



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

September 10, 2021
Date

349
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 September 10, 2021 at 9:35 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, September 8, 2021 at 9:30 a.m., and transmitted to the offices of the Board members on September 2, 2021 and posted to the REAB website on September 8, 2021. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Lee R. Caesar, Jr., called the meeting to order at 9:35 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;
Michael S. Willard
Timothy R. Ledbetter;

Board members excused: Glen Mulready
Richard Broughton
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; Kelli Price, Comm. Counsel; Christine McEntire, Director; Jenelle LePoint, Administrative Officer; and Kelly Reynolds, Legal Secretary. Others present were: Steven McCaleb and Mike Orman.

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

Mr. Emerson moved that the reading of the minutes of the August 6, 2021 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. Ledbetter	Yes
	Mr. Willard	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 JOSHUA A. WOODSON; COMPLAINT #20-031, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

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

After a brief presentation by Steven McCaleb, Mr. Emerson made a Motion and it was seconded by Mr. Ledbetter 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. Ledbetter	Yes
Mr. Willard	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 DARYL D. CANNON; COMPLAINT #20-029, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "D")

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

After a brief presentation by Steven McCaleb, Mr. Ledbetter 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. Ledbetter	Yes
Mr. Willard	Yes

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

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

VICE-CHAIRPERSON'S REPORT. Mr. Caesar reported on the September meeting of the Occupational Licensing Advisory Commission attended by himself and Director McEntire and that the board has been invited to attend the October meeting to further discuss Trainee licenses. Mr. Caesar welcomed new board member Michael Willard and announced that Steve McCaleb, Aaron Emerson and Mr. Caesar will be attending the fall AARO Conference in D.C. in October.

DIRECTOR'S REPORT.

A. **Discussion and possible action regarding suspension of individuals for nonpayment of annual fees due June 30, 2021.** (Exhibit "E")

Mr. Emerson made a Motion and it was seconded by Mr. Witt to approve Board staff to administratively suspend the individual listed in Agenda Item V, 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. Ledbetter	Yes
Mr. Willard	Yes

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

B. **Discussion and possible action regarding approval of renewal applications due by October 31, 2021 and authority to issue certificates.** (Exhibit "F")

Mr. Witt 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 V, 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. Ledbetter	Yes

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Ledbetter	Yes
	Mr. Willard	Yes

THE RESULT WAS FIVE 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 Mr. Ledbetter to allow staff to be given the authority to issue an original certificate to the individual listed in Agenda Item VI. 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. Ledbetter	Yes
	Mr. Willard	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 "J")

(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 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. Ledbetter	Yes
	Mr. Willard	Yes

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

C. Legislation & Rules Committee. No Report.

D. Probable Cause Committee. No Report

1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.

2. Discussion and possible action regarding standard operating procedures for the Probable Cause Committee.

3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.

VII. Discussion and Possible Action Regarding Proposed Regular Session Board Meeting Dates for Calendar Year to Include any Associated Matters or Motions. (Exhibit "K")

Mr. Caesar made a Motion and it was seconded by Mr. Witt to approve the Proposed Regular Session Board Meeting Dates for Calendar 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. Ledbetter	Yes
	Mr. Willard	Yes

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

VIII. **NEW BUSINESS.** None.

IX. **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.





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



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