



STATE OF OKLAHOMA  
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

September 5, 2025  
Date

387  
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held a regular session meeting September 5, 2025, at 9:30 a.m. The meeting was held in the conference room of the offices of the Oklahoma Insurance Department located at 400 N.E. 50<sup>th</sup> Street, 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, September 3, 2025, at 9:30 a.m., and transmitted to the offices of the Board members on August 29, 2025, and posted to the REAB website on September 3, 2025. 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: Aaron S. Emerson  
Lee R. Caesar, Jr.  
Richard Broughton  
Brandon J. Witt  
Alex Trinidad

Board members excused: Glen Mulready  
Michael Willard

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; Ty Mowdy, and Crystal Flowers.

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

Mr. Caesar moved that the reading of the minutes of the August 8, 2025, regular 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

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 approval of renewal applications due October 31, 2025, and authority to issue certificates.** (Exhibit "C")

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 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

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 original certificates of registration for appraisal management companies. (Exhibit “D”)**

Mr. Caesar made a Motion, and it was seconded by Mr. Witt to approve Board staff to issue an original certificate to the applicant 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

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 AMC renewal applications due October 31, 2025, and authority to issue certificates. (Exhibit “E”)**

Mr. Caesar 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 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. Trinidad	Yes

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

Davonna Milam entered the meeting.

**IV. COMMITTEE REPORTS.**

**A. Standards and Disciplinary Procedures Committee.**

1. Discussion and possible action regarding the 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
	Ms. Milam	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. Emerson 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 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
	Ms. Milam	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
	Ms. Milam	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 “H”)**

(A) Mr. Witt made a Motion, and it was seconded by Mr. Emerson, to allow staff to be given the authority to issue an upgrade certificate to the individuals listed in Agenda Item IV. B. 3. A. The Chari 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
	Ms. Milam	Yes

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

**Legislation & Rules Committee. (No Report)**

**C. Probable Cause Committee.**

**1. Discussion and possible action regarding the 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. Broughton is recused from consideration of Agenda Item IV. D. 3. in his capacity as Chair of the Probable Cause Committee.

Following discussion of Grievance #25-012, Mr. Caesar made a Motion, and it was seconded by Mr. Emerson 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

Following discussion of Grievance #25-014, Mr. Emerson made a Motion, and it was seconded by Mr. Caesar 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

Following discussion of Grievance #25-015, Mr. Caesar made a Motion, and it was seconded by Mr. Emerson 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

Following discussion of Grievance #25-017, Mr. Caesar made a Motion, and it was seconded by Mr. Emerson 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

Following discussion of Grievance #25-019, Mr. Caesar made a Motion, and it was seconded by Mr. Emerson 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

Following discussion of Grievance #25-021, Mr. Caesar made a Motion, and it was seconded by Mr. Emerson 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

Following discussion of Grievance #25-024, Mr. Caesar made a Motion, and it was seconded by Mr. Emerson 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

Following discussion of Grievance #25-026, Mr. Emerson 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

Following discussion of Grievance #25-027, Mr. Caesar 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

Following discussion of Grievance #25-028, Mr. Caesar made a Motion, and it was seconded by Mr. Emerson 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

Following discussion of Grievance #25-029, Mr. Witt made a Motion, and it was seconded by Mr. Caesar 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

Following discussion of Grievance #25-030, Mr. Caesar made a Motion, and it was seconded by Mr. Emerson 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

Following discussion of Grievance #25-031, Mr. Caesar made a Motion, and it was seconded by Mr. Emerson 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. Emerson	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

V. Discussion and Possible Action Regarding Proposed Board Meeting Dates for Calendar Year 2026. (Exhibit "J")

Board members discussed Agenda Item V.

Mr. Emerson made a Motion, and it was seconded by Mr. Broughton to approve the proposed regular session meeting dates as modified 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

VI. Discussion and Possible Action Regarding Implementation of the Appraisal Subcommittee’s Private Appraiser REST API Interface (SOAP) to Provide Automatic Updates to the Appraisal Subcommittee’s National Registry. (Exhibit “K”)

Board members discussed Agenda Item VI.

Mr. Emerson made a motion, and it was seconded by Mr. Caesar to approve implementation of SOAP as presented 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. Emerson	Yes
	Mr. Broughton	Yes
	Mr. Trinidad	Yes
	Ms. Milam	Yes

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

VII. Discussion and Possible Action Regarding an Increase to the FY 2026 Budget for Thentia, USA. (Exhibit “L”)

Board members discussed Agenda Item VII.

Mr. Emerson made a motion, and it was seconded by Mr. Witt to approve the increase in budget for Thentia as presented in Agenda Item VII. 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
	Ms. Milam	Yes

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

VII. NEW BUSINESS.

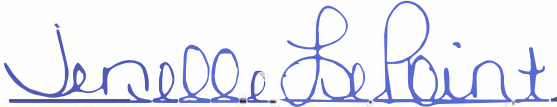
IX. ADJOURNMENT. The Board adjourned by general consent.

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, except 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.



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



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