

Oklahoma Abstractors Board  
AGENDA  
Special Meeting

Tuesday, June 24, 2008  
5900 N. Classen Court  
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:
  - a. Jackson, Cherokee and Latimer County Inspection Teams
  - b. Report on inquiry relating to testimony of witness at Federal trial (Monica and Gary)
  - c. Records Retention and Archival
5. Budget and Finance Committee report, discussion and possible votes, to include, but not limited to:
  - a. Approval of 2008-2009 FY Budget
6. Rules Committee report, discussion and possible votes, to include, but not limited to:
  - a. Status of Emergency Rules
  - b. Status of Permanent Rules
  - c. Docket System for Formal Complaints / Administrative Hearings
7. 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
  - d. Website
  - e. Rate filing requests – status
  - f. Expenses for travel
8. Report on contract of attorney Duchess Bartmess, discussion and possible vote.
9. Report of Complaints received and status, discussion and possible votes. [List attached.]

10. 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.
11. 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.]
12. Election of new Board officers and Appointment to Committees, discussion and possible votes.
13. Employee Search Committee – General update on staffing, discussion and possible votes. There may be an executive session pursuant to 25 O.S. §307B(1) to discuss the hiring of an assistant to the Executive Director and interview candidates for the position. Upon returning to open session, there may be discussion and possible votes.
14. Discussion and possible announcement of next Special Meeting.
15. Adjournment.

RENEWALS: ABSTRACTORS LICENSES

\* subject to administrative review and payment of 2008 fees

Individual		Company	County
Jessica Louk	New App	Capitol Abstract Company	Oklahoma
Joyce (Jodi) Rhea	New App	Home Title Guaranty Co.	Pontotoc
Loren McKnight	New App		
Robert Chaffin	No Co. yet	Applied for Permits	Cherokee
Beverly Jenell Locust		Valley Land & Title	Sequoyah
Alice Mae Ellison		Pioneer Abstract	Muskogee
Tracy L. Gray			
Elise J. Jimison			
Suzanne Jobe			
Bob Luttrull			
Betty Ann Luttrull			
William Mark Luttrull			
Doris Mae Martin			
Jan E. Morrison			
Cathy D. Pitts			
Dena Marie Pritchett			
Mary Annette Sharp			
Deborah Madden	New App	No longer works for Beaver County	Beaver
Ronald M. Speer		Beaver County Abstract	Beaver
Marlene J. Sharp			
Patrick A. Neville			
Christel W. Speer			
Cindy Kennedy		Muskogee Abstract & Title	Muskogee
Linda Stowers			
Teresa D. Armontrout		Grand Valley Abstract Co.	Mayes
Roseann Cash			
Kim Johnson		Metro Abstract & Title	Wagoner
Misty Watson			
Diana Lee Armstrong			
Dwana Hays			
Susan Pyeatt Henderson		Valley Abstract	Garvin
Inez Sumter		Claremore Abstract Co.	Rogers
Melissa McColpin		Cherokee Capitol	Cherokee
Amber Nichols		Oklahoma Abstract	Comanche
Pamela Adair			
Betty Ford			
Marvin Zike			

RENEWALS: ABSTRACTORS LICENSES  
THROUGH 5/608

Individual		Company	County
Lisa Brunker			
Bethany Roberts			
Michele I. Winham			
Andrea A. Moretz			
K. Dave Faulkner		Rogers County Abstract	Rogers
Charlotte Thompson			
M. Greg Williston			
Larry Dwain Witt		University Land Title Services	Payne
Debra Nottingham		Tahlequah Abstract & Title	Cherokee
Jessica Spencer		Cherokee Capitol Abstract & Title	Cherokee
Janet Perry	Taking test	Tahlequah Abstract & Title	Cherokee
Carol Davis	Taking test		

CERTIFICATES OF AUTHORITY RENEWALS

\* subject to administrative review and payment of 2008 fees

Company	Conditional Approval	Rate Change	County
Pioneer Abstract Co.		Yes	Muskogee
J.C. Humphrey Abstract Co.		No	Garfield
Durant Abstract Company		No	Bryan
Grand Valley Abstract Co.		No	Mayes
Metro Abstract & Title		No	Wagoner
Guaranty Abstract Waurika		No	Jefferson
Cherokee Capitol		No	Cherokee
Valley Abstract		Yes	Garvin
Alfalfa Guaranty Abstract Co.		Yes	Alfalfa
First American Title & Trust, OKC		No	Oklahoma

**APPLICATIONS: PERMIT TO BUILD**

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

**APPLICATIONS: CERTIFICATE OF AUTHORITY**

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

**OTHER ISSUED PERMITS**

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

## COMPLAINTS

<b>Date Rec.</b>	<b>OAB Number</b>	<b>Complainant</b>	<b>Respondent</b>	<b>Referred</b>	<b>Status</b>
6/16/2008	OAB-2008-001	Latimer County 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	Powers Abstract Company	Oklahoma Abstract & Title	Monica Wittrock	Closed. Wrong form sent by mistake by OK Abstract.
4/17/2008	OAB-2008-004	Tom Criswell, III	Bryan County Abstract	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  
June 24, 2008

1. A special meeting of the Oklahoma Abstractors Board (OAB) was called to order at 10:00 a.m. on June 24, 2008, at the offices of the Oklahoma Industrial Finance Authority (OIFA), 5900 N. Classen Court, Oklahoma City, OK, 73118.
2. Monica Wittrock 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 May 6, 2008, were then distributed and, after review, a motion was made by Herschel Beard and seconded by Dennis Hall to accept the minutes as presented. Vote: Unanimously approved.
4. Chairman's Report: Chairman Wittrock thanked the Board for all their work during her tenure as Chairman and told them it had been an honor to serve with them.

She then reported on:

Great Plains Investment, Jackson County, Application for Certificate of Authority - A Petition for Writ of Mandamus has been filed by Jackson County Abstract Company with the Supreme Court in this matter and has been referred to Assistant Attorney General, John Crittenden.

Robert Chaffin, Application for Permit to Build Abstract Plant, Cherokee County – The investigative team went to Tahlequah, OK and interviewed all parties. They are now in the process of preparing their report.

Pioneer Abstract, Pending Permit to Build Abstract Plant, Latimer County – A complete file has not yet been found in this matter and it is not known if one was received from the State Auditor and Inspector's office. An investigative team is being formed and will be announced at the next meeting.

Chairman Wittrock visited with Pat Payne concerning her testimony at the Federal trial and Ms. Payne stated that her testimony was meant to refer to the time period that Steve Phipps was the manager during 2002. Gary Baer also called Ms. Payne and confirmed this.

Chairman Wittrock also reported that she was looking into classes for Director Reppond and herself concerning record retention and archival and they would be taking a class on this subject in the near future.

5. Budget: Steve Boone passed out the 2008 and 2009 budgets.  
2008 A motion was made to accept the 2008 Treasurer's report by Gary Baer and seconded by Jerald Stringer. Vote: Unanimously approved.

2009 After discussion concerning E&O insurance, a motion was made by David Riley and seconded by Linda Carpenter to approve the budget for fiscal year 2009 as presented. Vote: Unanimously approved.

6. Chairman Wittrock then reported that the Rules Committee had met, including attorney Duchess Bartmess. The Committee will continue to meet throughout the next few weeks and, among other items, will be concentrating on the application and protest procedures in the permanent rules. They are also discussing the docketing system. Jerald Stringer and Dennis Hall will be checking with the banking and real estate commissions and report back on the procedures those entities use for docketing.
7. The Executive Director reported that the office space would be completed by July 21<sup>st</sup> and that an offer to loan furniture had been made by First American Title until the budget was less tight.

Eight applicants were signed up to take or retake the abstract licensing test on July 10<sup>th</sup>.

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

Several rate changes have been requested and the Director and Chairman will be reviewing and 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.

8. Attorney Duchess Bartmess addressed the Board concerning her contract for assisting the Board with preparing its rules, both emergency and permanent. A motion was made by Herschel Beard, with a second by David Riley, to enter into a contract with attorney Bartmess at the rate of \$150.00 per hour. Discussion followed concerning the \$5,000 amount set aside in the budget and if that amount was sufficient. The vote was then called. Vote: Unanimously approved.
9. Director Reppond then reported that five complaints that had been filed to date with appropriate numbers and then she and Chairman Wittrock discussed the status of each complaint: OAB-2008-001, pending investigation; OAB-2008-002, pending investigation and proceedings; OAB-2008-003, closed; OAB-2008-004, pending investigation OAB-2008-005, pending.
10. 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 explained that several agencies, including the Board of Accountancy, have a paragraph that is used concerning the dollar amount an Executive Director can approve before an item needs Board approval. He will provide that a copy of that paragraph to the Board members during the upcoming month for their information...It was decided...unanimously to leave the duties of the Executor as is for the time being until the next meeting in July, at which time the Board will vote on the specific duties that should be permanently delegated to her.

11. 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 Gary Baer 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.
12. Election of new Board officers to serve for FY2009: Nominations for Chairman were opened with Steve Boone being nominated by Herschel Beard and seconded by Gary Baer. Nominations were closed. Vote: 1 abstention and 8 yea votes. Motion carried.

Nominations were then opened for Vice Chairman. Herschel Beard was nominated by Gary Baer and seconded by Dennis Hall. Nominations were closed. Vote: 1 abstention and 8 yea votes. Motion carried.

Nominations were then opened for Secretary. Gary Baer was nominated by Dennis Hall and seconded by Herschel Beard. Nominations were closed. Vote: 1 abstention and 8 yea votes. Motion carried.

13. A motion was made by Linda Carpenter and seconded by Mike Harris to enter into Executive Session at 11:55 a.m. Vote – Approved unanimously. The Board exited Executive Session at 1:35 p.m. and resumed the regular Special meeting. A motion was made by Gary Baer and seconded by David Riley to hire Terri McNulty as an administrative assistant at the salary of \$26,000 per year and benefits, , subject to a background check, with a review at the end of the calendar year, and a starting date of July 21, 2008. Vote: Approved unanimously.
14. July meeting – The next Special Meeting will be held at Shepherd Mall on July 22, 2008, at 10:00 a.m. The Executive Director will find a meeting place and notify everyone before that date.
15. A motion was made by Dennis Hall and seconded by Jerald Stringer to adjourn. Vote: Unanimously approved.

Respectfully submitted,



Glynda Reppond  
Executive Director