



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

August 6, 2021  
Date

348  
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 August 6, 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, August 4, 2021 at 9:30 a.m., and transmitted to the offices of the Board members on July 30, 2021 and posted to the REAB website on August 4, 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;  
Timothy R. Ledbetter;  
Patty Broome

Board members excused: Glen Mulready  
Michael S. Willard

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; Kelli Price, Comm. Counsel; 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 July 9, 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

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

- III. **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 May 31, 2021.** No Report.
- B. **Discussion and possible action regarding approval of renewal applications due by September 30, 2021 and authority to issue certificates.** (Exhibit "C")

Mr. Emerson made a Motion and it was seconded by Mr. Ledbetter 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	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 certificates of registration for appraisal management companies. (Exhibit "D")**

Mr. Witt made a motion and it was seconded by Mr. Emerson to approve Board staff to issue an original certificate of registration to the applicant listed in Agenda Item III, Director's Report C (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

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

**D. Discussion and possible action regarding approval of AMC renewal applications due by September 30, 2021, and authority to issues certificates. (Exhibit "E")**

Mr. Caesar made a Motion and it was seconded by Mr. Emerson to approve Board staff to issue a renewal certificate to each of the applicant 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

THE RESULT WAS SIX 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. Emerson made a Motion and it was seconded by Mr. Broughton to approve the recommendation as presented in Agenda Item IV. 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

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 "G")**

(A) Mr. Ledbetter made a Motion and it was seconded by Mr. Emerson 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

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

(B) Ms. Broome 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 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

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

(C) Mr. Emerson made a Motion and it was seconded by Ms. Broome to allow staff to be given the authority to issue an original certificate to the individual listed in Agenda Item IV. B. 2. C. 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

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 "H")**

(A) Ms. Broome 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 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

THE RESULT WAS SIX 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 "I")

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

Following discussion of Grievance #21-007, Mr. Caesar 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	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 #21-007A, 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	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 #21-014, Ms. Broome made a Motion and it was seconded by Mr. Broughton that the grievance 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	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 #21-015, Mr. Witt 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	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 #21-016, Mr. Ledbetter made a Motion and it was seconded by Mr. Broughton that the grievance be suspended of further action should the appraiser decide to reapply for his license. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	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 #21-018, Mr. Witt made a Motion and it was seconded by Mr. Broughton 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

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

Following discussion of Grievance #21-019, 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	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 #21-020, Ms. Broome made a Motion and it was seconded by Mr. Broughton 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	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 #21-021, Ms. Broome 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	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 #A21-022, 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

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

**V. Discussion and Possible Action Regarding the Appointment of Individuals to the Board's Education, Experience & Testing Committee for the Remainder of Calendar Year 2021: to Include any Associated Matters or Motions. (Exhibit "J")**

Mr. Caesar made a Motion and it was seconded by Mr. Broughton to approve the appointment of Individuals to the Board's Education, Experience & Testing Committee for the remainder of calendar year 2021 regarding Agenda Item V. The Chair ordered a roll call vote with the following results:

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

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

**VI. Discussion and Possible Action Regarding Attendance by Board and Board Staff at the Fall 2021 Association of Appraiser Regulatory Officials (AARO) to be Held in Washington, D.C., from October 15, 2021 to October 18, 2021; to include any Associated Matters or Motions. (Exhibit "K")**

Mr. Caesar made a Motion and it was seconded by Mr. Emerson to approve four (4) Board Members to go to the AARO meeting in Washington D.C. and that the unreimbursed expenses of Mr. McCaleb be covered by the Board for attendance be approved 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Ms. Broome	Yes

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

**VII. NEW BUSINESS. Mr. Caesar welcomed Mr. Broughton to the Board.**

**VII. 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 K.



A handwritten signature in black ink, appearing to read "Lee R. Caesar, Jr.", written above 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 above a horizontal line.

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