



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

July 7, 2023
Date

368
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular session meeting July 7, 2023, at 9:36 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, July 5, 2023, at 9:30 a.m., and transmitted to the offices of the Board members on June 29, 2023 and posted to the REAB website on July 5, 2023. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Lee R. Caesar, Jr., called the meeting to order at 9:36 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, Rachel Lawrence Mor, Krista Massad, and Bryson Panas.

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

Mr. Emerson moved that the reading of the minutes of the June 2, 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. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF BOBBY DAYTON, COMPLAINT #21-032; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

Mr. Emerson is recused as a prior Probable Cause Committee member associated with review of this complaint.

Rachel Lawrence Mor waived quorum.

After a brief presentation by Stephen McCaleb and Rachel Lawrence Mor, Mr. Broughton, made a Motion, and it was seconded by Mr. Witt to approve the Consent Order listed in Agenda Item III. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Broughton	Yes
	Mr. Willard	Yes

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

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 April 30, 2022.** (Exhibit "D")

Mr. Emerson made a Motion, and it was seconded by Mr. Willard to approve Board staff to administratively suspend the individuals 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. 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 August 31, 2023, and authority to issue certificates.** (Exhibit "E")

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 individuals listed in Agenda Item VII, 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 August 31, 2023, and authority to issues certificates.** (Exhibit "F")

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 applicants listed in Agenda Item VII, 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 "G")

Mr. Witt 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. 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 "H")

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

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

(B) Mr. Witt 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 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. 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 "I")

(A) Mr. Broughton 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. Willard	Yes

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

Davonna Milam entered the meeting.

C. Legislation & Rules Committee. Director McEntire shared with the Board that the Board's Administrative Rules were approved by Joint Resolution and will be effective September 1, 2023.

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)

IV. DISCUSSION AND POSSIBLE ACTION REGARDING A DISCIPLINARY HEARING PANEL RECOMMENDATION IN THE MATTER OF LOUISE BREWER, COMPLAINT #22-018 AND COMPLAINT #22-018A; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "J")

Mr. Emerson is recused as a prior Probable Cause Committee member associated with review of this complaint.

After a brief presentation by Stephen McCaleb, Mr. Caesar, made a Motion, and it was seconded by Mr. Witt to approve the Hearing Panel Recommendation listed in Agenda Item IV. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Broughton	Yes
	Ms. Milam	Yes
	Mr. Willard	Yes

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

V. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED DISPOSITION IN THE MATTER OF LOUISE BREWER, COMPLAINT #22-033; PENDING APPROVAL BY THE OKLAHOMA ATTORNEY GENERAL'S OFFICE AS TO REVOCATION OF HER LICENSE IN COMPLAINT #22-018 AND COMPLAINT #22-018A; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.

Mr. Emerson is recused as a prior Probable Cause Committee member associated with review of this complaint.

After a brief presentation by Stephen McCaleb, Mr. Caesar made a Motion, and it was seconded by Mr. Broughton to pend the complaint to Louise Brewer's licensure file due to disposition of revocation in prior complaint as 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. Broughton	Yes
	Ms. Milam	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 PROPOSED DISPOSITION IN THE MATTER OF JERRY SISCO, COMPLAINT #22-032; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.

Mr. Emerson is recused as a prior Probable Cause Committee member associated with review of this complaint.

After a brief presentation by Stephen McCaleb, Mr. Witt made a Motion, and it was seconded by Ms. Milam to pend the complaint to Jerry Sisco's licensure file due to his expired license and retirement status as listed in Agenda Item VI. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Caesar	Yes
	Mr. Witt	Yes
	Mr. Broughton	Yes
	Ms. Milam	Yes
	Mr. Willard	Yes

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

X. DISCUSSION AND POSSIBLE ACTION REGARDING AN AGREED CONDITIONAL DISMISSAL IN THE MATTER OF CHARLES L. DOBBS; COMPLAINT #22-025; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "K")

Mr. Emerson is recused as a prior Probable Cause Committee member associated with review of this complaint.

After a brief presentation by Stephen McCaleb, Mr. Caesar made a Motion, and it was seconded by Mr. Broughton to approve dismissal 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. Broughton	Yes
	Ms. Milam	Yes
	Mr. Willard	Yes

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

IX. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF FY 2024 BUDGET. (Exhibit "L")

After a brief discussion, Mr. Emerson made a Motion, and it was seconded by Ms. Milam to approve the FY2024 Budget listed in 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
	Ms. Milam	Yes
	Mr. Willard	Yes

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

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 L.



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