

MINUTES OF SPECIAL MEETING
OKLAHOMA ABSTRACTORS BOARD
November 12, 2009

1. A special meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairman Beard at 10:00 a.m. on November 12, 2009, at 2401 NW 23rd Street, Suite 60B, Oklahoma City, Oklahoma.
2. The Secretary called roll. Attending were Gary Baer, Herschel Beard, Monica Wittrock, Jerald Stringer, Dennis Hall and Mike Harris. Absent were Linda Carpenter and David Riley, both of whom have excused absences. It was determined that seven members were present at the time of roll call and that a quorum was present. Also attending were John Crittenden, Assistant Attorney General, Terri Parrish, 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 special meeting of the OAB conducted October 8, 2009, were then distributed and, after review, a motion was made by Dennis Hall and seconded by Glenda Mittasch to accept the minutes as presented. Vote: Unanimously approved.
4. Chairman's Report: Herschel Beard. Chairman Beard reported that John Crittenden, Glynda Reppond and he would meet with the State Auditor, Steve Burrage, at 1:00 p.m. today concerning the disputed monies held by the Auditor's office for the period July 1, 2006 through December 31, 2006.
5. Committee Reports:

Budget and Finance – Jerald Stringer. Mr. Stringer gave an update on the budget and presented the OSF Form "FY2010 Operating Budget Comparison by Department and Account" and a new P&L Statement which covers each month from the beginning of the fiscal year for comparison purposes, and a Transaction List for the month of October, 2009. He reported that the operating budget was \$11,734.63 under budget for the month of October. A motion was made by Monica Wittrock and seconded by Glenda Mittasch to approve the budget report as presented. Vote: Unanimously approved.

Rules and Regulations – Monica Wittrock.

Ms. Wittrock reported that a Rules meeting would be held in the Agency office at 2:00 p.m. this afternoon. She handed out the proposed agenda for the meeting which contains a projected time line for the new rules to go into effect. If the schedule can be adhered to, the earliest date the new rules could go into effect would be April 25th. Another Rules committee meeting will be held at 1:00 p.m. on December 10th, after the next Board meeting.

Licensing and Testing – Glynda Reppond. Director Reppond announced that the last test held by the Board was on November 5, 2009. Five applicants took the test with one failure. The next test will be held in the Agency office on January 7, 2010, at 1:00 p.m. The OLTA licensing school was held in Tulsa in October. Twenty-two applicants took that test with one failure. The OLTA Education committee will be reviewing the study guide and test materials before the next class.

Enforcement Committee – Dennis Hall. Mr. Hall presented the list of Rate Sheets changes, which include American Guaranty Title Company, Title Abstract Company, Albright Abstract & Title, Blaine County Abstract Company, Okfuskee County Abstract Company and Musselman Abstract (no change in Musselman’s rates but moved to using the new form), and made a motion on behalf of the Enforcement Committee to approve the list. Gary Baer seconded the motion. Vote: Unanimously approved.

Mr. Hall then presented the list of inspection reports of regular certificate holders which have been completed by Inspector Parrish. This list includes Pushmataha County Abstract Company, Choctaw County Abstract Company and Southern Abstract Company, and made the motion on behalf of the Enforcement Committee, which was seconded by Monica Wittrock, that they be approved with the requested recommendations. Vote: Unanimously approved.

He then concluded his report with the information that Beckham County Abstract, whose inspection report had been approved last month, had met the conditions imposed upon them. He also reported that Green Country Abstract & Title had notified the Board that they would be changing vendors and using TDMS, Inc., in Sherman, Texas instead of Kimmel Corp. in Idaho. The Board was also notified that all employees of TDMS, Inc. working on the Green Country contract would be licensed abstractors and that Green Country would be purchasing digital copies of the county records from the County Clerk instead of scanning the records directly.

6. Inspections – Terri Parrish. Ms. Parrish reported that she inspected Delaware County Abstract, Grand River Abstract, Vinita Abstract, Ottawa County Abstract and Photo Abstract in October and followed up with LeFlore Title and Abstract concerning requirements. She will be inspecting companies in Hollis, Altus and Frederick counties in November.
7. Executive Director’s Report: Director Reppond reported that all space in Shepherd Mall has now been taken and will need to find new space for Board meetings. Small meetings can still be held in the Agency office but larger meetings will have to be scheduled elsewhere. She will look into the alternatives and have a report in December.
8. Application for License and Certificate Renewals: A list of new applicants for Abstract Licenses, as well as a list of Certificate of Authority renewals, which include American-First Abstract Company, American Guaranty Title Company, Bryan County Abstract Company, Bryan County Research, Durant Abstract, Inc., and Photo Abstract, were then submitted to the Board. After discussion, a motion was made by Monica Wittrock and 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. Vote: Unanimously approved.
9. Old Business :
 - a. Legal Counsel Report - AG Crittenden reported that nothing new had been filed in the Latimer County cases. He will report further next month.
 - b. Contract with OK.Gov – After reviewing the draft contract, a motion was made to approve the contract by Monica Wittrock and seconded by Jerald Stringer. Vote: Unanimously approved.

10. New Business:

- a. Performance Management Process – Director Reppond reported that performance evaluations had been conducted for the staff and that the Executive Committee should now perform her evaluation. Chairman Beard will meet with the Executive Committee and notify her when ready.

11. Visitors' Comment Period: No visitors attended the meeting.

12. December Meeting: The December meeting will be held Thursday, December 10, 2009, at 10:00 a.m. at the Oklahoma Finance Authority, 5900 N. Classen Court, Oklahoma City, OK.

13. The meeting was adjourned by Chairman Beard.

Respectfully submitted,

Glynda Reppond
Executive Director