

OKLAHOMA ABSTRACTORS BOARD

MINUTES OF REGULAR MEETING

May 17, 2016

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairman Chaney Haynes at 10:00 a.m., at the OLERS Conference Room, 421 NW 13th Street, Suite 100, Oklahoma City, Oklahoma.
2. Mark Luttrull called the roll. Attending were, Chaney Haynes, John Bailey, Ralph Harrison, Mark Luttrull, Ken McDowell, J Thomas, Corky Heard. Charles Nichols and Robert Getchell were absent.
3. The Minutes of the Regular Meeting of the OAB, conducted on April 19, 2016, were reviewed. A motion was made by Mr. Luttrull to approve the minutes as presented. The motion was seconded by Mr. McDowell. Motion carried.
4. **Chairman's Report-Chaney Haynes:** Chaney Haynes welcomed everyone to the May meeting. He had nothing to report.
5. **Administrator's Report (Board Report):** Katherine Smith reported that she had met with the Budget Committee to finalize the budget for FY 2017 which would be presented to the Board for approval. She also, per the information given by John Crittenden at the last meeting, spoke with the Risk Management Group and confirmed that our retention levels were at the lowest level possible which is where they said the agency needed to be.
6. **Committee Reports.**
 - a.) **Budget and Finance-J Thomas:** Mr. Thomas, gave an update on the budget and presented the "Operating Budget Comparison by Department and Account" report showing the total budget for the year is \$311,275. YTD budget is \$259,197.00. Expenses YTD are \$172,890.24 the Outstanding Encumbrances \$23,728.40 for total expenses and encumbrances of \$188,011.06. "Allotment Budget and Available Cash" showing that our available cash at the end of the month is \$439,985.27. The next report is the "Summary of Receipts and Disbursements" showing revenue of \$269,710.90 and expenditures of \$178,512.60. The next report is the Six-Digit Object of Expenditure" report, showing our expenses for the month at \$18,027.52, and YTD expenses at \$172,890.24. The final report we have today is the "Six-Digit Expenditure Detail" report, which covers each month from the beginning of the fiscal year for comparison purposes shows a net amount of \$5,482.02. Our "Outstanding Encumbrances Report" shows that we have funds encumbered

are \$23,728.40. After review and discussion, a motion was made by Mr. Thomas to approve the report as presented. Second by Mr. Bailey. Motion carried.

Proposed Budget for FY 2017 was presented to the Board. Proposed budget has a projected net income of \$287,460.00 and expenses of \$225,799.50 which would give a net profit of \$61,660.50. Difference from last year is a decrease of \$85,324.94 mainly due to not having a separate Inspector position and associated overhead. A motion was made by Mr. Bailey to approve the report as presented. Second by Mr. McDowell. Motion carried.

- b.) **Rules and Regulations-Ralph Harrison:** Mr. Harrison reported that the committee had not met again and therefore had no report.
- c.) **Licensing and Testing-Corky Heard:** Mr. Heard reported that at the test on May 11th there had been 33 people take the test and 31 passed and 2 failed. Next test date is May 19, 2016 in OKC at the testing center.
- d.) **Inspections-Katherine Smith:** Ms. Smith reported that she had completed 16 inspections since the last Board Meeting and presented those for approval. Ms. Smith made a motion to approve the inspection reports as presented. Second by Mr. Harrison. Motion passed.

Ms. Smith informed the Board that the Consent Order that was approved the previous month has been forwarded to the Attorney General's office for review and had been approved so that matter was now closed.

- e.) **Enforcement Committee Reports-Chaney Haynes:**
Applications for Licenses: Presented to the Board for approval was a list of applicants for abstract licenses or renewals, which are set out in the attachments hereto. A motion was made by Mr. Haynes to approve all of the licenses presented, subject to administrative review and to make sure all compliance issues were met and appropriate fees paid. Second by Mr. Bailey. Vote: Unanimously approved.

Certificates of Authority and Rate Sheets: Presented to the Board for approval were applications for renewal of Certificate of Authority by AAA Abstract Company (Adair County), Custer County Abstract Company, Guaranty Abstract Company of Jefferson County, Pioneer Abstract of McAlester (Latimer County), and Southern Abstract Company (McCurtain County). A motion was made by Mr. Haynes to approve all the applications. Second by Mr. Luttrull. Vote: Unanimously approved.

Permits: Presented to the Board for approval were applications for renewal of Permit by American Eagle Title & Abstract (Osage County). A motion was made by Mr. Haynes to approve the application. Second by Mr. Bailey. Vote: Unanimously approved.

7. **New Business:** Mr. Haynes asked for any new business, there was none.

Mr. Luttrull had a new question about old business – he asked for the status of transitioning to online licensing. Ms. Smith informed him that she hadn't been able to get a good answer on that topic but that she had spoken with the IT Projects Manager for our Agency who wasn't sure where the project had been left either. It was decided that most likely, we would be starting over and that's where it was left. Now we needed to start moving that forward.

8. **Report Legal Counsel-John Crittenden:** John Crittenden stated there are no active cases at this time. Mr. Crittenden commented that other agencies have had \$10M - \$15M pulled from their revolving funds. One of the agencies that he represents had \$1.3M pulled from theirs. Mr. Haynes asked if we had received any further word on possible pulls from our surplus. Ms. Smith said that they seemed to be focusing on larger agencies, particularly ones that receive appropriations. Our agency doesn't have enough money to make any real impact on the need.
9. **Visitor's Comments:** Mr. Haynes asked for any visitor comments. Mr. Charles Holleman with OLTA thanked the Board for allowing Ms. Smith to come to the school and give the Abstractor's Exam.

Mr. Haynes also welcomed Christina Wooten to the meeting and introduced her as one of the new Board Members. Mr. Haynes also announced that Todd Humphrey will be stepping into Mr. Harrison's District 1 spot.

10. **Announcement of next meeting:** Tuesday, June 21, 2016, at 10:00 a.m., 421 NW 13th Street, Suite 100 (OLERS) Conference Room, Oklahoma City, Oklahoma.
11. The meeting was adjourned by Chairman Haynes.