



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

November 3, 2023  
Date

371  
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 3, 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 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 1, 2023, at 9:30 a.m., and transmitted to the offices of the Board members on October 26, 2023, and posted to the REAB website on November 1, 2023. 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  
   Davonna Milam

Board members excused: 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; Seth Coldiron, Comm. Counsel; Christine McEntire, Director; Jenelle LePoint, Administrative Officer and Kelly Reynolds, Legal Secretary. Others present: Stephen McCaleb and Rachel Mor.

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

Mr. Emerson moved that the reading of the minutes of the September 29, 2023, session be waived and approved as published and distributed. The Motion was seconded by Mr. Witt. 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.

- III. **DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF BOBBY LEACH, COMPLAINT #22-033, TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.** (Exhibit "C")

Mr. Emerson is recused as 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 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
	Ms. Milam	Yes
	Mr. Willard	Yes

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

**IV. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF DARREN S. ROSS; COMPLAINT #22-039; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS.**

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

Mr. McCaleb advised that this matter has been reset for hearing on December 8, 2023.

**V. DISCUSSION AND POSSIBLE ACTION REGARDING A CONSENT ORDER IN THE MATTER OF MATTHEW T. MCCORMICK, COMPLAINT #21-039, #22-028 AND #22-034; TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "D")**

Mr. Emerson is recused as 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 dismiss complaints #22-028 and #22-034 and to approve the Consent Order for complaint #21-039 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, NONE OPPOSED AND NONE RECUSED. THE MOTION WAS AGREED TO.

**VIII. DISCUSSION AND POSSIBLE ACTION REGARDING CONSENT ORDER IN THE MATTER OF MICHAEL W. ARNOLD, COMPLAINT #22-021 TO INCLUDE ANY ASSOCIATED MATTERS OR MOTIONS. (Exhibit "E")**

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

After a brief presentation by Stephen McCaleb, Mr. Broughton made a Motion, and it was seconded by Mr. Witt to approve the Consent Order listed in Agenda Item VIII. 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, NONE OPPOSED AND NONE RECUSED. THE MOTION WAS AGREED TO.

**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 August 31, 2023. (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 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
	Ms. Milam	Yes
	Mr. Willard	Yes

THE RESULT WAS SIX 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 December 31, 2023 and authority to issue certificates. (Exhibit "G")**

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
	Ms. Milam	Yes
	Mr. Willard	Yes

THE RESULT WAS SIX 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 "H")**

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 appraisal management companies listed in Agenda Item VI, Director's Report 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
	Ms. Milam	Yes
	Mr. Willard	Yes

THE RESULT WAS SIX 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 December 31, 2023, and authority to issue certificates. (Exhibit "I")**

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 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
	Ms. Milam	Yes
	Mr. Willard	Yes

THE RESULT WAS SIX 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. (No Report)

2. Discussion and possible action regarding approval or disapproval of reciprocal applications received and authority to issue certificates. (Exhibit "J")

(A) Mr. Caesar 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 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
	Ms. Milam	Yes
	Mr. Willard	Yes

THE RESULT WAS SIX 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. Witt 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
	Ms. Milam	Yes
	Mr. Willard	Yes

THE RESULT WAS SIX 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 "K")

(A) Mr. Witt 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
	Ms. Milam	Yes
	Mr. Willard	Yes

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

4. Discussion and possible action regarding appointment of volunteers and/or committee members to assist the Education, Experience and Testing Committee. (No Report)

**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)

**IX. Discussion and Possible Action Regarding the Processing of Fannie Mae Loan Quality Center and Freddie Mac Appraiser Quality Monitoring Team Appraiser Violation Referrals and Submission of Anonymous Grievances. (Exhibit "L")**

Mr. Caesar made a Motion, and it was seconded by Mr. Emerson to amend the board's current practice of dealing with referral letters, tips or non-complaint matters from Fannie Mae and Freddie Mac. Those referral letters, tips or non-complaint matters will be pending to the appraisers' files without any further action effective September 15, 2023. 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.

**X. Report of Attendees at the Fall Conference of the Association of Appraiser Regulator Officials in Salt Lake City, Utah between October 7 and October 9, 2023. (Exhibit "M")**

Board members and Mr. McCaleb discussed their attendance at the Fall Conference listed in Agenda Item X.

**XI. NEW BUSINESS. None.**

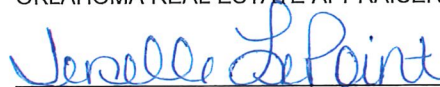
**XII. ADJOURNMENT. The Board adjourned by general consent.**

**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

