

**MINUTES OF REGULAR MEETING  
OKLAHOMA ABSTRACTORS BOARD  
June 9, 2011**

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairman Carpenter at 10:00 a.m. on June 9, 2011, at the Oklahoma Abstractors Board office, 2401 NW 23<sup>rd</sup> St., Suite 60B, Oklahoma City, OK.
2. The Secretary called roll. Attending were Linda Carpenter, Gary Baer, Herschel Beard, Mike Harris, Jerald Stringer, Glenda Mittasch, Monica Wittrock and David Riley. It was determined that eight members were present at the time of roll call and that a quorum was present. Also attending were John Crittenden, Assistant Attorney General, Mitzi Combs, Inspector, and Glynda Reppond, Executive Director. The Chairman announced that notice of the meeting and posting of the agenda had been done in accordance with the Open Meeting Act.
3. The minutes of the regular meeting of the OAB conducted May 12, 2011, were then distributed. After review, a motion was made by Herschel Beard and seconded by Mike Harris to accept the minutes as presented. Vote: Unanimously approved.
4. **Chairman's Report: Linda Carpenter.** Chairman Carpenter welcomed all guests and thanked everyone for attending. Otherwise, she had no report.
5. **Executive Director's Report:** Director Reppond reported that a final copy of the Audit for the time period covering January 1, 2008 through January 1, 2011 was in the packet and asked the Board to review and approve the audit report with the following recommendations from the Auditor:

1) **Inadequate Segregation of Duties in the Revenue Process:** The Executive Director's ability to modify revenue records in QuickBooks should be removed. The Agency should then develop procedures to allow the Executive Director to compare an independent list of licenses issued and renewed to revenues deposited, in order to ensure that all licenses are supported by payments.

If the Executive Director must have the ability to modify revenue records in QuickBooks, someone independent of the Executive Assistant and Executive Director should perform the comparison of licenses issued and renewed to revenues deposited.

**View of Responsible Officials:** Due to having so few employees, the Executive Director must have the ability to modify records in QuickBooks. The OAB will develop procedures to allow a Board member to compare an independent list of licenses issued and renewed to revenues deposited.

2) **Agency Not Approving Monthly Payroll Expenditures:** OSF Shared Services should provide the payroll claim document to management with appropriate supporting documentation, and management should review and approve that claim before the payroll process is completed.

**View of Responsible Officials:** OSF has been notified that the Executive Director will now approve monthly payroll expenditures effective immediately.

3) Transfer to State General Revenue Fund Not Performed on a Timely Basis: It appears OSF staff did not conduct the transfers on a timely basis and management did not monitor the timing of the transfer procedures. As a result, eight transfers were not in compliance with 62 O.S. § 34.57.E.1.

Views of Responsible Officials: The Executive Director will begin monitoring the transfers performed by OSF Shared Services to ensure that their amounts agree to Agency records and that they are performed on a timely basis.

After review, a motion was made by Glenda Mittasch and seconded by Monica Wittrock to accept the Audit as presented. Vote: Unanimously approved.

Director Reppond announced that the "Message From the Board" for July would be written by Chairman Carpenter. She also reported on Board Actions for the previous month and SB 709. She then asked the Board to review the OAB Forms Nos. 003, 004, 005, 006, 007, 008, 009, 011, 015 and 016 and approve minor changes made to the forms as well as approve using the 2010 Census figures for county populations. After discussion, a motion was made by Monica Wittrock and seconded by David Riley to approve those forms and changes and adopt the 2010 Census for county populations. Vote: Unanimously approved.

She then announced that the lease on the Xerox copier will expire on July 31 and asked the Board to approve a 36 month lease on a Savin 9228sp copier/fax/scanning machine, provided by Standley Systems, with a monthly base lease price of \$148.17 plus maintenance of \$.0095 for each copy. After discussion, a motion was made by Glenda Mittasch and seconded by Herschel Beard to approve said lease. Vote: Unanimously approved.

Ms. Reppond then asked the Board to consider changing the numbering method on the abstract licenses, Certificates of Authority and Permits to Build. The on-line licensing application will require some sort of identifier at the beginning of each number to indicate which type of license it is. Therefore, she recommended adding an "A" before individual abstractor numbers (A1234), a "C" in front of Certificate of Authority license numbers (C4567), and a "P" in front of Permit license numbers (P7893). After discussion, a motion was made by Monica Wittrock and seconded by Mike Harris to adopt said numbering system. Vote: Unanimously approved.

She also welcomed Mitzi Combs, the new field inspector.

## 6. Committee Reports:

**a. Budget and Finance – Jerald Stringer.** Mr. Stringer gave an update on the budget and presented the OSF Form "FY2011 Operating Budget Comparison by Department and Account", the Six Digit Object Expenditure Report and the OAB P&L Statement for FY2011, which covers each month from the beginning of the fiscal year for comparison purposes. All accounts balance with OAB reported totals. Total expenditures for the month of May were \$17,991.14 and the amount for the year to date is \$251,950.70. A motion was made by Monica Wittrock and seconded by Mike Harris to approve the budget report as presented. Vote: Unanimously approved.

**b. Rules and Regulations – Herschel Beard.** - Mr. Beard reported that everything is on schedule. The new rules go into effect July 1<sup>st</sup> and the Rules Committee will be having their first meeting for FY2012 sometime in the near future.

**c. Licensing and Testing – Glenda Mittasch.** Ms. Mittasch reported that the next test will be held on July 7<sup>th</sup> at the OAB office in Oklahoma City. She also reported that the OLTA abstractor school has been moved from the Spring of 2012 to November 8-9, 2011. It will still be held at the OKC campus of OSU.

**d. Inspections – Mitzi Combs.** Ms. Combs reported that she had lined up six inspections, beginning on July 6<sup>th</sup> in Sallisaw in Sequoyah County. She will also be inspecting companies, in Grady County, Logan County and Noble County in July.

**e. Enforcement Committee – David Riley.**

**Applications for Licenses:** Presented to the Board for approval was a list of applicants for abstract licenses which are set out in the attachments hereto. After discussion, a motion was made by Herschel Beard and seconded by Jerald Stringer for approval subject to administrative review by the Executive Director, and making sure all compliance issues were met and appropriate fees paid. Vote: Unanimously approved.

**Certificates of Authority and Rate Sheets:** There were no applications for renewals of Certificates of Authority.

**Rate Changes Only:** Mr. Riley presented a list of fee changes only, which are set out in the attachments hereto, and recommended approval. A motion was made by Glenda Mittasch and seconded by Gary Baer to approve said rate changes. Vote: Unanimously approved.

**Changes of Status:** Mr. Riley then presented a list of applicants to change their status to “inactive” and recommended approval. A motion was made by Gary Baer and seconded by Glenda Mittasch to approve said changes. Vote: Unanimously approved.

Mr. Riley also reported that the application to renew the permit of Blue River Abstract Co., Inc. had not been received and will expire on June 28, 2011.

7. **Legal Counsel’s Report: John Crittenden.**

Arbuckle litigation, Carter County Case No. CV-11-33. Mr. Crittenden reported that he has sent in an Entry of Appearance in this matter and will be drafting an Answer to the complaint in the near future.

8. **Visitor’s Comments:** No comments were made.

9. **Next Meeting:** The June meeting will be held Thursday, July 14, 2011, at 10:00 a.m. at the OAB office, 2401 NW 23<sup>rd</sup> St., Suite 60B, Oklahoma City, OK.

10. The meeting was adjourned by Chairman Carpenter.

Respectfully submitted,

A handwritten signature in black ink that reads "Glynda Reppond". The signature is written in a cursive style with a large initial "G" and "R".

Glynda Reppond  
Executive Director



<b>JUNE 2011 Inactive Status Requests</b>							<b>6/09/2011</b>
Date Rec	First	Last	Last Employer	County	Exp Date	Cond Appr	Fee Due?
5/31/11	Karla	Bond	Green Country - TDMS	Cherokee	6/28/11		Paid
5/31/11	Sarah	Kirby	Green Country - TDMS	Cherokee	6/28/11		Paid
5/31/11	Betty	Tague	Green Country - TDMS	Cherokee	6/28/11		Paid
5/31/11	Heather	McLaughlin	Green Country - TDMS	Cherokee	6/28/11		Paid
5/31/11	Jillian	Guilford	Green Country - TDMS	Cherokee	6/28/11		Paid
5/31/11	Tami	Glatz	Green Country - TDMS	Cherokee	6/28/11		Paid

<b>JUNE 2011 Return To Active Status Requests</b>							<b>6/09/2011</b>
Date Rec	First	Last	Company	County	Exp Date	Cond Appr	Fee Due?

<b>JUNE 2011 Change of License / Certificate Requests</b>							<b>6/09/2011</b>
Date Rec	First	Last	Request	Comments	Exp Date	Cond Appr	Fee Due?
5/3	Jerry	Basore	move from Guaranty - Tulsa to American Eagle Title & Abs Permit in Tulsa	received email request from Joe Robinson	08/28/12		no
5/26	Heather	Dominey	re-hired - license had not exp.		11/28/11		no

**CONDITIONAL APPROVAL CODES:**

1. Payment of fees
2. OSBI Background Check
3. Misc. application and/or other required documentation
4. State hold

CERTIFICATE OF AUTHORITY RENEWAL LIST						JUNE 2011
Date Rec	Company	County	Cond App	Fee Change	Page or Time Based	Rate Sheet Effective Date

PERMIT TO BUILD RENEWAL LIST						JUNE 2011
Date Rec	Company	County	Cond App			Renewal Date

FEE SCHEDULE CHANGE ONLY REQUESTS						JUNE 2011
Date Rec	Name	County	Cond App	Fee Change	Page or Time Based	Rate Sheet Effective Date
5/25/11	Okmulgee Land Title Co.	Okmulgee		S	Time	7/1/2011

TRANSFER OF OWNERSHIP						JUNE 2011
Date Rec	Name	County	Cond App	Fee Change		Rate Sheet Effective Date

**FEE SCHEDULE CODES:**

N: Annual Filing- No Fee Change      Y: Annual Filing - Amended Fee Schedule      S: Special Filing - Amended Fee Schedule

**CONDITIONAL APPROVAL CODES:**

- |  |                            |
|--|----------------------------|
| 1. Correct Payment of fees                                 | 4. OSBI Background Check   |
| 2. Misc. application and/or other required documentation   | 5. Discussion of Fee Sheet |
| 3. Missed deadline - certificate extended - pd. \$100 fine |                            |

\* all subject to administrative review and payment of fees