



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

November 5, 2021  
Date

350  
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 November 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 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, November 3, 2021 at 9:30 a.m., and transmitted to the offices of the Board members on October 29, 2021 and posted to the REAB website on November 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.  
   Richard Broughton  
   Brandon J. Witt  
   Aaron S. Emerson  
   Michael S. Willard  
   Timothy R. Ledbetter  
   Patricia G. 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; Kelli Price, Comm. Counsel; Christine McEntire, Director; and Kelly Reynolds, Legal Secretary. Others present were: Rachel Mor, Stephen McCaleb, Mike Orman, Eric Groves, and Tim McClellan.

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

Mr. Emerson moved that the reading of the minutes of the September 10, 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
	Mr. Willard	Yes
	Ms. Broome	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 DISCIPLINARY HEARING PANEL RECOMMENDATION IN THE MATTER OF PAUL E. PRYOR; COMPLAINT #20-042, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

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

Following oral argument by Rachel Mor and Steven McCaleb, Mr. Caesar made a Motion and it was seconded by Ms. Broome to go into executive session. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Ledbetter	Yes
	Mr. Willard	Yes
	Ms. Broome	Yes

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

After coming back into regular session, the Chair ordered a roll call with the following results:

ROLL CALL:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Ledbetter	Yes
	Mr. Willard	Yes
	Ms. Broome	Yes

Mr. Ledbetter made a Motion and it was seconded by Ms. Broome to adopt the hearing panel recommendation in Agenda Item III. The Chair ordered a roll call vote with the following results:

ROLL CALL:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Ledbetter	Yes
	Mr. Willard	Yes
	Ms. Broome	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 CASSIE A. EVERETT; COMPLAINT #20-033 AND COMPLAINT #20-046, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

Agenda Item IV was tabled to the December 2021 Board meeting.

V. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF RICHARD L. NICHOLS; COMPLAINT #20-004, 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. Emerson made a Motion and it was seconded by Mr. Witt to approve the Consent Order listed 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. Ledbetter	Yes
	Mr. Willard	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 CONSENT ORDER IN THE MATTER OF CASSIE A. EVERETT; COMPLAINT #20-033 AND COMPLAINT #20-046, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

Agenda Item VI was tabled to the December 2021 Board meeting.

VII. **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 August 31 2021.** (Exhibit "E")

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

THE RESULT WAS SEVEN 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 November 30, 2021 and December 31, 2021 and authority to issue certificates.** (Exhibit "F")

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

THE RESULT WAS SEVEN 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 "G")

Mr. Emerson made a motion and it was seconded by Mr. Witt to approve Board staff to issue an original certificate of registration to the applicant listed in Agenda Item VI, 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
	Mr. Willard	Yes
	Ms. Broome	Yes

THE RESULT WAS SEVEN 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 December 31, 2021, and authority to issues certificates.** (Exhibit "H")

Mr. Emerson made a Motion and it was seconded by Mr. Witt to approve Board staff to issue a renewal certificate to each of the applicant listed in Agenda Item VI, 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
	Mr. Willard	Yes
	Ms. Broome	Yes

THE RESULT WAS SEVEN 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 "I")

Mr. Caesar made a Motion and it was seconded by Mr. Broughton 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Mr. Willard	Yes
	Ms. Broome	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, trainee and reinstatement applications received and authority to issue certificates.** (Exhibit "J")

Mr. Caesar 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 VII. B. 2. A, B & 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
	Mr. Willard	Yes
	Ms. Broome	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 "K")

**(A)** Mr. Emerson made a Motion and it was seconded by Mr. Witt to allow staff to be given authority to issue an upgrade certificate to the individuals listed in Agenda Item VII. 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
	Mr. Willard	Yes
	Ms. Broome	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.** No Report

**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 "L")

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 #21-016, Mr. Caesar made a Motion and it was seconded by Ms. Broome that the grievance be dismissed, the 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
	Mr. Willard	Yes
	Ms. Broome	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 #21-023, Mr. Witt made a Motion and it was seconded by Mr. Ledbetter that the grievance be dismissed, the 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
	Mr. Willard	Yes
	Ms. Broome	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 #A21-024, Mr. Ledbetter made a Motion and it was seconded by Mr. Broughton that a non-disciplinary letter of concern be issued, the grievance be dismissed, the 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
	Mr. Willard	Yes
	Ms. Broome	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 #A21-025, 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
	Mr. Willard	Yes
	Ms. Broome	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 #21-026, Mr. Witt made a Motion and it was seconded by Mr. Ledbetter that a non-disciplinary letter of concern be issued, the grievance be dismissed, the 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
	Mr. Willard	Yes
	Ms. Broome	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 #21-027, Mr. Ledbetter made a Motion and it was seconded by Mr. Broughton 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
	Mr. Willard	Yes
	Ms. Broome	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 #21-017, Mr. Ledbetter made a Motion and it was seconded by Mr. Broughton that a Letter of Warning be issued, the grievance be dismissed, the 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
	Mr. Willard	Yes
	Ms. Broome	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 #A21-028, Mr. Broughton made a Motion and it was seconded by Ms. Broome that the grievance be dismissed, the 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
	Mr. Willard	Yes
	Ms. Broome	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 #21-029, 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Mr. Willard	Yes
	Ms. Broome	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 #21-030, Mr. Ledbetter made a Motion and it was seconded by Mr. Broughton 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
	Mr. Willard	Yes
	Ms. Broome	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 #21-031, 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Mr. Willard	Yes
	Ms. Broome	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 #21-032, 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. Broughton	Yes
	Mr. Ledbetter	Yes
	Mr. Willard	Yes
	Ms. Broome	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 #21-033, 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
	Mr. Willard	Yes
	Ms. Broome	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 #21-034, 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
	Mr. Willard	Yes
	Ms. Broome	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 #21-035, Mr. Ledbetter made a Motion and it was seconded by Mr. Broughton that the grievance be dismissed, the 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
	Mr. Willard	Yes
	Ms. Broome	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 #21-036, Mr. Willard made a Motion and it was seconded by Mr. Ledbetter that the grievance be dismissed, the 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
	Mr. Willard	Yes
	Ms. Broome	Yes

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

**IX. Discussion and Possible Action Regarding Appointment of an Individual to the Board's Standards and Disciplinary Procedures Committee. (Exhibit "M")**

Mr. Caesar made a Motion and it was seconded by Ms. Broome that Dave Medrick be nominated to the Standards and Disciplinary Procedures Committee regarding 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
	Mr. Willard	Yes
	Ms. Broome	Yes

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

**X. Report of Board Members and Board Prosecutor Attendance at the Fall Conference of the Association of Appraiser Regulatory Officials (AARO) held in Washington, D.C., Between October 15 and 18, 2021. (Exhibit "N")**

Mr. Caesar, Mr. Emerson and the Board's prosecutor, Mr. McCaleb, discussed the conference presentations

**XI. NEW BUSINESS. None.**

**XII. 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 N.



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