



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

January 5, 2024
Date

373
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular session meeting January 5, 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, January 3, 2024, at 9:30 a.m., and transmitted to the offices of the Board members on December 28, 2023, and posted to the REAB website on January 3, 2024. The agenda is attached as Exhibit "A".

I. **CALL TO ORDER.** Aaron S. Emerson 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
Alex Trinidad

Board members excused: Glen Mulready
Davonna Milam

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; Julie Reding, Comm. Counsel; Christine McEntire, Director; Jenelle LePoint, Administrative Officer and Kelly Reynolds, Legal Secretary.

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

Mr. Caesar moved that the reading of the minutes of the December 1, 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. Trinidad	Yes
	Mr. Willard	Yes

THE RESULT WAS SIX 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 October 31, 2023.** (Exhibit "C")

Mr. Witt 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. Trinidad	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 February 29, 2024 and authority to issue certificates. (Exhibit "D")

Mr. Broughton 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 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. Trinidad	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. (No Report)

D. Discussion and possible action regarding approval of AMC renewal applications due by February 29, 2024, and authority to issue certificates. (Exhibit "E")

Mr. Witt made a Motion, and it was seconded by Mr. Caesar 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. Trinidad	Yes
	Mr. Willard	Yes

THE RESULT WAS SIX 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. Emerson made a Motion, and it was seconded by Mr. Witt 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. Trinidad	Yes
	Mr. Willard	Yes

THE RESULT WAS SIX 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. Caesar, 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. Trinidad	Yes
	Mr. Willard	Yes

THE RESULT WAS SIX 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. Witt 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. Trinidad	Yes
	Mr. Willard	Yes

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

(C) Mr. Witt made a Motion, and it was seconded by Mr. Broughton to allow staff to be given the authority to issue a renewal certificate to the individual listed in Agenda Item IV. B. 2. C. The Chair ordered a roll call vote with the following results:

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

THE RESULT WAS SIX VOTES IN THE AFFIRMATIVE, NONE EXCUSED, NONE OPPOSED AND ONE RECUSED. 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. Emerson 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. Emerson	Yes
	Mr. Broughton	Yes
	Ms. Milam	Yes
	Mr. Willard	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE, NONE EXCUSED, NONE OPPOSED AND ONE RECUSED. 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. (Exhibit "I")

Mr. Emerson made a Motion, and it was seconded by Mr. Caesar to approve the recommendation as presented in Agenda Item IV. B. 4. 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. Trinidad	Yes
	Mr. Willard	Yes

THE RESULT WAS SIX 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 Changes to the Appraiser Qualification Board's Real Property Appraiser Qualification Criteria Effective January 1, 2026 to include Review of Draft 2026 Appraiser Qualification Criteria Grid, Draft 2026 Core Curriculum Requirement, Draft Suggested Changes to Oklahoma Certified Real Estate Appraiser's Act Effective January 1, 2026 and Draft Suggested Changes to OAC 600, Chapter 10, Effective January 1, 2026. (Exhibit "J")

Presentation by Christine McEntire as to the 2026 Appraiser Qualification Criteria and discussion of draft proposed statutory changes and rulemaking needed during the 2025 legislative session. Discussion of proposed changes to the Board's online licensing system as a result of the changes to the Appraiser Qualification Criteria.

VI. NEW BUSINESS. None.

VII. 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.





AARON S. EMERSON, VICE-CHAIRPERSON
OKLAHOMA REAL ESTATE APPRAISER BOARD



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