



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

March 5, 2021
Date

343
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 March 5, 2021 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, March 3, 2021 at 9:30 a.m., and transmitted to the offices of the Board members on March 1, 2021 and posted to the REAB website on March 3, 2021. The agenda is attached as Exhibit "A".

I. **CALL TO ORDER.** Lee R. Caesar, Jr., 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: Lee R. Caesar, Jr.
Brandon J. Witt;
Aaron S. Emerson;
Stephen C. Walton;
Ryan C. Litz;
Timothy R. Ledbetter

Board members excused: Glen Mulready
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 Jenelle LePoint, Administrative Officer and ; Kayla Rochelle, OID Counsel. Others present were: Steven McCaleb.

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

Mr. Walton moved that the reading of the minutes of the February 5, 2021 session be waived and approved as published and distributed. The Motion was seconded by Mr. Caesar. 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
	Mr. Litz	Yes

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

III. **DISCUSSION AND POSSIBLE ACTION REGARDING A DISCIPLINARY HEARING PANEL RECOMMENDATION IN THE MATTER OF JAMES R. SINGLEY; COMPLAINT #19-043, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

After a brief presentation by Steven McCaleb, Mr. Walton made a Motion and it was seconded by Mr. Emerson to approve the Disciplinary Hearing Panel Recommendation listed 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
 Mr. Litz Yes

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

IV. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF JAMES R. SINGLEY; COMPLAINT #20-001; COMPLAINT #20-028 AND COMPLAINT #20-040, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.
(Exhibit "D")

After a brief presentation by Steven McCaleb, Mr. Walton made a Motion and it was seconded by Mr. Emerson to approve the Consent Order listed in Agenda Item IV. 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
 Mr. Litz Yes

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

V. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF DARRYL ROSS; COMPLAINT #19-035; COMPLAINT #19-037; COMPLAINT #19-042 AND COMPLAINT #19-052, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS No Action

Tabled to the April Board meeting.

VI. CHAIRPERSON'S REPORT. No report.

VICE-CHAIRPERSON'S REPORT. No report.

DIRECTOR'S REPORT.

- A. Discussion and possible action regarding suspension of individuals for nonpayment of annual fees due on December 31, 2020.** No report
- B. Discussion and possible action regarding approval of renewal applications due by April 30, 2021 and authority to issue certificates.** (Exhibit "E")

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

THE RESULT WAS SIX 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 April 30, 2021 and authority to issue certificates. (Exhibit "F")

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

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

E. Discussion and possible action regarding suspension of individual appraisers for failure to complete the 7-Hour National USPAP Update Course due no later than December 31, 2020 and assessment of a \$150.00 administrative fee. (Exhibit "G")

Mr. Witt made a Motion and it was seconded by Mr. Emerson to approve Board staff to suspend the individual appraisers listed in Agenda Item IV., Director's Report E. 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
	Mr. Litz	Yes

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

F. Discussion and possible action regarding suspension of individual appraisers for failure to remit an assessed administrative fine in the amount of \$150.00 for failure to complete the 7-Hour National USPAP Update Course or failure to timely submit their course completion certificate, prior to the deadline of December 31, 2020. (Exhibit "H")

Mr. Emerson made a Motion and it was seconded by Mr. Ledbetter to approve Board staff to suspend the individual appraisers listed in Agenda Item IV., Director's Report F. 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
	Mr. Litz	Yes

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

G. Discussion and possible action regarding assessed administrative fines in the amount of \$150.00 to individual appraisers for failure to complete the 7-Hour National USPAP Update Course or failure to timely submit their course complete certificate, prior to the deadline of December 31, 2020 with an acknowledgment that the fine payment from each appraiser has voluntarily been remitted. (Exhibit "I")

Mr. Emerson made a Motion and it was seconded by Mr. Litz to approve Board staff to an administrative fine to the individual appraisers listed in Agenda Item IV., Director's Report G.

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
	Mr. Litz	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, NONE 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 "J")

(A) Mr. Emerson made a Motion and it was seconded by Mr. Litz to approve the recommendation as presented in Agenda Item VII. B. 1. 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
	Mr. Litz	Yes

THE RESULT WAS SIX 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 "K")

(A) Mr. Emerson 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 VII. B. 2. 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
	Mr. Litz	Yes

THE RESULT WAS SIX 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 "L")

(A) Mr. Litz made a Motion and it was seconded by Mr. Emerson to allow staff to be given authority to issue an upgrade certificate to the individual listed in Agenda Item VII. B. 3. 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
	Mr. Litz	Yes

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, NONE EXCUSED, AND NONE

OPPOSED. THE MOTION WAS AGREED TO.

C. Legislation & Rules Committee. Discussion regarding status of SB755.

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 "M")

Following discussion of Grievance #20-039, Mr. Litz made a Motion and it was seconded by Mr. Walton 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
	Mr. Litz	Yes

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

Following discussion of Grievance #20-042, Mr. Litz made a Motion and it was seconded by Mr. Ledbetter that the grievance be forwarded to prosecution for further handling. 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
	Mr. Litz	Yes

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

Following discussion of Grievance #20-043, Mr. Litz made a Motion and it was seconded by Mr. Witt 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
	Mr. Litz	Yes

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

Following discussion of Grievance #20-044, Mr. Witt 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
Mr. Litz	Yes

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

Following discussion of Grievance #20-045, Mr. Litz made a Motion and it was seconded by Mr. Ledbetter that the grievance be forwarded to prosecution for further handling. 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
	Mr. Litz	Yes

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

Following discussion of Grievance #20-046, Mr. Ledbetter made a Motion and it was seconded by Mr. Litz that the grievance be forwarded to prosecution for further handling. 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
	Mr. Litz	Yes

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

Following discussion of Grievance #20-047, Mr. Witt 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
	Mr. Litz	Yes

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

Following discussion of Grievance #20-048, Mr. Witt made a Motion and it was seconded by Mr. Litz that the grievance be forwarded to prosecution for further handling. 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
	Mr. Litz	Yes

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

Following discussion of Grievance #20-049, Mr. Ledbetter made a Motion and it was seconded by Mr. Walton 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
	Mr. Litz	Yes

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

Following discussion of Grievance #20-050, Mr. Walton made a Motion and it was seconded by Mr. Ledbetter that the grievance be forwarded to prosecution for further handling. 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
	Mr. Litz	Yes

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

Following discussion of Grievance #20-051, Mr. Witt made a Motion and it was seconded by Mr. Litz 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
	Mr. Litz	Yes

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

Following discussion of Grievance #20-052, Mr. Walton made a Motion and it was seconded by Mr. Ledbetter that the grievance be forwarded to prosecution for further handling. 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
	Mr. Litz	Yes

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

VIII. Discussions and Possible action Regarding Concurrent Appointment of Stephen E. Meyer to the EET Committee for the Remainder of FY 2021. (Exhibit "N")

Mr. Caesar made a Motion and it was seconded by Mr. Walter to approve Board staff to appoint Stephen E. Meyer to the EET Committee for the remainder of FY 2021 as listed 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
	Mr. Litz	Yes

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

IX. **Discussion and Possible Action Regarding Governor Stitt's Executive Order 2021-07 and a Board Declaration as to a Waiver of the Requirement for Appraisers to Complete 21 Hours of Live Continuing Education given Pending Rulemaking Waiving that Requirement.** (Exhibit "O")

Following a discussion Mr. Caesar made a Motion and it was seconded by Mr. Ledbetter for a Board Declaration Waiving the Requirement for Appraisers to Complete 21 Hours of Live Education given Pending Rulemaking. 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
	Mr. Litz	Yes

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

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 O.



A handwritten signature in blue ink, appearing to read 'Lee R. Caesar, Jr.', written over a horizontal line.

LEE R. CAESAR, JR., VICE-CHAIRPERSON
OKLAHOMA REAL ESTATE APPRAISER BOARD

A handwritten signature in blue ink, appearing to read 'Jenelle LePoint', written over a horizontal line.

JENELLE LEPOINT, SECRETARY TO THE BOARD
OKLAHOMA REAL ESTATE APPRAISER BOARD