

Oklahoma Abstractors Board
AGENDA
Special Meeting

Tuesday, July 22, 2008
10:00 a.m.
2401 NW 23rd Street
Suite 18
Oklahoma City, OK 73118

1. Call to Order. Roll call and announcement of quorum.
2. Announcement of filing of special meeting notice and posting of the agenda in accordance with the Open Meetings Act.
3. Review and approval of minutes.
4. Chairman's report, discussion and possible votes, to include, but not limited to:

Appointment of Committees

- a. Finance/Budget
- b. Rules and Regulations
- c. Licensing/Testing
- d. Enforcement Committee
- e. Employee Search

5. Committee reports:

a. Inspection Committees

1. Cherokee County
2. Jackson County
3. Latimer County

b. Budget and Finance Committee report

- c. Rules Committee report, discussion and possible votes, to include, but not limited to:

1. Status of Emergency Rules
2. Status of Permanent Rules

6. Executive Director's report, discussion and possible votes, to include, but not limited to:
 - a. Office space
 - b. Furnishings for new office – use of surplus furniture
 - c. Licensing and testing – next test date, September 9, 2008, 10:00 a.m.
 - d. Website
 - e. Rate filing requests – status
 - f. Hiring of Field Inspector
7. Report of Complaints received and status, discussion and possible votes.
8. Discussion and possible votes on administrative matters to be delegated to Executive Director including, but not limited, to deposits, payables, review of applications for renewals of Certificates of Authority and Abstractors Licenses, bonds, background checks, meeting minutes and/or any other appropriate matters the Board deems to be necessary such as the purchasing policy used by the Board of Accountancy.
9. Discussion and possible votes on pending Applications and Renewals of Certificates of Authority, Applications and Renewals of Individual Licenses, and Transfers of Certificates of Authority [votes will be conditional approval upon payment of balance of 2008 fees and administrative review.] [List attached.]
10. Discussion and possible announcement of next Special Meeting. *7:00 -
Aug 19 - 1:00*
11. Adjournment.

RENEWALS: ABSTRACTORS LICENSES

* subject to administrative review and payment of 2008 fees

6/24/2008

Individual		Conditional Approval	Company	County
Deana McCall			Meurer Abstract/Pawnee County Ab.	Pawnee
Heather Marie Rasberry	New App		Adams Abstract Co.	LeFlore
Kimberly Sue Thomas	New App		Security Abstract Co.	Kay
Rebecca Hixon	New App		Capitol Abstract Co.	Oklahoma
Kathie Brakefield	New App		Cleveland County Abstract	Cleveland
Delila Bivins			Tishomingo Abstract Co.	Johnston
Mary Gloria Wiley			Union-Creek Abstract Co.	Creek
Sheryl Leann Tobias				
Melinda Gayle Jobe				
Maria Maxwell			Muskogee Abstract & Title Co.	Muskogee
Kyle Mitchell Seabolt				
Stephanie Jones				
Jordi Renee Askew			University Land Title Service	Payne
David Scott Walton				
Sarah L. Baskin			Capitol Abstract & Title Co.	Oklahoma
Angela M. Allen				
Rhonda F. Martin				
Lorinda Lynn Bishop				
Veva Daugherty			Abstract & Guaranty of Blaine Co., OK	Blaine
G. Neal Riley				
Bryan Garrison			Oklahoma City Abstract & Title	Oklahoma
Angela Kindle				
Alisa Argo			Meurer Abstract	Pawnee
Pamela Kay Cabaniss			Custer County Abstract	Custer
Lucretia Carol Lockhart				
Linda Lucille Carpenter				

CERTIFICATES OF AUTHORITY RENEWALS

* subject to administrative review and payment of 2008 fees

Company	Conditional Approval	Rate Change	County
Oklahoma City Abstract		Yes	Oklahoma
Adams Abstract		Yes	LeFlore
First American Title & Trust		No	Tulsa
Union-Creek Abstract Co.		No	Creek
Abstract & Guaranty of Blaine Co., OK		No	Blaine
Custer County Abstract Co.		No	Custer

APPLICATIONS: PERMIT TO BUILD

Applicant	County	Status
Robert H. Chaffin	Cherokee	Report pending from Team

APPLICATIONS: CERTIFICATE OF AUTHORITY

Applicant	County/Date Permit Issued	Status
Great Plains Investment, LLC, dba Bailey's Abstract & Title	Jackson Co.	Pending investigation and report

OTHER ISSUED PERMITS

Applicant	County/Date Permit Issued	Status
Pioneer Abstract Company	Latimer County	
LeFlore Title Company	LeFlore County	

RATE SHEET CHANGE ONLY

Name	Rate Change	County
Murry County Abstract	Yes	Murray
Okmulgee Land Title Company	Yes	Okmulgee

COMPLAINTS

Date Rec.	OAB Number	Complainant	Respondent	Referred	Status
6/16/2008	OAB-2008-001	Latimer Co. Abstract	Pioneer Abstract Co.	Investigation Team John Crittenden	Pending investigation.
6/18/2008	OAB-2008-002	Jackson Co. Abstract	OAB; Great Plains Investment	Investigation Team; John Crittenden	Pending investigation and proceedings.
5/15/2008	OAB-2008-003	Closed			
4/17/2008	OAB-2008-004	Bryan Co. Abstract	Tom Criswell, III	Monica Wittrock	Pending investigation.
2/15/2008	OAB-2008-005	Sonja Barclay	Nowata Title Abstract Co.	Monica Wittrock	Pending.

MINUTES OF SPECIAL MEETING
OKLAHOMA ABSTRACTORS BOARD
July 22, 2008

1. A special meeting of the Oklahoma Abstractors Board (OAB) was called to order at 10:00 a.m. on July 22, 2008, at Shepherd Mall, 2401 NW 23rd Street, Suite 18 (Real Estate Commission Office), Oklahoma City, OK 73107.
2. The Chairman announced that notice of the meeting and posting of the agenda had been done in accordance with the Open Meeting Act. The Secretary then called roll and announced that all current members were present.
3. The minutes of the special meeting of the OAB conducted June 24, 2008, were then distributed and, after review, a motion was made by Monica Wittrock and seconded by Dennis Hall to accept the minutes as presented. Vote: Unanimously approved.
4. Chairman's Report: Chairman Steve Boone expressed the Board's gratitude to past Chairman, Monica Wittrock for the outstanding job she has done and presented her a plaque in appreciation of her hard work, time and effort.

Chairman Boone then presented his various Committee appointments:

Finance/Budget – Co-Chairs – David Riley and Jerald Stringer
Members: Herschel Beard and Dennis Hall

Rules and Regulations – Chair – Monica Wittrock
Members: Mike Harris, Herschel Beard and Steve Boone

Licensing and Testing: Chair – Linda Carpenter
Members: Jerald Stringer and Monica Wittrock

Enforcement – Chair – David Riley
Members: Dennis Hall, Mike Harris and Gary Baer

Employment Search – Chair - Gary Baer
Members: Linda Carpenter

A motion was made by Herschel Beard to approve the Committee appointments as presented and the motion was seconded by Gary Baer. Vote: Unanimously approved.

5. Committee Reports:

a. Inspection Committees:

1. Cherokee County - Linda Carpenter stated that a letter had been received from Scott Luna, owner of Cherokee Capitol Abstract & Title, Inc., and Tahlequah Abstract & Title, Inc. and had been reviewed by the team. The report is pending

and the matter can be placed on the agenda to be presented to the Board at their next meeting.

2. Jackson County – David Riley reported that the team had met and started the investigation process and traveled to Altus on July 10, 2008. The report is pending.
3. Latimer County – Mike Harris reported that the team had been formed and will travel to Wilburton, OK during the second week of August to begin the investigation.
 - b. Budget: Steve Boone passed out the financial reports from OSF (Oklahoma State Finance) and reviewed the breakdown of operating costs. A motion was made by Monica Wittrock and seconded by Linda Carpenter to approve the reports as presented. Vote: Unanimously approved.
 - c. Rules Committee: Monica Wittrock stated that there would be a committee meeting immediately following the Board meeting at 1:30 p.m. in the OAB office. There will also be a meeting on Thursday, July 26th, with the OLTA Uniformity Committee to consider the content of the OAB's permanent rules.
 - d. Enforcement Committee: Guidelines for abstract plant inspections were discussed. Chairman Boone assigned the task of drafting plant inspection guidelines and the duties and responsibilities of the proposed Field Inspector to Committee Chair, David Riley.
6. Executive Director's Report: The Executive Director reported that the office space has been completed and that the agency was "officially" in operation. An offer to loan furniture had been made by First American Title until the budget was less tight. The Director will compose a list of loaned furniture to present to the Board at the next meeting so that it may be accepted and sent to the Governor's office for approval.

Eight applicants were signed up to take or retake the abstract licensing test on July 10th. All passed except two.

Director Reppond hoped that the website would be up by August 1st but it would depend on how quickly information was furnished to her and what other duties might intervene.

Rate changes that have been requested are being reviewed by the Director and Chairman who will be approving or disapproving those rate changes as quickly as possible.

Expense sheets for the Board members were passed around for signature and approval by the Chairman.

7. Director Reppond then reported that no other complaints had been filed since the previous report. The status of each complaint remained the same:

OAB-2008-001, pending investigation;
OAB-2008-002, pending investigation and proceedings;
OAB-2008-003, closed;
OAB-2008-004, pending investigation, Wittrock spoke to Tom Criswell and he asked that the complaint be held off until the end of the year;
OAB-2008-005, pending, Wittrock has been exchanging telephone calls with Barclay.
Hold complaint until further notice.

8. Executive Director's Administrative Duties: Discussion was held on the administrative matters to be delegated to the Executive Director which had been tabled from the last meeting. Assistant Attorney General John Crittenden again explained that several agencies, including the Board of Accountancy, has a Purchasing Policy, a copy of which he has distributed to the Board. Chairman Boone requested David Riley to review that Policy and revise it for the OAB. It was decided unanimously to leave the duties of the Executive Director as is for the time being until the next meeting in August, at which time the Board will vote on the specific duties that should be permanently delegated to her.
9. Application for License and Certificate Renewals: A list of new applicants for Abstract Licenses and Certificates of Authority was submitted to the Board. A motion was made by Herschel Beard, seconded by Monica Wittrock approving all listed subject to administrative review by the Executive Director, and making sure all compliance issues were met and appropriate fees paid. (List attached.) Vote: Unanimously approved.
10. Miscellaneous: Secretary Gary Baer was asked to prepare a letter to the Governor recognizing the contributions and cooperation of the State Fire Marshal's office in assisting the OAB during its first six months of operation.
11. August meeting – The next Special Meeting will be held at Shepherd Mall on August 19, 2008, at 1:00 p.m. in Suite 40B (Activity Suite).
12. A motion was made by Jerald Stringer and seconded by Mike Harris to adjourn. Vote: Unanimously approved.

Respectfully submitted,

Glynda Reppond
Executive Director