



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

November 6, 2020
Date

339
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 6th, 2020 at 9:32 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, November 4th, 2020 at 9:30 a.m., and transmitted to the offices of the Board members on October 30th, 2020 and posted to the REAB website on November 4th, 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;
Lee R. Caesar, Jr.
Brandon J. Witt;
Aaron Emerson;
Ryan C. Litz;
Timothy R. Ledbetter

Board members excused were: Patty Broome

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 Jenelle LePoint, Legal Secretary. Others present were: Steven McCaleb, Justin King, David Kisner and Ronald White.

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

Mr. Caesar moved that the reading of the minutes of the October 9th, 2020 session be waived and approved as published and distributed. The Motion was seconded by Mr. Witt. 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	Excused
	Mr. Litz	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 BEVERLY A. BOWEN, COMPLAINT #19-038; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

After a brief presentation by Steven McCaleb, Mr. Caesar made a Motion and it was seconded by Mr. Emerson to accept the consent order presented in Agenda Item III. 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	Excused
Mr. Litz	Yes

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

IV. **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.

After a brief presentation by Steven McCaleb, Agenda Item IV was tabled to the December Board meeting.

V. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF JOE GIBSON, COMPLAINT #19-030; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "D")

After a brief presentation by Steven McCaleb, Mr. Caesar made a Motion and it was seconded by Mr. Emerson to accept the consent order presented in Agenda Item V. 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	Excused
	Mr. Litz	Yes

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

VI. **CHAIRPERSON'S REPORT.** The Chairperson offered a brief presentation regarding telecommuting and the search for a General Counsel.

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 August 31, 2020.** (Exhibit "E")

Mr. Caesar made a Motion and it was seconded by Mr. Ledbetter to approve Board staff to suspend the individuals listed in Agenda Item VI., 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	Excused
	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 December 31, 2020 and authority to issue certificates.** (Exhibit "F")

Mr. Witt made a Motion and it was seconded by Mr. Caesar to approve Board staff to issue a renewal certificate to each of 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. Caesar	Yes
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Mr. Witt	Yes
Mr. Emerson	Yes
Mr. Walton	Yes
Mr. Ledbetter	Yes
Ms. Broome	Excused
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 November 30, 2020 and authority to issue certificates. (Exhibit "G")**

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

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

(A) Mr. Caesar made a Motion and it was seconded by Mr. Ledbetter to approve the recommendation as presented in Agenda Item VII. 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	Excused
	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 "I")**

(A) Mr. Caesar 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 VII. 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	Excused
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. (Exhibit "J")

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

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, ONE 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.** No report.

VIII. **DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTMENT OF INDIVIDUALS TO EDUCATION, EXPERIENCE AND TESTING COMMITTEE; LEGISLATION AND RULES COMMITTEE; AND STANDARDS AND DISCIPLINARY PROCEDURES COMMITTEE WITH CONCURRENT APPOINTMENT AS APPRAISER HEARING OFFICERS FOR THE CALENDAR YEAR 2021.** No action. (Exhibit "K")

IX. **DISCUSSION AND POSSIBLE ACTION REGARDING THE APPRAISAL FOUNDATION AND APPRAISAL SUBCOMMITTEE'S RECOMMENDATION THAT APPROVED IN-PERSON QUALIFYING EDUCATION COURSES BE ALLOWED TO CONVERT TO A VIRTUAL OR ONLINE STREAMING FORMAT, SUCH AS ZOOM, DURING THE HEALTH EMERGENCY.** No action. (Exhibit "L")

X. **NEW BUSINESS.** No report.

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 L.



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