (Exhibit "M")

Mr. Witt made a Motion and it was seconded by Mr. Smith to extend the appraiser test card expiration dates for 90 days listed in Agenda Item X.

| | | |
|-----------------|---------------|---------|
| ROLL CALL VOTE: | Mr. Caesar | Excused |
| | Mr. Witt | Yes |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Mr. Ledbetter | Yes |
| | Ms. Broome | Yes |
| | Mr. Litz | Yes |

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

XI. NEW BUSINESS. No report.

XII. ADJOURNMENT. The Board adjourned by general consent.

Mr. Smith made a Motion and it was seconded by Commissioner Mulready to adjourn the Board meeting. The Chair ordered a roll call vote with the following results:

| | | |
|-----------------|---------------|---------|
| ROLL CALL VOTE: | Mr. Caesar | Excused |
| | Mr. Witt | Yes |
| | Mr. Smith | Yes |
| | Mr. Walton | Yes |
| | Mr. Ledbetter | Yes |
| | Ms. Broome | Yes |
| | Mr. Litz | Yes |

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

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 "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, SECRETARY TO THE BOARD
OKLAHOMA REAL ESTATE APPRAISER BOARD