



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

November 7, 2025
Date

388
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 7, 2025, at 9:30 a.m. The meeting was held in the public conference room of the offices of the Oklahoma Insurance Department located at 400 N.E. 50th 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 50th St, Oklahoma City, Oklahoma on Wednesday, November 5, 2025, at 9:30 a.m., and transmitted to the offices of the Board members on October 31, 2025, and posted to the REAB website on November 5, 2025. The agenda is attached as Exhibit "A".

- I. **CALL TO ORDER.** Aaron S. Emerson 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: Aaron S. Emerson
Lee R. Caesar, Jr.
Richard Broughton
Brandon J. Witt
Michael Willard
Alex Trinidad
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; Julie Reding, Comm. Counsel; Christine McEntire, Director; Jenelle LePoint, Administrative Officer; Kelly Reynolds, Legal Secretary; and Ty Mowdy.

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

Mr. Caesar moved that the reading of the minutes of the September 5, 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
	Ms. Milam	Yes
	Mr. Willard	Yes

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

- III. **Discussion and Possible Action Regarding a Consent Order as to Complaint #25-003; in the Matter of Julia M. Atherton; to include any Associated Matters or Motions.** (Exhibit "C")

Mr. Broughton is recused as Probable Cause Committee Chair associated with review of this complaint.

After a brief presentation by Ty Mowdy, Mr. Caesar 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. Emerson	Yes
Mr. Trinidad	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.

IV. 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 November 30, 2025, and December 31, 2025, and authority to issue certificates.** (Exhibit "D")

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 IV, 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
Ms. Milam	Yes
Mr. Willard	Yes

THE RESULT WAS SEVEN 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 "E")

Mr. Emerson 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 IV, 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
Ms. Milam	Yes
Mr. Willard	Yes

THE RESULT WAS SEVEN 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 November 30, 2025, and December 31, 2025 and authority to issue certificates.** (Exhibit "F")

Mr. Caesar made a Motion, and it was seconded by Ms. Milam to approve Board staff to issue a renewal certificate to each of the applicants listed in Agenda Item IV, 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
Ms. Milam	Yes

Mr. Willard Yes

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

V. 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 "G")

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

THE RESULT WAS SEVEN 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. 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 V. 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
	Mr. Willard	Yes

THE RESULT WAS SEVEN 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 V. 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
	Mr. Willard	Yes

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

(C) Mr. Broughton made a Motion, and it was seconded by Mr. Emerson to allow staff to be given the authority to issue a certificate to the individual listed in Agenda Item V. B. 2. 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
	Ms. Milam	Yes
	Mr. Willard	Yes

THE RESULT WAS SEVEN 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 "I")

(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 V. 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. Trinidad	Yes
	Ms. Milam	Yes
	Mr. Willard	Yes

THE RESULT WAS SEVEN 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 the appointment of volunteers and/or committee members to assist Probable Cause Committee. (Exhibit "J")

Mr. Caesar made a Motion, and it was seconded by Mr. Witt to approve the recommendation as presented in Agenda Item V. D. 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
	Mr. Willard	Yes

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

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)

VI. Report of Attendance at the Fall Conference of the Association of Appraiser Regulatory Officials held in Atlanta, Georgia Between October 6 and October 8, 2025. (Exhibit "K")

Board members discussed Agenda Item VI.

VII. Discussion and Possible Action Regarding Contracting with Appraiser Mark Thompson, 12735CRA as an Appraiser-Examiner for the Oklahoma City Metro Area.

No Action Taken

VIII. Discussion and Possible Action Regarding the October 20, 2025, correspondence from the Appraisal Subcommittee as Follow Up to their Appraiser Program Compliance Review Findings. (Exhibit "L")

Board members discussed Agenda Item VIII.

IX. NEW BUSINESS.

X. 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.



A handwritten signature in blue ink, appearing to read "Aaron S. Emerson".

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

A handwritten signature in blue ink, appearing to read "Jenelle LePoint".

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