



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

June 4, 2021  
Date

346  
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 4, 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 50<sup>th</sup> 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 50<sup>th</sup> St, Oklahoma City, Oklahoma on Wednesday, June 2, 2021 at 9:30 a.m., and transmitted to the offices of the Board members on May 28, 2021 and posted to the REAB website on June 2, 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.  
Stephen C. Walton;  
Brandon J. Witt;  
Aaron S. Emerson;  
Ryan C. Litz;

Board members excused: Glen Mulready  
Timothy R. Ledbetter  
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; Kelly Reynolds, Legal Secretary and Kayla Rochelle, OID Counsel. Others present were: Steven McCaleb, Rachel Lawrence Mor, Ricky Broughton, Ashely Scott, Madeline Emerson and Nicole Emerson.

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

Mr. Emerson moved that the reading of the minutes of the May 7, 2021 session be waived and approved as published and distributed. The Motion was seconded by Mr. Walton. The Chair ordered a roll call vote with the following results:

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

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

III. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF RACHEL B. DENTON; COMPLAINT #19-059, 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 Consent Order 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. Litz        Yes

THE RESULT WAS FIVE 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 JEFFREY McALISTER; COMPLAINT #20-015; 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. Litz 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. Litz        Yes

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

**V. DISCUSSION AND POSSIBLE ACTION REGARDING A SURRENDER IN LIEU OF DISCIPLINARY PROCEEDINGS IN THE MATTER OF SAMUEL T. GILL AND JEFFREY HANSON; COMPLAINT #19-056; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

After a brief presentation by Steven McCaleb, Mr. Emerson made a Motion and it was seconded by Mr. Witt to approve the Surrender in lieu of disciplinary proceeding 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. Litz        Yes

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

**VI. DISCUSSION AND POSSIBLE ACTION REGARDING A SURRENDER IN LIEU OF DISCIPLINARY PROCEEDINGS IN THE MATTER OF SAMUEL T. GILL; COMPLAINT #19-060; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

After a brief presentation by Steven McCaleb, Mr. Emerson made a Motion and it was seconded by Mr. Walton to approve the Surrender in lieu of disciplinary proceeding in Agenda Item VI. 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. Litz        Yes

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

**VII. CHAIRPERSON'S REPORT.** No report.

**VICE-CHAIRPERSON'S REPORT.** Mr. Caesar thanked Mr. Walton for his 10 years of

service to the Board and expressed appreciation for his hard work. Mr. Caesar acknowledged Mr. Litz' service over the past two years and thanked him for his time in that he will not be applying for renewal of his appointment.

**DIRECTOR'S REPORT.**

- A. Discussion and possible action regarding suspension of individuals for nonpayment of annual fees due on March 31, 2021. **NO REPORT**
- B. **Discussion and possible action regarding approval of renewal applications due by July 31, 2021 and authority to issue certificates.** (Exhibit "E")

Mr. Litz made a Motion and it was seconded by Mr. Emerson to approve Board staff to issue a renewal certificate to each of the individuals listed in Agenda Item VII, 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. Litz	Yes

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

- C. Discussion and possible action regarding approval of original certificates of registration for appraisal management companies. **NO REPORT**
- D. **Discussion and possible action regarding approval of AMC renewal applications due by July 31, 2021, and authority to issues certificates.** (Exhibit "F")

Mr. Witt 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 VII, 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. Litz	Yes

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

**VIII. 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. Walton made a Motion and it was seconded by Mr. Emerson to approve the recommendation as presented in Agenda Item VIII. 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. Litz	Yes

THE RESULT WAS FIVE 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 "H")**

(A) Mr. Emerson made a Motion and it was seconded by Mr. Walton to allow staff to be given authority to issue an original certificate to the individuals listed in Agenda Item VIII. 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. Litz	Yes

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

(B) Mr. Litz made a Motion and it was seconded by Mr. Emerson to allow staff to be given the authority to issue an original certificate to the individuals listed in Agenda Item VIII. 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. Litz	Yes

THE RESULT WAS FIVE 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 "I")**

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

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

**C. Legislation & Rules Committee.** Ashley Scott discussed SB758, Board Rules and reported on the end of the Legislatives Session.

**D. Probable Cause Committee.**

**1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee. (Exhibit "J")**

Mr. Caesar made a Motion and it was seconded by Mr. Witt to appoint Don Henderson to the Probable Cause Committee. 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. Litz	Yes

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

OPPOSED. THE MOTION WAS AGREED TO.

**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.** Tabled to July 2021 Board Meeting.

**IX. Discussion and Possible Action Regarding a Contract for Legal Services for Fiscal Year 2022 with the Oklahoma Attorney General's Office with Respect to the Services of Board Counsel to include any Associated Matters or Motions. (Exhibit "K")**

Mr. Emerson made a Motion and it was seconded by Mr. Litz to approve a Contract for Legal Services for Fiscal Year 2022 with the Oklahoma Attorney General's Office with Respect to the Services of Board Counsel. 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. Litz	Yes

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

**X. Discussion and Possible Action Regarding a Contract for Legal Services for Fiscal Year 2022 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 "L")**

Mr. Emerson made a Motion and it was seconded by Mr. Witt to approve a Contract for Legal Services for Fiscal Year 2022 with the Oklahoma Attorney General's Office with Respect to the Services of an Administrative Hearing Examiner. 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. Litz	Yes

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

**XI. Discussion and Possible Action Regarding the Employment of Christine McEntire as the Board's Director pursuant to Statutory Provisions at 58 O.S. 858-706 B 1; to include the Setting of the Director's Salary and any Other Associated Matters or Motions.**

Mr. Caesar made a Motion to go into an Executive Session and it was seconded by Mr. Walton regarding 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. Litz	Yes

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

Mr. Caesar made a Motion to recess from Executive Session and it was seconded by Mr. Litz regarding 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. Litz	Yes

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

Mr. Witt made a Motion that the Board hire Christine McEntire as its Director and it was seconded by Mr. Emerson as part of 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. Litz	Yes

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

Mr. Emerson made a Motion to set the salary range for the Director of the Board to be \$75,000 to \$105,000 effective July 1, 2021 and was seconded by Mr. Litz. 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. Litz	Yes

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

Mr. Walton made a Motion to set Christine McEntire's starting annual salary at \$90,000, plus benefits effective July 1, 2021 and was seconded by Mr. Litz. 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. Litz	Yes

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

**XII. Discussion and Possible Action as to the Appointment of a Board Member as a Secondary Signatory Authority for Board Purchases over \$5,000.**

Mr. Caesar made a Motion and it was seconded by Mr. Emerson to Appoint the Vice Chair of the Board or if the Vice Chair is unavailable that the Vice Chair's designee be appointed as a Secondary Signatory Authority for Board Purchases over \$5,000. 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. Litz	Yes

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

- XIII. Discussion of the Opinion of the Oklahoma Court of Civil Appeals Affirming the Board's Order in the Matter of Matthew Bales and Garrett Pearce vs. State of Oklahoma ex rel., Oklahoma Real Estate Appraiser Board in the Court of Civil Appeals of the State of Oklahoma; Case No. 117,238 and Mandate Issued on May 19, 2021.

Steve McCaleb discussed Agenda Item XIII.

- IVX. **NEW BUSINESS.** Mr. Walton made a statement regarding his time on the Board.

- VS. **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.



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

  
\_\_\_\_\_  
**JENELLE LEPOINT, SECRETARY TO THE BOARD**  
OKLAHOMA REAL ESTATE APPRAISER BOARD