



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

December 3, 2021
Date

351
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 December 3, 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 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, December 1, 2021 at 9:30 a.m., and transmitted to the offices of the Board members on November 29, 2021 and posted to the REAB website on December 1, 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: Glen Mulready
Lee R. Caesar, Jr.
Richard Broughton
Brandon J. Witt
Aaron S. Emerson
Michael S. Willard
Timothy R. Ledbetter
Patricia G. 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 and Kelly Reynolds, Legal Secretary. Others present were: Stephen McCaleb and Adam Singer.

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

Mr. Emerson moved that the reading of the minutes of the November 5, 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 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 III was tabled to the January 2022 Board meeting.

IV. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTERS OF WILMA S. WATSON; COMPLAINT #19-044, COMPLAINT #19-046, COMPLAINT #19-047, COMPLAINT #19-048; COMPLAINT #19-049, COMPLAINT #20-006 AND COMPLAINT #20-008; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

After a brief presentation by Stephen McCaleb, this matter will be set for hearing at a later date.

V. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTERS OF WILLIAM MOWAT; COMPLAINT #20-045; 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.

After a brief presentation by Stephen McCaleb, Ms. Broome made a Motion and it was seconded by Mr. Caesar 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. 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.

Stephen McCaleb introduced Adam Singer, an attorney with Derryberry & Naifeh who may fill in for him occasionally if needed.

Adam Singer introduced himself and discussed his professional background.

VI. **CHAIRPERSON'S REPORT.** Commissioner Mulready announced that the building has been paid off.

VICE-CHAIRPERSON'S REPORT. No report.

DIRECTOR'S REPORT.

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

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 VI, 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 January 31, 2022 and authority to issue certificates.** (Exhibit "E")

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 "F")

Mr. Emerson made a motion and it was seconded by Mr. Ledbetter 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 January 31, 2022, and authority to issues certificates. (Exhibit "G")

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 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.

VII. 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 "H")

(A) Mr. Ledbetter made a Motion and it was seconded by Mr. Emerson 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 applications received and authority to issue certificates. (Exhibit "I")

(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 VII. 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
	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) Mr. Emerson made a Motion and it was seconded by Mr. Caesar to allow staff to be given the authority to issue an original certificate to the individuals listed in Agenda Item VII. 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
	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 "J")

(A) Mr. Emerson made a Motion and it was seconded by Mr. Broughton 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. Director McEntire announced the 2023 Legislative Deadline for submission of Bills is January 10, 2022. February 4, 2022 will be the first report of the Board's legislative liason.

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. No Report.

VIII. Discussion and Possible Action Regarding Board Attendance at the Occupational Licensing Advisory Commission's September 9, 2021 and November 30, 2021 Meetings to include the Status of the Trainee Licensure Level as Recommended by the Occupational Licensing Advisory Committee. (Exhibit "K")

Mr. Caesar discussed his and the Director's attendance at several Occupational Licensing Advisory Commission meetings wherein the Commission discussed professional licensing by all state agencies. There was some concern as to the need for a Trainee Program, but ultimately, the Commission voted to allow the Real Estate Appraiser Board to maintain this license type.

IX. Discussion and Possible Action Regarding Appointment of a Board Member as Vice-Chairman for the Calendar Year 2022.

Ms. Broome made a Motion and it was seconded by Mr. Witt to approve that Lee R. Caesar, Jr. continue in his capacity as Vice-Chairman for another term. 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. Discussion and Possible Action Regarding Appointment of a Board Members as Co-Chairs of the Board's Three Standing Committees for the Calendar Year 2022. (Exhibit "L")

Mr. Caesar made a Motion and it was seconded by Mr. Emerson to approve that the current Co-Chairs remain the same for the calendar year 2022. 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.

XI. Discussion and Possible Action Regarding Appointment of Individuals to Education, Experience and Testing Committee; Legislation and Rules Committee; and Standards and Disciplinary Procedures Committee with Concurrent Appointment as Appraiser Hearing Officers for the Calendar Year 2022. (Exhibit "M")

Mr. Caesar made a Motion and it was seconded by Mr. Emerson to approve the current Standards and Disciplinary Committee and to appoint the individuals listed in 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. 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.

XII. **NEW BUSINESS.** None.

XIII. **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 M.



A handwritten signature in black 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