



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

June 2, 2023
Date

367
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular session meeting June 2, 2023, 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 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, May 31, 2023, at 9:30 a.m., and transmitted to the offices of the Board members on May 25, 2023 and posted to the REAB website on May 31, 2023. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Lee R. Caesar, Jr., called the meeting to order at 9:33 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

Board members excused: Davonna Milam
 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; Christine McEntire, Director; Jenelle LePoint, Administrative Officer and Kelly Reynolds, Legal Secretary. Others present: Stephen McCaleb, Krista Massad, Mike Orman and Bryson Panas.

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

Mr. Emerson moved that the reading of the minutes of the May 5, 2023, 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. Willard	Yes

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

- III. **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 March 31, 2022.** (Exhibit "C")

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 III, 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. 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 July 31, 2023, 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 III, 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. Willard	Yes

THE RESULT WAS FIVE 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, 2023, 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 applicants listed in Agenda Item III, 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. Willard	Yes

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

IV. 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. Broughton made a Motion, and it was seconded by Mr. Willard to approve the recommendation as presented in Agenda Item IV. 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. Willard	Yes

THE RESULT WAS FIVE 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. Broughton made a Motion, and it was seconded by Mr. Willard to allow staff to be given authority to issue an original certificate to the individuals listed in Agenda Item IV. 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. Willard	Yes

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

(B) Mr. Broughton made a Motion, and it was seconded by Mr. Willard to allow staff to be given the authority to issue an original certificate to the individuals listed in Agenda Item IV. 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. 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 "H")

(A) Mr. Broughton made a Motion, and it was seconded by Mr. Willard 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. Broughton	Yes
	Mr. Willard	Yes

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

(B) Mr. Broughton made a Motion, and it was seconded by Mr. Willard to allow staff to be given the authority to deny an upgrade certificate to the individual listed in Agenda Item IV. B. 3. 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. 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.

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)

V. Discussion and Possible Action Regarding a Contract for Legal Services for Fiscal Year 2024 with the Oklahoma Attorney General's Office with Respect to the Services of Board Counsel to include any Associated Matters or Motions (Exhibit "I")

Mr. Caesar made a Motion, and it was seconded by Mr. Willard to approve a Contract for Legal Services for Fiscal Year 2024 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. 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 Contract for Legal Services for Fiscal Year 2024 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 "J")

Mr. Emerson made a Motion, and it was seconded by Mr. Wit to approve a Contract for Legal Services for Fiscal Year 2024 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. Willard	Yes

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

VII. Report of Board Members as to their Attendance at the Spring Conference of the Association of Appraiser Regulatory Officials (AARO) held in Savannah, Georgia between May 9, and May 11.

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

XIII. NEW BUSINESS. None.

XIV. 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 J.





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



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