



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

November 4, 2022  
Date

360  
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular session meeting November 4, 2022, at 9:30 a.m. The meeting was held in the Public Conference 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 2, 2022, at 9:30 a.m., and transmitted to the offices of the Board members on October 28, 2022 and posted to the REAB website on November 2, 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 Willard  
   Danny R. Daniels  
   Davonna Milam

Board members excused:            Commissioner 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; Christine McEntire, Director; Dilan Lyda, Commission's Counsel; Jenelle LePoint, Administrative Officer and Kelly Reynolds, Legal Secretary. Others present: Stephen McCaleb.

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

Mr. Emerson moved that the reading of the minutes of the September 9, 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. Daniels   | Yes |
|                 | Ms. Milam     | Yes |
|                 | Mr. Willard   | 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 MOTION FOR AN AMENDMENT TO CONSENT ORDER FILED BY RESPONDENT, DANIEL E. SIMON, AS TO COMPLAINT #20-048 IN THE MATTER OF DANIEL E. SIMON; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

Mr. Simon's Motion was stricken due to completion of required continuing education.

- IV. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF LEEANN TAYLOR; COMPLAINT #21-033; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

Tabled to December Board meeting.

V. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF JOHN SLAMMONS; COMPLAINT #21-031; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

Tabled to December Board meeting.

VI. **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 July 31, 2022 and August 31, 2022.** (Exhibit "C")

Mr. Emerson made a Motion, and it was seconded by Mr. Witt to approve Board staff to administratively suspend the individuals 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. Daniels   | Yes |
|                 | Ms. Milam     | Yes |
|                 | Mr. Willard   | 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, 2022 and December 31, 2022, and authority to issue certificates.** (Exhibit "D")

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 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. Daniels   | Yes |
|                 | Ms. Milam     | Yes |
|                 | Mr. Willard   | 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 November 30, 2022 and December 31, 2022, and authority to issues certificates.** (Exhibit "E")

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 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. Daniels | Yes |
| Ms. Milam   | Yes |
| Mr. Willard | 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.**

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 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. Daniels   | Yes |
|                 | Ms. Milam     | Yes |
|                 | Mr. Willard   | 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 Ms. Milam 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. Daniels   | Yes |
|                 | Ms. Milam     | Yes |
|                 | Mr. Willard   | 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 Ms. Milam 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. Daniels   | Yes |
|                 | Ms. Milam     | Yes |
|                 | Mr. Willard   | 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 issue reinstatement to the individuals listed in Agenda Item VII. 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. Daniels   | Yes |
|                 | Ms. Milam     | Yes |
|                 | Mr. Willard   | 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 Ms. Milam 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. Daniels   | Yes |
|                 | Ms. Milam     | Yes |
|                 | Mr. Willard   | 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.**

**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 VII. D. 3.. in his capacity as Chair of the Probable Cause Committee.

Following discussion of Grievance #22-016, Mr. Caesar 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 |
|                 | Ms. Broome    | Yes |
|                 | Mr. Willard   | 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 #22-017, Mr. Witt 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 |
|                 | Ms. Broome    | Yes |
|                 | Mr. Willard   | 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 #22-018, Mr. Broughton made a Motion, and it was seconded by Ms. Milam 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 |
|                 | Mr. Willard   | 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 #22-018A, Mr. Broughton 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 |
|                 | Mr. Willard   | 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 #22-019, Mr. Broughton made a Motion, and it was seconded by Mr. Witt 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 |
|                 | Ms. Broome    | Yes |
|                 | Mr. Willard   | 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 #A22-020, Mr. Broughton made a Motion, and it was seconded by Mr. Witt 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 |
|                 | Ms. Broome    | Yes |
|                 | Mr. Willard   | 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 #22-021, Mr. Broughton 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 |
|                 | Mr. Willard   | 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 #A22-022, Mr. Witt 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 |
|                 | Ms. Broome    | Yes |
|                 | Mr. Willard   | 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 #22-023A, Mr. Witt 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 |
|                 | Ms. Broome    | Yes |
|                 | Mr. Willard   | 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 #22-024, Mr. Witt 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 |
|                 | Ms. Broome    | Yes |
|                 | Mr. Willard   | 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 #22-025, Mr. Broughton made a Motion, and it was seconded by Ms. Milam 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 |
|                 | Mr. Willard   | 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 #22-026, Mr. Caesar made a Motion, and it was seconded by Ms. Milam 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 |
|                 | Mr. Willard   | 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 #22-028, Mr. Witt made a Motion, and it was seconded by Ms. Milam 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 |
|                 | Mr. Willard   | Yes |

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

VIII. **Report of Board Members and Staff as to their Attendance at the Fall Conference of the Association of Appraiser Regulatory Officials (AARO) held in Washington, D.C., between October 14 and 17.** (Exhibit "J")

Board members discussed their attendance at the Fall Conference listed in Agenda Item VIII.

IX. **Presentation by Assistant Attorney General, Bryan Neal, and Possible Discussion as to the Oklahoma Open Meetings Act and Open Records Act.** (Exhibit "K")

Mr. Neal made a presentation regarding the Oklahoma Open Meeting Act. The presentation regarding the Open Records Act was tabled to December Board Meeting.

X. **NEW BUSINESS.** None.

XI. **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