



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

June 3, 2022  
Date

356  
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 June 3, 2022 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, June 1, 2022, at 9:30 a.m., and transmitted to the offices of the Board members on May 27, 2022 and posted to the REAB website on June 1, 2022. 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

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: Ashley Scott and Joshua Shoffner.

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

Mr. Emerson moved that the reading of the minutes of the May 6, 2022, session be waived and approved as published and distributed. The Motion was seconded by Mr. Broughton. 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 BLAKE THOMAS; COMPLAINT #21-009; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

Agenda Item III was tabled to the July 2022 Board meeting.

- IV. **CHAIRPERSON'S REPORT.** No Report

**VICE-CHAIRPERSON'S REPORT.** Mr. Caesar acknowledged and thanked Ms. Broome and Mr. Ledbetter for their service on behalf of Oklahoma appraisers and the State of Oklahoma, as their terms on the Board are expiring.

**DIRECTOR'S REPORT.**

**A. Discussion and possible action regarding suspension of individuals for nonpayment of annual fees due March 31, 2022. (Exhibit "C")**

Mr. Emerson made a Motion and it was seconded by Ms. Broome to approve Board staff to administratively suspend the individual listed in Agenda Item IV, 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 July 31, 2022, and authority to issue certificates. (Exhibit "D")**

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 IV, 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. No Report**

**D. Discussion and possible action regarding approval of AMC renewal applications due by July 31, 2022, and authority to issues certificates. (Exhibit "E")**

Mr. Emerson made a Motion, and it was seconded by Mr. Broughton to approve Board staff to issue a renewal certificate to each of the applicant listed in Agenda Item IV, 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.

**V. COMMITTEE REPORTS:**

**A. Standards and Disciplinary Procedures Committee.**

1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist the 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")**

Mr. Emerson made a Motion, and it was seconded by Mr. Broughton 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
	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 "G")**

**(A)** Mr. Emerson made a Motion, and it was seconded by Mr. Broughton 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
	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. Broughton 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
	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)** Mr. Emerson made a Motion, and it was seconded by Mr. Broughton to allow staff to be given the authority to reinstate the license of the individual listed in Agenda Item V. 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
	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) Mr. Emerson made a Motion, and it was seconded by Mr. Broughton to allow staff to be given the authority to transfer the New Mexico license of the individual listed in Agenda Item V. B. 2. D to Oklahoma. 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 "H")**

(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 VIII. 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.

Ashley Scott joined the meeting.

**C. Legislation & Rules Committee.** Ashley Scott, Director of Governmental Relations gave an end of session legislative 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.** No Report

**VI. Report of Board Members and Staff as to their attendance at the Spring Conference of the Association of Appraiser Regulatory Officials (AARO) held in San Antonio, TX between May 13 and May15, 2022. (Exhibit "I")**

Board members discussed their attendance at the Spring Conference listed in Agenda Item VI.

**VII. Discussion and Possible Action Regarding a Contract for Legal Services for Fiscal Year 2023 with the Oklahoma Attorney General's Office with Respect to the Services of Board Counsel to include any Associated Matters or Motions. (Exhibit "J")**

Mr. Caesar made a Motion and it was seconded by Mr. Emerson to approve a Contract for Legal Services for Fiscal Year 2023 with the Oklahoma Attorney General's Office with Respect to the Services of Board Counsel. 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. **Discussion and Possible Action Regarding a Contract for Legal Services for Fiscal Year 2023 with the Oklahoma Attorney General's Office with Respect to the Services of an Administrative Hearing Examiner to include any Associated Matters or Motions.** (Exhibit "K")

Mr. Caesar made a Motion and it was seconded by Mr. Witt to approve a Contract for Legal Services for Fiscal Year 2023 with the Oklahoma Attorney General's Office with Respect to the Services of an Administrative Hearing Examiner. 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.

IX. **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 "L")

Mr. Caesar made a Motion and it was seconded by Mr. Broughton to approve the One-Year Extension of the contract with PSI Services, LLC 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. **Discussion and Possible Action Regarding Proposed Rulemaking for the 2023 Legislative Session.** (Exhibit "M")

Mr. Emerson made a Motion and it was seconded by Mr. Ledbetter to adopt proposed permanent rulemaking as listed in Agenda Item X. 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. Willard	Yes

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

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 M.



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

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