



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

July 9, 2021  
Date

347  
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 July 9, 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, July 7, 2021 at 9:30 a.m., and transmitted to the offices of the Board members on July 2, 2021 and posted to the REAB website on July 7, 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.  
Richard Broughton  
Brandon J. Witt;  
Aaron S. Emerson;  
Ryan C. Litz;  
Timothy R. Ledbetter;  
Patty Broome

Board members excused: 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; Christine McEntire, Director; Jenelle LePoint, Administrative Officer; and Kelly Reynolds, Legal Secretary. Others present were: Steven McCaleb.

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

Mr. Emerson moved that the reading of the minutes of the June 4, 2021 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	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Broughton	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. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF EQUITY SOLUTIONS USA, INC.; COMPLAINT #A20-026, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

Mr Emerson and Ms Broome are recused as prior PCC members associated with review of this complaint.

After a brief presentation by Steven McCaleb, Mr. Caesar 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:



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.

**V. 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. Ledbetter made a Motion and it was seconded by Mr. Emerson to approve the recommendation as presented in Agenda Item V. 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. Broughton	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 "H")

(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 V. 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. Broughton	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 Mr. Ledbetter to allow staff to be given the authority to issue an original certificate to the individuals listed in Agenda Item V. 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. Broughton	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 "I")

(A) Mr. Emerson made a Motion and it was seconded by Mr. Ledbetter to allow staff to be given authority to issue an upgrade certificate to the individuals listed in Agenda Item V. 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. Broughton	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.**

a. **Tabled PCC Report from May 7, 2021.** (Exhibit "J")

Mr. Emerson is recused from consideration of Agenda Item VI D (3) in his capacity as Chair of the Probable Cause Committee. Mr. Broughton is also recused.

Following discussion of Grievance #20-058, Ms. Broome 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. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

b. **Tabled PCC Report from June 4, 2021.** (Exhibit "K")

Following discussion of Grievance #21-001, Mr. Caesar made a Motion and it was seconded by Ms. Broome 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. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

Following discussion of Grievance #21-002, Mr. Ledbetter made a Motion and it was seconded by Mr. Witt 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. Ledbetter	Yes
Ms. Broome	Yes
Mr. Litz	Yes

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

Following discussion of Grievance #21-003, Mr. Litz 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. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

Following discussion of Grievance #21-004, 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. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

Following discussion of Grievance #21-005, 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	Abstain
	Mr. Witt	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

Following discussion of Grievance #21-006, 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. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

Following discussion of Grievance #21-008, Mr. Ledbetter 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. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

Following discussion of Grievance #21-009, Mr. Ledbetter made a Motion and it was seconded by Ms. Broome 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. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

Following discussion of Grievance #21-010, Mr. Litz 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. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

Following discussion of Grievance #21-012, Mr. Ledbetter 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. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

Following discussion of Grievance #21-013, Mr. Ledbetter made a Motion and it was seconded by Mr. Caesar 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. Walton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes
	Mr. Litz	Yes

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

**VI. Discussion and Possible Action Regarding an Amended Contract for Legal Services for Fiscal Year 2022 with Derryberry & Naifeh with Respect to Prosecutorial Services to include any Associated Matters or Motions. (Exhibit "L")**

Mr. Emerson made a Motion and it was seconded by Mr. Litz to approve an Amended Contract for Legal Services for Fiscal Year 2022 with Derryberry & Naifeh with Respect to Prosecutorial Services regarding 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. Discussion and Possible Action Regarding Approval of Budget for Fiscal Year 2022 to include any Associated Matters or Motions. (Exhibit "M")**

Mr. Ledbetter made a Motion and it was seconded by Mr. Emerson to approve the Budget for Fiscal Year 2022 regarding Agenda Item VII. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Broughton	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.

**VIII. 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 "N")**

Mr. Caesar made a Motion and it was seconded by Ms. Broome to approve the One-Year Extension of the contract with PSI Services, LLC regarding 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. Broughton	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.

**IX. Discussion and Possible Action Regarding the Appointment of Individuals to the Board's Standards and Disciplinary Procedures Committee and Legislative and Rules Committee for the Remainder of Calendar Year 2021. (Exhibit "O")**

Ms. Broome made a Motion and it was seconded by Mr. Emerson to Appoint Individuals to the Board's Standards and Disciplinary Procedures Committee and Legislative and Rules Committee for the Remainder of Calendar Year 2021 in regards to 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. Broughton	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.


- X. **NEW BUSINESS.** Mr. Caesar welcomed Mr. Broughton to the Board and made a statement regarding the passing of Vicky Ledbetter.
- 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.



  
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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