



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

September 11, 2020
Date

337
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 11th, 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, September 9th, 2020 at 9:30 a.m., and transmitted to the offices of the Board members on September 3rd, 2020 and posted to the REAB website on September 9th, 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: Stephen C. Walton;
Lee R. Caesar, Jr.
Brandon J. Witt;
Aaron Emerson;
Ryan C. Litz;
Timothy R. Ledbetter;
Patty Broome

Board members excused were: Glen Mulready

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; Kayla Rochelle, OID Counsel; Eric Schoen, Administrative Officer III and Jenelle LePoint, Legal Secretary. Others present were: Steven McCaleb (telephonically), Ashley Scott, Brian Downs, Doug Rice, Rachel Mor and Michael Dodson.

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

Mr. Caesar moved that the reading of the minutes of the August 7th, 2020 session be waived and approved as published and distributed. The Motion was seconded by Mr. Emerson. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE 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.

Eric Schoen gave the Director's report on behalf of Christine McEntire.

DIRECTOR'S REPORT.

- A. Discussion and possible action regarding suspension of individuals for non-payment of annual fees due on June 30, 2020. (Exhibit "C")

Mr. Caesar made a Motion and it was seconded by Ms. Broome 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	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

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

Mr. Caesar 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	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE 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 October 31, 2020 and authority to issue certificates. (Exhibit "E")

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

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE 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. Litz 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	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE 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. 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. (A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

(B) Mr. Emerson 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 IV. B. 2. (B). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

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

(A) Mr. Witt made a Motion and it was seconded by Mr. Litz to allow staff to be given authority to issue an upgrade certificate to the individuals listed in Agenda Item IV. B. 3. A. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

THE RESULT WAS SEVEN VOTES IN THE AFFIRMATIVE, NONE 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 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.** (Exhibit "1")

Ms. Broome is recused from consideration of Agenda Item IV. in her capacity as Chair of the Probable Cause Committee.

Following discussion of Grievance #20-019, Mr. Caesar made a Motion and it was seconded by Mr. Ledbetter that the grievance 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. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Recused
	Mr. Litz	Yes

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

Following discussion of Grievance #20-021, Mr. Caesar made a Motion and it was seconded by Mr. Witt that the grievance 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. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Recused
	Mr. Litz	Yes

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

Following discussion of Grievance #20-022, Mr. Emerson made a Motion and it was seconded by Mr. Litz that a non-disciplinary letter of concern be issued, the grievance 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. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Recused
	Mr. Litz	Yes

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

Following discussion of Grievance #20-023, Mr. Litz made a Motion and it was seconded by Mr. Witt that the grievance 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. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes

Ms. Broome	Recused
Mr. Litz	Yes

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

Following discussion of Grievance #20-024, Mr. Caesar made a Motion and it was seconded by Mr. Ledbetter that the grievance 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. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Recused
	Mr. Litz	Yes

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

Following discussion of Grievance #20-025, Mr. Caesar made a Motion and it was seconded by Mr. Litz that a non-disciplinary letter of concern be issued, the grievance 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. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Recused
	Mr. Litz	Yes

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

Following discussion of Grievance #A20-014, Mr. Litz made a Motion and it was seconded by Mr. Witt that the grievance 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. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Recused
	Mr. Litz	Yes

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

- V. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF BRYCE A. GADEN; COMPLAINT #19-028 TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** No action.

Tabled to the October Board meeting.

- VI. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF DAVID T. WATSON, COMPLAINT #19-040; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** No action.

Tabled to the October Board meeting.

- VII. **DISCUSSION AND POSSIBLE ACTION REGARDING A DISCIPLINARY HEARING PANEL RECOMMENDATION IN THE MATTER OF MICHAEL D. DODSON; COMPLAINT #19-012, TO INCLUDE A REQUEST FOR ORAL ARGUMENT AND ANY ASSOCIATED**

MATTERS OR MOTIONS.

After a brief presentation by Rachel Mor, Agenda Item VII. was tabled to the October Board meeting.

VIII. DISCUSSION AND POSSIBLE ACTION REGARDING AN AFFIDAVIT OF VOLUNTARY SURRENDER OF APPRAISER CREDENTIAL IN LIEU OF DISCIPLINARY PROCEEDINGS IN THE MATTER OF HARRIETTE L. MCCOLLOUGH; COMPLAINT #19-022, COMPLAINT #19-024 AND COMPLAINT #19-025; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "J")

After a brief presentation by Steven McCaleb, Mr. Caesar made a Motion and it was seconded by Ms. Broome to accept the affidavit presented in Agenda Item VIII. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

IX. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED REGULAR SESSION BOARD MEETING DATES FOR CALENDAR YEAR 2021. (Exhibit "K")

Mr. Caesar made a Motion and it was seconded by Mr. Ledbetter to approve Agenda Item IX. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

X. DISCUSSION AND POSSIBLE ACTION REGARDING THE OKLAHOMA CERTIFIED REAL ESTATE APPRAISER'S ACT AT 59 O.S. 858-700 ET SEQ., AND PROPOSED STATUTORY AMENDMENTS TO INCLUDE CHANGES AT 858-703 DEFINITIONS; 858-705.1 EX-OFFICIO CHAIRPERSON DUTIES; 858-706 POWERS AND DUTIES OF BOARD; 858-707 POWER AND DUTIES OF INSURANCE DEPARTMENT AND 858-709 APPLICATION FOR CERTIFICATION; PROPOSED AMENDMENTS WOULD MORE CLEARLY DEFINE THE ROLES OF THE INSURANCE DEPARTMENT AND THE REAL ESTATE APPRAISER BOARD AND PROVIDE THE BOARD WITH ADDITIONAL AUTHORITY. (Exhibit "L")

Mr. Caesar made a Motion and it was seconded by Mr. Emerson to approve Agenda Item X. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

XI. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED RULEMAKING OF APPRAISER BOARD RULES AT OAC 600:10-1-7 CONTINUING EDUCATION AND OAC 600:10-1-16 SUPERVISION OF TRAINEE APPRAISERS; PROPOSED AMENDMENTS WOULD ELIMINATE THE REQUIREMENT OF APPRAISERS TO COMPLETE 21 HOURS OF IN-PERSON CONTINUING EDUCATION AND WOULD REMOVE DUPLICATIVE LANGUAGE; AND OAC 600:15-1-1 DEFINITIONS; PROPOSED AMENDMENTS WOULD ADD A DEFINITION FOR "DIRECTOR". (Exhibit "M")

Mr. Caesar made a Motion and it was seconded by Ms. Broome to approve Agenda Item XI. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

XII. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED RULEMAKING OF APPRAISAL MANAGEMENT COMPANY BOARD RULES AT OAC 600:30-1-6 FEE SCHEDULE; PROPOSED AMENDMENTS WOULD INCREASE REGISTRATION FEES. (Exhibit "N")

Mr. Caesar made a Motion and it was seconded by Mr. Litz to approve Agenda Item XII. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

XIII. NEW BUSINESS. No report.

XIV. 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 N.




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


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